

**FINAL**

**Res #22-#27**

**REGULAR MEETING  
BOARD OF DIRECTORS  
COUNCIL OF UNIT OWNERS OF MUTUAL 14  
Thursday, July 21, 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, July 21, 2011 at 1:30 P.M.**

**Directors Present:** Jacqueline Rabinow, Vice President; Agnes Glass, Secretary; Ann Graham, Treasurer; Frank Lozupone, James Moores, John Radcliffe, Directors

**Directors Absent:** Richard Bambach

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

**Visitors:** Elizabeth Leanza, Martha Taylor

- 1. Call to Order – Ms. Rabinow called the meeting to order at 1:30 P.M.**
- 2. Welcome Visitors – Ms. Rabinow welcomed Elizabeth Leanza and Martha Taylor to the meeting.**
- 3. General Manager’s Report – Tim Coursen, Assistant General Manager presented the General Manager’s Report for July, 2011. All questions and comments were responded to by Mr. Coursen.**
- 4. Adoption of Agenda – The agenda was approved as amended. Add...11  
New Business – B. Rentals**
- 5. Approval of Minutes – June 16, 2011 – The minutes of June 16, 2011 were approved as amended. 5. Executive Session...Add to motion: regarding #17-3E. 8. Property Maintenance Committee Report...C (3) (c) Add to motion: to be completed in 2012. 11. Unfinished Business...A. Martinez ABM Corrections to motion: delete is: add are. delete: John LaClere and add PPD will repair. 12. New Business...B. LW News Delivery – Corrections to paragraph: add: to the Plaza Homes and has agreed to assist him.**

- (1) Approval of Executive Minutes – June 16, 2011 – The minutes of the Executive Session of June 16, 2011 were approved as presented.
  - (2) Approval of Minutes – May 19, 2011 – The minutes of May 19, 2011 was approved as amended. 11. New Business...C. Fidelity Bond – Correction: The Board agreed to the increase of the Fidelity Bond coverage.
6. Vice President’s Comments – There were no comments at this time.
  7. Reports: Officers’/Committee Chairs –
    - A. Secretary’s Report – Agnes Glass –
      - (1) Unit Status Report – (attachment 1) – The report was reviewed by Mrs. Glass.
      - (2) 6 units are on the active listing.
      - (3) Currently there are 19 vacant units.  
 It was suggested that letters be sent to the owners of the vacant units requesting information on how the units are being monitored. John Radcliffe agreed to draft a letter, forwarding it to Ms. Rabinow for review and then to the Mutual Assistant for placement on Mutual letterhead and distribution.  
  
 Upon motion duly made by Jacqueline Rabinow, the Board agreed,  
  
 That letters be sent to the owners of the vacant units requesting information on how the units are being monitored.  
Resolution #22, 7/21/11
    - B. Treasurer’s Report – Ann Graham – Ms. Graham’s report included:
      - (1) Overview of Expenditures –
        - (a) Cash Balance – May 2012 - \$132,000  
 June 2012 - \$155,000
        - (b) Smoke Alarms – Projection: \$343 per month  
 Actual: \$6,600 – replacement of smoke detectors
        - (c) Expenditures 2011 – Budget: \$4,100  
 Projected: \$8,700
        - (d) Building Maintenance – Budget: \$50,000  
 As of June 2011 – Actual: \$53,000
      - (2) Invoices – The list of invoices for June 17, 2011 – July 21, 2011 is on file in the Mutual Assistant’s office.

Upon motion duly made by Ann Graham, the Board agreed,

To approve the payment of \$3,703.50 to McFall/Berry – Invoice #: 139879 – Invoice Date: 6/30/11 – Proposal #4365 – Miscellaneous Extra Services per 4/18/11 inspection of property. Difference from invoice total is due to the replacement of rose bushes.

Resolution #23, 7/21/11

To approve the payment of \$1,084.71 to Schindler Elevator Corporation – Invoice #: 7151436583 – Invoice Date: 6/7/11 – After power outage/brown out on 5/27/11, power relays had to be rebuilt by on-site technician at 3510 Forest Edge Drive (Bldg. 16) and 3511 Forest Edge Drive (Bldg. #17).

