

**FINAL**

**Res #38-#51**

**REGULAR MEETING  
BOARD OF DIRECTORS  
COUNCIL OF UNIT OWNERS OF MUTUAL 14**

**Thursday, October 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, October 20, 2011 at 1:30 P.M.**

**Directors Present: Richard Bambach, President; Jacqueline Rabinow, Vice President; Agnes Glass, Secretary; Frank Lozupone, James Moores, John Radcliffe, Directors**

**Directors Absent: Ann Graham**

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

**Visitors: Beth Leanza, Linda O’Neil, Martha Taylor**

- 1. Call to Order – Mr. Bambach called the meeting to order at 1:30 P.M.**
- 2. Welcome Visitors – Mr. Bambach welcomed Beth Leanza, Linda O’Neil and Martha Taylor to the meeting.**
- 3. General Manager’s Report – Tim Coursen, Assistant General Manager presented the General Manager’s Report for October 2011. All questions and comments were responded to by Mr. Coursen.**
- 4. Adoption of Agenda – The agenda was approved as amended. Add... 9. A. LWCC Advisory Committees – (5) LW News Advisory Committee. Add...10. Unfinished Business – F. Termite Inspection – Campbell.**
- 5. President’s Comments – Mr. Bambach’s comments: (A) because Management has not yet made arrangements to provide legal assistance for the mutuals, it is suggested that consideration be given to the retaining of legal counsel for consultation and assistance. (B) it is also suggested that consideration be given to the hiring of a part time qualified property manager to oversee the maintenance of the property.**

6. **Approval of Minutes** – The minutes of September 15, 2011 were approved as presented.

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

A. **Secretary’s Report – Agnes Glass** –

- (1) **Unit Status Report** – Copies of the report were attached to the agenda packet. The report was reviewed by Mrs. Glass.
- (2) It was stated that Unit #10-1G is no longer vacant and currently there are 14 vacant units.
- (3) It was announced that Margaret Graham, mother of Ann Graham, passed away yesterday, October 19.
- (4) Two visits are pending.

B. **Treasurer’s Report – Ann Graham** – There was no report at this time. The Mutual Assistant reviewed all invoices over \$1,000.00.

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

To approve the payment of \$1,198.00 to Western Pest Services for termite treatment @15121 Glade Drive, #13-1C (Campbell).

**Resolution #45, 10/20/11**

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

To approve the payment of \$1,710.00 to Dynalectric Company – Invoice #: T&M42234 – Invoice Date: 10/4/11 – Repair/replace 8 (7 amp) hour batteries and 9 manual pull stations on 9/27/11.

**Resolution #46, 10/20/11**

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

To approve the payment of \$23,022 to Palmer Brothers Painting & General Contracting, Inc – Invoice #: 76643 – Invoice Date: 8/19/11 – For the painting of 3500 Forest Edge Drive, Building #15, includes elevator lobbies, siding to enclosed balconies and stripe painting on stairwells.

**Resolution #47, 10/20/11**

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

To approve the payment of \$23,706 to Palmer Brothers Painting & General Contracting, Inc – Invoice #: 76642 – Invoice Date: 8/16/11 – For the painting of 301 Forest Edge drive – Building #14, includes elevator lobbies, siding to enclosed balconies and stripe painting on stairwells.

**Resolution #48, 10/20/11**

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

To approve the reimbursement of \$352.92 to Harold Crisp for the purchase of two (2) portable sign posts and two (2) Dead End Street Signs for the VHR Barricade Program.

**Resolution #49, 10/20/11**

C. **Property Maintenance Report – Frank Lozupone** – Mr. Lozupone reported the following:

(1) The Stansbury Services Contract is being submitted with the addition of the emptying of the pet refuse receptacles upon the purchase and installation of said receptacles.

(2) **Rule of the Month** – Pet Control and will be published in the Grapevine.

(3) **Palmer Brothers** – John LaClere and a representative from Palmer Brothers will attend the November 3<sup>rd</sup> PMC meeting to discuss the complaints and comments received during the painting of Buildings #14 & #15.

D. **Advisory Committee – Agnes Glass** – Mrs. Glass reported the following:

(1) The Committee met on October 19<sup>th</sup> and all buildings were represented.

(2) Mirrors at carport corners – The PMC will review the suggestion.

(3) VHR Traffic – The PMC has approved the purchase of signs that should help with the traffic issue on Vantage Hill Road.

(4) The Lobby Renovation was also a topic of interest and discussion.

E. **Landscape Committee – Moores** – The Landscape Committee minutes

were submitted to the Chair. At the direction of the General Manager, the clean up of the area between the Mutual and Golf Course will be assumed by McFall/Berry.

- F. Social Committee – Moore – The annual pot luck dinner will be held on November 1, 2011. There will be music, games and prizes.
  
