

FINAL

Res #58-#62

**REGULAR MEETING
BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS OF MUTUAL 14
Thursday, January 20, 2011**

Pursuant to notice previously given, a Regular Meeting of the Board of Directors of the Council of Unit Owners of Mutual 14 – Condominium of Rossmoor, Inc. was held in the Sullivan Room of the Administration Building, on Thursday, January 20, 2011 at 1:30 P.M.

Directors Present: Richard Bambach, President; Frank Lozupone, Vice President; Agnes Glass, Secretary; Ralph Romano, Treasurer; Helen Bass, James Moores, Jackie Rabinow, Directors

For Management: Tim Coursen, Assistant General Manager; Gloria Robar, Mutual Assistant

- 1. Call to Order – Mr. Bambach called the meeting to order at 1:30 P.M.**
- 2. Welcome Visitors – There were no visitors at this time.**
- 3. General Manager’s Report – Tim Coursen, Assistant General Manager presented the General Manager’s Report for January, 2011. All questions and comments were responded to by Mr. Coursen.**
- 4. Adoption of Agenda – The agenda was approved as presented.**
- 5. Approval of Minutes – The minutes of December 16, 2010 were approved as presented.**
- 6. President’s Comments – Mr. Bambach’s comments included:
 - (a) Nominating Committee – A nominating committee will be established by Mr. Bambach to assist in the search for candidates for election to the Board of Directors. Mr. Bambach and Agnes Glass terms expire this year.**
 - (b) Management of meeting times/style – It was noted that the regular meetings are at times lengthy/that extraneous conversation should be minimized so the meetings can be conducted properly and in a timely manner.****

- (c) **LWCC Board** – Mr. Bambach is Mutual 14’s official representative to the LWCC Board of Directors.

7. **Reports – Mutual Officers’/Committee Chairs**

A. **Secretary’s Report – Agnes Glass** – Mrs. Glass’ report included:

- (1) The Unit Status Report was reviewed by Mrs. Glass and the death of Edith D’Ambrosio was noted.
- (2) There are 9 units on the active listing.
- (3) Marty Taylor will temporarily replace Edith D’Ambrosio as Building #17 representative.

B. **Treasurer’s Report – Ralph Romano** – Mr. Romano’s report included:

- (1) **A/R Status Report** – The December A/R Status report was reviewed by Mr. Romano and it was noted that the Swanson Estate Trust is three month’s delinquent in the payment of its condo fees.
- (2) The list of invoices for December 17, 2010 through January 20, 2011 was reviewed and none required further clarification. A copy of the list of invoices is on file in the Mutual Assistant’s office.
- (3) Upon motion duly made by Ralph Romano, the Board agreed,

To approve the payment of \$2,024.00 to LWMC for the filling of cracks in the streets of Mutual 14 – Invoice #: 321805.

Resolution #58, 1/20/11

C. **Property Maintenance Committee Report – Lozupone** – Copies of the January 6, 2011 Property Maintenance Committee minutes were provided to the Board. Mr. Lozupone’s report contained a complete summation of the business conducted at the Property Maintenance Committee meeting on January 6, 2011.

D. **Advisory Committee – Glass** – Mrs. Glass’ report included:

- (1) **Hughes Complaint** – Subject to be discussed at 10. Unfinished Business.
- (2) **Icing Issue** – The issue of icing at the lobby entrances into the apartment buildings was discussed. The entrance icing problem should be called into the Mutual Assistant during regular working hours. It was suggested that after hours calls be funneled through the building representatives, to the Main Gate and in turn the Main Gate will contact PPD night crew.

It was also suggested that an article be placed in the Grapevine and Mrs. Glass stated that this subject will be discussed at the February Advisory Committee meeting.

