

FINAL

Res #63-#66

**REGULAR MEETING
BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS OF MUTUAL 14
Thursday, February 17, 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, February 17, 2011 at 1:30 P.M.

Directors Present: Richard Bambach, President; Frank Lozupone, Vice President; Agnes Glass, Secretary; James Moores, Jackie Rabinow, Directors

Directors Absent: Helen Bass, Ralph Romano

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 – Mr. Bambach welcomed Linda Williams, Gerry Windham and contractor Adam Ford to the meeting.**
- 3. General Manager’s Report – Tim Coursen, Assistant General Manager presented the General Manager’s Report for February, 2011. All questions and comments were responded to by Mr. Coursen.**
- 4. Adoption of Agenda – The agenda was approved as amended. Add...10. New Business – B. Miscellany – Jackie Rabinow.**
- 5. Approval of Minutes – The minutes of January 20, 2011 were approved as presented.**
- 6. President’s Comments – Mr. Bambach’s comments included:
(a) Constance Hughes’ Concern – Letter – Ms. Hughes voiced concerns about the cracks and the separation of the crown mouldings in her unit. Mr. Bambach and Mr. Lozupone visited Ms. Hughes’ unit.
(b) The complaint regarding the tripping hazard at Unit #13-1F was resolved by Mr. Bambach. The resident has removed the item from the pathway.**

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.
- (2) There are 12 units on the active listing.

B. **Treasurer’s Report** – Mr. Bambach stated that the Mutual’s financial status remains in a positive posture. Mr. Bambach will contact Lamont Miller re: the Wachovia account – (\$262,326.07), which is in excess of the maximum amount of \$250,000 that the FDIC will insure.

- (1) AR Status Report – The report was not available at this time.
- (2) The list of invoices for January 21, 2011 through February 17, 2011 was reviewed and none required further clarification. A copy of the list is on file in the Mutual Assistant’s office.
- (3) Insurance Claim – Gerald Ungar – 15111 Glade Drive, #12/2F – Date of Occurrence: 1/2/11 – Problem: Hall toilet overflowed and leaked into #12-1F (Hopkins) – A&A called in to clean up damage in both units. A&A Water/Fire Damage Restoration – Invoice #2742 – Invoice Date: 1/13/11 – Water damage clean up in Units #12-1F and Unit #2F – Amount: \$1,649.42. LWMC Invoice#: I-960054- Amount: \$102.70. Total amount: \$1,752.12

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

that Mr. Gerald Ungar, #12-2F be directed to reimburse the Council of Unit Owners Mutual 14 the total amount of \$1,752.12, check payable to the Council of Unit Owners Mutual 14, to the attention of: Lamont Miller, M14 Accountant, 3701 Rossmoor Blvd., Silver Spring, MD 20906.

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C. **Property Maintenance Committee Report – Lozupone** – Copies of the February 3, 2011 Property Maintenance Committee minutes were provided to the Board. Mr. Lozupone presented four ABMs for review and approval.

After extensive discussion, the Board understood Ms. Williams’ two ABM proposals to be:

- (1) **ABM – Linda Williams – Expansion of the Florida Room** – To expand the existing sunroom at 15151 Vantage Hill Road, #9A 8 feet south toward Unit #9B and 2 feet east towards the Golf Course.

We note that the drawings supplied with the ABM do not show the dimensions accurately. New drawings to show the correct dimensions should be prepared. A hand drawing by Frank Lozupone is attached that shows the dimensions we believe are correct.

(2) ABM – Linda Williams – Installation of Pavers –

The pavement of the patio's area as indicated in Ms. Williams' second ABM, we note that adequate drawings were not provided for that project and should be prepared.

Upon motion duly made by James Moores, the Board agreed by a roll call vote:

James Moores – Aye
Jacqueline Rabinow – Aye
Agnes Glass – No
Frank Lozupone – No
Richard Bambach – Aye

To approve both of the Williams' ABMs as submitted, with the understanding that as mandated by Mutual 14's Bylaws: Article X Architectural Control, Section 9 (a)...Granting and Recording of Easements – Rights of Way – Licenses, and Similar Interests Affecting Common Elements, any expansion that encroaches upon general common element requires the affirmative vote of 66 2/3% of all unit owners.

