

**MINUTES OF THE ANNUAL MEETING OF
MUTUAL 14
April 25, 2013
Council of Unit Owners of Mutual 14, Inc.
Condominium of Rossmoor, Inc.**

The Annual Meeting of the Council of Unit Owners of Mutual 14, Inc. – Condominium of Rossmoor, Inc. was held in the Auditorium of Clubhouse II, 3300 North Leisure World Boulevard, Silver Spring, Maryland, on Thursday, April 25, 2013 at 3:00 p.m.

1. **Call to Order** – Mr. Bambach called the meeting to order at 3:00 p.m.
2. **Introduction of Directors and Leisure World Management** – Mr. Bambach introduced the Board of Directors: Agnes Glass, Secretary; Ann Graham, Treasurer; James Moores, Linda O’Neil, John Radcliffe, Directors. Jacqueline Rabinow, Vice President, is not with us today, she recently fell and is in a rehabilitation facility.

Mr. Bambach also introduced Tim Coursen, Assistant General Manager and Gloria Robar, Mutual Assistant.

3. **Statement of the General Manager** – Tim Coursen, Assistant General Manager presented and reviewed the General Manager’s Report for the Annual Year of 2013. Mr. Coursen responded to all comments and questions from the membership.
4. **Roll Call/Certification of Proxies (Announcement of Quorum)** – Gloria Robar – Ms. Robar announced that 18 units were represented in person and 99 units by proxy for a total of 116 units and a percentage of 60% - quorum achieved.
5. **Proof of Notice of Meeting – Agnes Glass, Secretary**

Upon motion duly made and seconded, the membership agreed,

To waive the reading of the Proof of Notice for the Annual Meeting
which was mailed to all unit owners on March 25, 2013.

Resolution #156, 4/25/13

6. **Approval of Agenda** – The agenda was approved as presented.
7. **Approval of Minutes – April 26, 2012– (Attached to agenda) –**

Upon motion duly made and seconded, the membership agreed,

To waive the reading of the minutes of April 26, 2012 and accept them as written.

Resolution, #157, 4/25/13

8. **Report of the Officers –(Secretary, Treasurer and President).** Copies of the reports of the President, Secretary and Treasurer are attached to the agenda. Mr. Bambach’s report included: A. Mutual 14, a \$1.5 million a year operation is on a master meter, and fees cover utilities, building maintenance, landscaping and necessary contribution to the facilities of Leisure World. Unlike some other mutuals that maintain property manager, assistant and engineer for repairs, we have a mutual assistant shared with other mutuals and an advisory committee, so we depend on volunteer work from our residents to staff the Property Maintenance Committee and other committees. It is not expected, even with knowledgeable volunteers that the responsibility of determining everything related to the maintenance and care of the property be borne by the mutual. It may be time to consider the hiring of a part time property manager to look after our aging (36 years) facility, that will impact on the condo fees, which we have been able to keep from increasing much during the past recent years. Therefore, Budget planning will be a major focus of the Board.
- B. Also, due to the aging of our property, Linda O’Neil has helped form the Architectural Design Committee, a subcommittee of the Property Maintenance Committee, to look at ways to improve its appearance. The harmony of the color scheme of Buildings #16 & #17 is excellent.
- C. It was noted that assistance from Leisure World, Gloria Robar, Mutual Assistant and Raymond Lee, Accountant contributes to the sound operations of the mutual.
- D. Mutual 14 Volunteers: (1) Agnes Glass, Co-Chair of the Advisory Committee, as well as Secretary of the Board of Directors and Building Representatives. (2) Property Maintenance Committee-Co-Chairs, Frank Lozupone and Bill Buck – responsible for the physical welfare of the homes in the mutual. (3) Landscape & Social Committees – Sharon Moores, Chair of the Landscape Committee/Co-Chair of the Social Committee – doing wonders for making life special in the mutual. (4) Kathy Viney, Webmaster and Beth Leanza, editor of the Grapevine. (5) The Board of Directors –their range of expertise and wisdom brought to important decisions are impressive. (6) Jackie Rabinow – has decided to cut back on her numerous obligations and not to run for re-election. After serving 19 years on the Board, four as president, Ms. Rabinow has served us well.
9. **Annual Committee Reports –Copies of the Advisory, Nominating and Property Maintenance Committees** are attached to the agenda.

10. **Appointment of the Inspectors of Election** – Mr. Bambach introduced and thanked the inspectors of election – Sharon Palmer-Hillman, Joan Griffin, Jessie Maselka and Erica Lieberman.

11. **Election of Directors** –
 - A. **Report of the Nominating Committee** – Ms. Dini Stewart, member of the Nominating Committee, subbing for Harold Crisp who is away, introduced the five candidates for the two vacant positions: Laurie Burdick, Dan Lerner, Barbara Palmer, J. Donald Pruett and John Radcliffe.
 - B. **Nominations from the Floor** – In accordance with the Maryland Condominium Act, Ms. Stewart called for nominations from the Floor, there were none. She then called for a motion and second to close the nominations from the Floor.

12. **Open Session** –From the Floor: (1) Cleaning up after Pets. (2) Cigarette butts littering property. (3) Light Bulb. (4) Implementation of “Buddy System” similar to the high rises. (5) For projects-obtain bids from PPD.

13. **Election Results**: Barbara Palmer and John Radcliffe have been elected to the Mutual 14 Board of Directors.

14. **Adjournment** – There being no further business to come before the membership, the meeting adjourned at 3:50 P.M.

Richard Bambach, President