- E. **Landscape Committee – Moores** – A written report was submitted for filing. Late invoices from McFall/Berry impacted on what was considered a good year. It was stated that the Mutual looks good and appreciation is extended to the first floor residents who have maintained the grounds in an outstanding manner. The Committee checked with McFall/Berry on the possibility of re-doing the atrium areas of the apartment buildings – Estimated cost per building - \$12,000.
- F. **Social Committee – Moores** – A written report was submitted for filing. The year was considered very successful for socializing in Mutual 14. The picnic and Casino Night was extremely well received. A “Soup & Salad” dinner is being planned for March 2011. It is being noted that the Committee would entertain other suggestions in place of the “soup and salad” event – please contact Sharon Moores.
- G. **Restaurant Committee – Moores** – A written report was submitted for filing. Table reservations in the Stein Room – Reservations made for the Stein Room (except for Fridays) will be held for 15 minutes only. February 14 – Valentine Dinner (\$25.95) per person. One night per month – special Bistro dinner, Seafood Dinner on January 26th. Menus are posted in the Leisure World News or call 598-1330. The Cascade Bistro is closed for lunch until March 1 – Upon reopening – gourmet sandwiches and soups, special salads and will be open Tuesday through Friday. Cocktail Club Annual Membership - \$100.00 per person – allows a \$1.00 discount off adult beverages.
8. **Grapevine – Beth Leanza** – There was no report at this time.
9. **LWCC Report – Bambach** – Mr. Bambach stated that he will share information with and solicit opinions from the Board on LWCC issues through the email, to preclude the use of the Board’s regular meeting time. The following items were discussed at the recent LWCC BOD meeting:
- Restaurant Contract – Slight reduction in the subsidization of the restaurant over the next three years.
 - Bus Leasing Contract – New contract to allow for steps closer to the pavement.
 - PPD Occupational review in progress.
 - Name Change Survey – 60% of respondents favor name change.
 - CCOC Complaints – Two complaints filed against LWCC to the CCOC.

A. **LWCC Advisory Committees** –

Emergency Prep Committee – Rabinow – The Committee’s goals/objectives: (a) Evacuation Plan from all mutuals. (b) Increase participation in the CERT program. (c) Town meeting being planned for October 2011 (Fire Prevention Month). (d) Emergency Prep Notebook (containing Emergency Prep articles published in the Leisure World News) is available at the Library.

10. **Unfinished Business** –

A. **Reserve Study Update** – The Mutual Assistant has requested proposals from three reserve study agencies and received one response/will be sending a Reserve Study Request for Proposal form.

B. **Bylaw Committee** – Mr. Moores stated that the Bylaw Committee consists of: Herbert Fine, James Moores, Philip Evans and William Buck.

11. **New Business** –

A. **Annual Meeting – April 28, 2011** – Call for Candidate letter due for distribution on February 15, 2011.

Upon motion duly made by Jacqueline Rabinow and seconded, the Board agreed,

to approve holding the Mutual 14 Annual Meeting on Thursday, April 28, 2011, at 3:00 P.M. in the Auditorium of Clubhouse II.

Resolution #59, 1/20/11

B. **Swanson Estate – Delinquent Account** – after discussion,

Upon motion duly made by James Moores and seconded, the Board agreed,

To approve the mailing of the Intention to File a Lien within 30 days to the Estate of John E. Swanson,

C/O Scott Swanson
3065 Raintree Road
York, PA 17404-9675

Resolution #60, 1/20/11

Upon motion duly made by Agnes Glass and seconded, the Board agreed,

To allow Mr. Tim Coursen, LWMC Management to contact the LW legal counsel (Schilds) for the purpose of filing a lien against the Estate of John E. Swanson.

Resolution #61, 1/20/11

- C. **Barber Request – re: Vehicle/Expired Tags (attached)** –after discussion,

Upon motion duly made by Agnes Glass and seconded, the Board agreed,

To approve Mrs. Starlet Barber’s request to allow 90 days for the repair of the untagged vehicle in Carport # 5, Building #14, 3501 Forest Edge Drive. At the end of 90 days the car is to be operational or removed from Mutual 14.

Resolution #62, 1/20/11

- D. **Hughes – Letter re: Ceiling/Wall Cracks (attached)** – Mr. Lozupone stated that the cracks in the ceiling and wall in Ms. Hughes’ unit are probably caused by the expansion and contraction of the wood trusses that hold up the building roof. This happens as the trusses contract as they dry out in winter and expand as the humidity goes up in the spring. This is a commonplace occurrence in the third floor apartments of our buildings.

12. **Open Forum** – There were no items from the Floor at this time
13. **Next Meeting** – February 17, 2011 – 1:30 P.M. – Sullivan Room
14. **Adjournment** – There being no further business, the meeting adjourned at 3:40 PM.

Richard Bambach, President

Agnes Glass, Secretary