- 8. Grapevine – Elizabeth Leanza – Mrs. Leanza reviewed the articles which will be published in the next edition of the Grapevine.
  
- 9. LWCC Report –
  - A. LWCC Advisory Committees –
    - (1) Restaurant Committee – Moores – There was no report at this time.
  
    - (2) Security/Transportation Committee Moores – There was no report at this time.
  
    - (3) Emergency Preparedness Committee – Rabinow – Mrs. Rabinow reported that the Forum of October 19<sup>th</sup> went well; however, it was felt that the attendance was impacted by the rain.
  
    - (4) Education/Recreation Committee – Leanza – A written report was submitted by Mrs. Leanza.
  
    - (5) LW News Advisory Committee - Rabinow – The Committee is considering a Letters to the Editor inclusion in the Leisure World News.
  
- 10. Unfinished Business –
  - A. Budget – 2012 – Final Approval – It was noted that the budget had been sent to all unit owners and allowed 30 days with which to reply. There were no responses.  
  
Upon motion duly made by James Moores and seconded, the Board agreed to approve the 2012 Budget as presented to the unit owners of Mutual 14.  

Resolution #38, 10/20/11
  
  - B. Pet Rules – Postponed to a later date.
  
  - C. M & O Agreement – Copies of the M&O Agreement had been provided to the Board at an earlier date.

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

To approve the Management and Operating Agreement for 2012 as presented.

**Resolution #39, 10/20/11**

- D. **Management Services Agreement** – Copies of the 2012 Management Services Agreement had been provided to the Board at an earlier date.

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

To approve the Management Services Agreement for 2012 as presented.

**Resolution #40, 10/20/11**

- E. **No Smoking Signage** –The Montgomery County Board of Health Regulation 17-210, effective 8/12/11 bans: (1) Smoking in common indoor areas of multi-unit residential dwellings. (2) Smoking within 25 feet of a playground area on privately owned property that has a primary purpose of serving residents of more than one dwelling unit. Owners/persons in control of such common areas and playgrounds are required to post at least one sign in each common area or playground area prohibiting smoking. The signs must include the words “No Smoking”, or the international sign for no smoking or both. After discussion,

Upon motion duly made by John Radcliffe and seconded, the Board agreed,

To approve the immediate posting of the “No Smoking” signs in the lobbies and trash rooms of all eight buildings in Mutual 14.

**Resolution #41, 10/20/11**

- F. **Termite Damage – Campbell** – Exterior door of Unit #13-1C (Betty Campbell) has been damaged by termites. The Mutual Assistant will submit a work order to have the door repaired.

11. **New Business** –

- A. **Audit Firm Approval** – Copies of the Memorandum from Jennifer Peacock, Comptroller were provided to the Board.

Upon motion duly made by Richard Bambach and seconded, the Board agreed,

To approve the firm of Councilor Buchanan & Mitchell to perform Mutual 14's audit and tax filing for 2011, 2012, and 2013 at the quoted fee of \$4,200, (2011); \$4,500, (2012) and \$4,800 (2013). Also, the Board authorizes Jennifer Peacock, Comptroller, to sign the engagement letter to CBM for Mutual 14's audit for the years 2011, 2012 and 2013.

**Resolution #42, 10/20/11**

- B. **Taxes – File as Corporation** – Subject included in above Resolution #42.
- C. **Future of Website** – Postponed to a later date.
- D. **Landscape Committee Letters** – Mr. Bambach has agreed to edit the attached Landscape Committee letters prior to being mailed to the designated unit owners.
- E. **Delinquency Report** – Copies of Memorandum from Brenda Callejas, Accountant, referencing action to collect the noted delinquencies: (1) #14048 – Engle - \$2,776. (2) #14075 - \$657.00 – Nassau. (3) #14104 - \$1,578. – Lowe. After discussion,

Upon motion duly made by Richard Bambach and seconded, the Board agreed,

To have Management initiate liens to collect noted delinquencies against (1) Account #14048 – Engle Trust - \$2,776.00. (2) Account #14075 - \$657.00 – Nassau. (3) Account #14104 - \$1,578.00 – Lowe.

**Resolution #43, 10/20/11**

- F. **Lobby Update – O’Neil** – (1) Architectural Committee is made up of: Linda O’Neil, James O’Neil, Constance Hughes, Chris Matthews, and Joan Reynolds. (2) Flyers of the proposed benches and art work were posted in each lobby. (3) Reactions were received and all eight buildings seemed accepting of change. (4) Benches were not well received.

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

To approve the increase of the Architectural Committee’s budget to \$600.00 per building.

**Resolution #44, 10/20/11**

12. **Open Forum** – **Comment: Martha Taylor: Discussion on recycling and in contact with Paul Golder, MC Department of Environmental Protection Services.**
13. **Next Meeting** – **November 17, 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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**Richard Bambach, President**

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**Agnes Glass, Secretary**