

**FINAL**

**Res #52-#61**

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

**Thursday, November 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, November 17, 2011 at 1:30 P.M.**

**Directors Present: Richard Bambach, President; Agnes Glass, Secretary; Ann Graham, Treasurer; Frank Lozupone, James Moores, John Radcliffe, Directors**

**Directors Absent: Jacqueline Rabinow**

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

**Visitors: Geneva Foster, Diane Grimes, Muriel Killerlain, Beth Leanza, Sharon Moores**

- 1. Call to Order – Mr. Bambach called the meeting to order at 1:30 P.M.**
- 2. Welcome Visitors – Mr. Bambach welcomed Geneva Foster, Diane Grimes, Muriel Killerlain, Beth Leanza, Sharon Moores**
- 3. General Manager’s Report – Tim Coursen, Assistant General Manager presented the General Manager’s Report for November 2011. All questions and comments were responded to by Mr. Coursen.**
- 4. Adoption of Agenda – The agenda was approved as amended. Add...10. Unfinished Business – C. Pet Rules & Purchase Pet Refuse Receptacles. Add...11. New Business – A. Andrews’ Letter. B. Elevator Outage, Bldg. #12.**
- 5. President’s Comments – Mr. Bambach provided a brief overview of the Andrews’ letter and the Bldg. #12 elevator outage, to be discussed in depth at the designated time in the agenda.**
- 6. Approval of Minutes – The minutes of October 20, 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) There are fourteen vacancies.
- (3) Seven listed units for sale/one for rental.
- (4) Debby Nixon – #15-3G – Noise Issue: Addition to the rules of Mutual 14 – Section 16.01 Carpeting – “Sufficient carpeting of rugs shall be maintained on a minimum of eighty percent (80%) of the exposed (not covered by furniture) hard floor surfaces (except kitchens, closets and bathrooms) in units located over other units to adequately reduce transmission of sound between units.”

B. Treasurer's Report – Ann Graham – Ms. Graham's report included:

- (1) Ms. Graham presented the request submitted by Linda O'Neil, Chair, Architecture Committee for the reimbursement of the expenses for the decoration of the lobbies of the eight apartment buildings. After discussion,

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

To approve the reimbursement of \$3,728.79 for the lobby decoration expenses submitted by Linda O'Neil, contingent upon the receipt of a detailed listing of the items and costs incurred per building.

Resolution #52, 11/17/11

- (2) AR Status Report – Copies of the October report were provided to the Board and reviewed by Ms. Graham.

- (3) Invoices – Board approval:

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

To approve the payment of \$2,558.00 to the Palmer Brothers Painting & General Contracting, Inc. for the retention fee for the painting project of Building #15 – 3500 Forest Edge Drive. Invoice #:76670 – Invoice Date: 8/31/11.

Resolution #53, 11/17/11

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

To approve the payment of \$2,634.00 to the Palmer Brothers Painting & General Contracting, Inc. for the retention fee for the painting project of Building #14 – 3501 Forest Edge Drive. Invoice #: 76671 – Invoice Date: 8/31/11.

Resolution #54, 11/17/11

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

To approve the payment of \$7,824.57 to the Contract Carpet Systems for the carpet replacement project of Building #13 – 15121 Glade Drive. Invoice #: 76282 – Invoice Date: 11/4/11.

Resolution #55, 11/17/11

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

To approve the payment of \$1,077.00 to LWMC for the repair and painting of the damaged patio ceiling and clean up @ Unit #16-1D – 3510 Forest Edge Drive (Martinez) and the sealing of the balcony above Unit #16-1D. Invoice #: 342259. Invoice Date: 10/31/11.

Resolution #56, 11/17/11

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

To approve the action taken by the Metlife Bank in Bridgewater, New Jersey, to automatically renew the Jumbo Certificate of Deposit at its maturity date, with a new maturity date of October 15, 2012. The current interest rate applied is .995%. Account #: 5003224291.

Resolution #57, 11/17/11

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

To approve the payment of the list of invoices (under \$1,000) in the amount of \$2,888.85.

Resolution #58, 11/17/11

(4) Copies of the current Balance Sheet were provided to the Board and reviewed by Ms. Graham.

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

(1) Stansbury Buildings Services Contract – 2012 -2014

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

To approve the Stansbury Building Services Contract for 2012:-@ \$40,465 (3% increase) or \$1,556.35 biweekly. 2013:-@ \$40,465 (no increase) and \$1,556.35 bi-weekly. 2014:-@ \$41,288 (2% increase) or \$1,588.00 bi-weekly. Inclusive in said motion that the contract be accepted with the cited changes to the work assignment sheets as mandated by the Property Maintenance Committee.