Resolution #24, 7/21/11

C. Property Maintenance Report – Frank Lozupone – Mr. Lozupone’s report included:

- (1) ABM – Bolin – Extensive modification of master bathroom to make accessible to owner’s disabilities. After discussion,

Upon motion duly made by Frank Lozupone, the Board agreed,

To approve the Application for Building Modification (ABM) submitted by Carl Alan Bolin for the modification of the master bathroom @ 3500 Forest Edge Drive, #15-3F.

Resolution #25, 7/21/11

- (2) ABM – Bennett – Installation of granite counter tops in the kitchen. Work to be done by PPD.

Upon motion duly made by Frank Lozupone, the Board agreed,

To approve the Application for Building Modification (ABM) submitted by Raymond & Kaye Bennett to install granite counter tops in the kitchen @ 15149 Vantage Hill Road, #9B.

Resolution #26, 7/21/11

- (3) Estimates – (1) Replacement of roof shingles for 5 buildings - to replace one building plus carport will cost \$58,000.  
(2) Estimated cost to replace the siding of one apartment is \$12,500.

D. Advisory Committee – Agnes Glass – A meeting is scheduled for next month.

- E. **Landscape Committee – Sharon Moores** – A written report was submitted to the Board.
  - F. **Social Committee – Sharon Moores** – A written report was submitted and presented to the Board. **Greek Dinner – Geneva Foster/Chef - September 27, 2011. Sign up – At time of signing up, give check to the Building Representative, if the Representative is gone, place check in bag outside of the Representative’s door. The Social Committee changed the attendance age requirement to 18 years.**
8. **Grapevine – Elizabeth Leanza** – Ms. Rabinow will publish the upcoming edition of the Grapevine – articles to be published (1) Landscape Committee, (2) Rule of the month and (3) volunteer to deliver the LW News to the Plaza Homes.
9. **LWCC Report** – The Medical Center Consultant issue continues to be the focus of the LWCC Board.
- A. **LWCC Advisory Committees** –
    - (1) **Restaurant Committee – James Moores** – The Committee has decided to renovate the Stein Room and Mr. Moores distributed sketches of the lighting for the Stein Room. The Committee is also open to any suggestions from the Community.
    - (2) **Security/Transportation Committee – James Moores** – The new busses have been received and are in use. The new height of the steps of the bus and the lack of grab bars have been the focus of the past two committee meetings.
    - (3) **Emergency Preparedness Committee – Jacqueline Rabinow** – A forum will be held on October 19, 2011 and the speakers have been selected. Free tickets will be needed to attend the forum in Clubhouse II.
10. **Unfinished Business** –
- A. **Smoking Ban in Mutual – (attachment 2)** – Copies of Anne Marie Martinez’s information referencing a no smoking ban in the Mutual is attached.
    - (i) MC County Council/Board of Health – Res #17-210  
 “Prohibition of Smoking in Common Areas of Certain Multiple Family Residential Dwellings and Certain Playground Areas”  
 (attachment 3)

After discussion,

Upon motion duly made by Ann Graham, the Board agreed,

To postpone the MC County Council/Board of Health – Res #17-210, prohibiting smoking in certain common areas of multiple-residential dwellings and certain playground areas to the August meeting, to allow the Board time to review the policy and determine how the Mutual will implement said policy.

**Resolution #27, 7/21/11**

It was agreed that the abovementioned policy will be included in the July 2011 edition of the Grapevine.

- B. **Sec. 6.01 Architectural Control C – re: Hanging pots, planters & ornaments – Responses received (3) – (attachment 4)**  
It was agreed that the responses be forwarded to the Property Maintenance Committee for its review and action.
  - C. **Reserve Study Proposals –**
    - (i) **Reserve Advisers – (attachment 5) – Proposal postponed to the August meeting.**
    - (ii) **Associa – (attachment 6) – Proposal postponed to the August meeting.**
    - (iii) **The Falcon Group – (attachment 7) – Proposal postponed to the August meeting.**
11. **New Business –**
- A. **Stansbury Services Contract – (attachment 8) – Subject postponed to the August meeting.**
  - B. **Rentals – Suggestion: Create Mutual Guideline for Rentals – Mr. Radcliffe will develop a rental guideline and present it to the Board at the August meeting.**
12. **Open Forum – There were no items from the Floor at this time.**
13. **Next Meeting – August 18, 2011 – 1:30 P.M. – Sullivan Room**
14. **Adjournment – There being no further business, the meeting adjourned at 3:25 P.M.**

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Jacqueline Rabinow, Vice President

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Agnes Glass, Secretary