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Upon motion duly made by James Moores,

To make an exception to Mutual 14's Bylaws: Article X Architectural Control, Section 9 (a)...Granting and Recording of Easements - Rights of Way – Licenses, and Similar Interests Affecting Common Elements and allow construction to begin as requested on both of the Williams' ABMs.

The Board by a roll call vote:

James Moores – Aye
Jacqueline Rabinow – No
Agnes Glass – No
Frank Louzpone – No
Richard Bambach – No
The motion failed

(3) **ABM – Lerner – Installation of Heat Pump/Interior Renovation –**

Request to install heat pump and interior renovation: (1) install kitchen cabinets, carpet, tiles, new locks, ramp to front door, storm door and shower enclosure.

Upon motion duly made by Jackie Rabinow, the Board agreed,

To approve the ABM as presented by David & Sue Lerner @ 3510 Forest Edge Drive, #16-1G, contingent upon being in compliance with the recommendation of John LaClere, Special Projects, PPD, that the license and certificate of insurance of the electrical contractor is received prior to start of the project.

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(4) **ABM – O’Neil – Kitchen Renovation – It was agreed that since the work was completed prior to the submission of the ABM that no further action is required. However, Mr. Lozupone will contact James and Linda O’Neil to see if they can obtain a copy of the electrical license for Cabinet Discounters, Inc.**

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

(1) All buildings were represented at the meeting

(2) Harold Crisp, Nomination Committee was in attendance and received names of potential nominees for the upcoming election of the Board of Directors at the 2011 Annual meeting.

(3) Jackie Rabinow – received fire alarm test certificates at Building #13, the Mutual Assistant will have the addresses changed so that all certificates are sent to the Administration Building.

(4) Building #13 – Dorothy Powers, #13-1B – some exterior lights are still out – the Mutual Assistant will check on work requests for Units #13-1B and #13-2D.

(5) Barking Dogs – Barking dogs are issues of concern particularly in Buildings # 13 and #16.

(6) Marty Taylor – Temporary Building Representative for #17 – has not received any replies to her letter requesting a volunteer for full time building representative for Bldg. #17.

E. Landscape Committee – Moores – Progress. It is anticipated that due to the snow storms, there will be late receipt of invoices due to clean up from winter storm damage throughout the Mutual. Mr. Moores suggested the following: (1) Placing a stationary cast iron barbecue grill and bench in the “Central Park “area. (2) Placing trash cans at both ends of the park.

- F. **Social Committee – Moores – Progress.** The Soup N’ Salad event was cancelled due to medical issues of several of the members of the Committee. It was suggested that the Board consider use of the LW Restaurant catering service to provide the snacks for the social hour at the Annual meeting.
8. **Grapevine – Beth Leanza –** Mr. Bambach reviewed the items that will be published in the upcoming edition of the Grapevine.
9. **LWCC Reports –**
- A. **LWCC Advisory Committees –** Mr. Bambach stated that the CCOC complaints are now being worked through a mediation process. The LWCC Board has set up an ad hoc committee to create a process for conflict resolution within the Community and will be chaired by Mr. Bambach.
- (1) **Emergency Prep Committee – Rabinow –** Mrs. Rabinow stated that there will be Emergency Preparedness items published in the upcoming edition of the Grapevine. The Committee will attempt to insure that all of the mutuals have emergency preparedness plans.
- 10 **Unfinished Business –**
- A. **Reserve Study Update –**The Mutual has received one proposal, one proposal on the way and one proposal still pending.
- B. **Swanson Estate –** The lien on the Swanson Estate will be filed on Friday, February 18, 2011.
- C. **Call for Candidate Letter –** The Call for Candidate letters were mailed on February 15, 2011.
11. **New Business –**
- A. **Audit Q/A – April 21, 2011 –** After discussion,
- Upon motion duly by Richard Bambach, the Board agreed,
- To allow the Leisure World Accounting Department Supervisor, Dawn Gaynor, to conduct a question/answer review of the Mutual 14’s 2010 Audit Report at the April 21, 2011 regularly scheduled Board meeting.

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12. **Open Forum** – There were no items for discussion from the floor .
13. **Next Meeting** – March 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