Resolution #59, 11/17/11

(2) Painting Project – Bldgs. #16 & #17 – John LaClere, Special Projects and Joe Dennison, Palmer Brothers representative attended the November 3<sup>rd</sup> Property Maintenance Committee meeting. All questions and comments regarding the last painting project were responded to by Mr. LaClere and Mr. Dennison.

The Committee also recommended that the Palmer Brothers paint proposal for Buildings #16 & #17 be accepted contingent upon the receipt of the cost of the contract. That being said, it was agreed that action on the painting project be postponed to the December meeting.

- D. Advisory Committee – Agnes Glass –The next Advisory Committee meeting will be held on Wednesday, December 14, 2011.
- E. Landscape Committee – Moores – Mrs. Moores reported that the majority of the landscape projects have been completed. A proposal in the amount of \$2,100 to remove Hostas from the atriums of the apartment building is anticipated.
- F. Social Committee – Moores – Upcoming events: (1) Holiday Singalong scheduled for December 4<sup>th</sup> with a rain date of December 5<sup>th</sup>. Hot chocolate and coffee will be served. Dolores Scott will play the organ. Invitations to the singalong will be extended to those outside of the mutual. (2) Casino Night – December 13, 2011.
- 8. Grapevine – Elizabeth Leanza – Mrs. Leanza listed the articles to be published in the next edition of the Grapevine.
- 9. LWCC Report –
  - A. LWCC Advisory Committees:
    - (1) Education/Recreation Committee – Leanza – A written report was submitted by Mrs. Leanza.

(2) Emergency Preparedness Committee – Rabinow – There was no report at this time.

(3) Golf & Greens Committee – Graham – Ms. Graham stated that The Committee approved the Golf Evaluation Plan submitted by the W.L. Love Company (Golf architectural firm) at a cost of \$25,000. The plan includes the enhancement of the Golf Course, fixing the drainage issues and making tee boxes more accessible. The planned changes will cover a span of five to seven years.

(4) LW News Committee – Rabinow – There was no report at this time.

(5) Restaurant Committee – Moores – Mr. Moores stated that on Thursdays of October and November from 4:00 P.M. to closing, all adult beverages are on special at \$3.50 as opposed to regular cost of over \$5.00 per drink. Also, copies of the restaurant menus and specials were made available to the Board by Mr. Moores.

(6) Safety/Transportation Committee – Moores – Progress.

10. Unfinished Business –

- A. Reserve Study Update–On November 15, 2011, Richard Bambach, Agnes Glass, Ann Graham, Frank Lozupone, William Buck and John LaClere met with Paul Grifone, Reserve Specialist of Reserve Advisers, Inc. Mr. Grifone stated that his report would be available within 4-6 weeks.
- B. Unit #11-2A – Engle – Subject unit’s bathroom leaked causing damage to the unit below. The unit is vacant and delinquent in fees and accordingly going into foreclosure. The Mutual Assistant will continue to pursue this matter to ascertain ownership or responsibility of subject unit so that payment of damages can be properly assessed.
- C. Pet Rules – (1) Limiting of Pets – After discussion, John Radcliffe agreed to develop a draft proposal for presentation at a later date. Mr. Bambach will send a reminder to the residents referencing the licensing of pets. (2) Pet Refuse Receptacles – Ms. Graham suggested the purchase of three receptacles with bags and stanchions at a cost of \$300 each and request that PPD install the receptacles. It was also suggested a small amount be set aside within the budget for the purchase of bags.

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

To approve the purchase of three pet refuse receptacles with bags and stanchions, request that PPD install the receptacles at the designated sites at a cost not to exceed \$1,500.00 (inclusive of the PPD installation charges).

Resolution #60, 11/17/11

D. Website – There was no report at this time.

11. New Business –

A. Andrews Letter – Copies of the Andrews letter was sent to the Board.

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

that Richard Bambach write a letter supporting the Social Committee and its work in response to Edward Andrews' letter.

Resolution #61, 11/17/11

B. Elevator Outage – Bldg. #12 – At a recent outage of the Bldg. #12 elevator on Friday, November 11, the Main Gate was unable to contact any Board member to obtain approval to call the Schindler technician to repair the elevator, resulting in the elevator being out of order for two days. However in the past, Board members were contacted for similar elevator incidents at the other apartment buildings. The Mutual Assistant has been directed to email the Security Department with Mutual 14's contact list.

12. Open Forum – (1) Street Signs at Vantage Hill Road. (2) Bats at Building #12 (Work order has been called in).

13. Next Meeting – December 15, 2011 – 1:30 P.M. – Sullivan Room

14. Adjournment – The meeting adjourned at 3:25 P.M.

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Richard Bambach, President

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Agnes Glass, Secretary