

Res #62-#70

**REGULAR MEETING
BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS OF MUTUAL 14
Thursday, December 15, 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, December 15, 2011 at 1:30 P.M.

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

For Management: Jolene King, Assistant General Manager; Gloria Robar, Mutual Assistant

Visitors: Herb Fine, Beth Leanza

1. **Call to Order** – Mr. Bambach called the meeting to order at 1:30 P.M.
2. **Welcome Visitors** – Mr. Bambach welcomed Herb Fine and Beth Leanza to the meeting.
3. **General Manager’s Report** – Jolene King, Assistant General Manager presented the General Manager’s Report for December 2011. All questions and comments were responded to by Mrs. King.
4. **Adoption of Agenda** – The agenda was approved as amended. Add...10. Unfinished Business – D. Hallways, E. Pet Rules
5. **Approval of Minutes** – The minutes of November 17, 2011 were approved as amended: 9. LWCC Report – (5) Restaurant Committee...change \$3.50 to \$2.50.
6. **President’s Comments** – Mr. Bambach’s comments included:
(A) The extension of his appreciation of the efforts of the Board in the conducting of Mutual 14’s operations during 2011 and holiday greetings to all. (B) Mr. Bambach stated that he will not run again upon the conclusion of the remaining two years of his term of office. He stated that a time of transition and an overlap of the position (one year) would be useful and should be considered.

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) 5 units are on the active listing and one for rental.
- (3) There 14 vacancies.

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

(1) **Insurance Claims:**

(a) **Insurance Claim:** Doris Messick, 3500 Forest Edge Drive, #15-2D, Date of Occurrence: 10/18/11 – A/C condensate line was blocked and leaked water into Unit #15-1D. Contractor – RB Kessinger LLC Invoice #1516 – Invoice Date: 11/10/11 – Repaired drywall/sealed & painted water damaged areas in Unit #15-1D. Amount: \$286.37.

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

That a letter be sent to Doris Messick @ 3500 Forest Edge Drive, #15-2D, requesting reimbursement to Mutual 14 in the amount of \$286.37 as cited in the abovementioned insurance claim.

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(b) **Insurance Claim:** Starlet Barber, 3501 Forest Edge Drive, #14-2C, Date of Occurrence: 10/8/11 – Water poured from A/C duct drain line into Unit #14-1C. Contractor – A&A Water/Fire Damage Restoration – Invoice #3033 – Invoice Date: 10/8/11 – Water damage clean up in Unit #14-1C. Amount: \$759.64

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

That a letter be sent to Starlet Barber @ 3501 Forest Edge Drive, #14-2C, requesting reimbursement to Mutual 14 in the amount of \$759.64 as cited in the abovementioned insurance claim.

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(2) **Schindler Invoices:** After a review of Schindler Invoices #7151502348, dated 11/7/11 – re: noisy buzzer in pit due to sump-pump failure; and #7151502356, date 11/7/11 – re: pumping water out of pit/repair of sump pump, it was suggested that the invoices

be returned to Schindler for clarification of work done and if properly billed.

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

That Schindler Invoices # 7151502348 and #7151502356 be returned by the Mutual Assistant to Schindler Elevator Corporation for further clarification of work done and if properly billed.

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(3) McFall/Berry Proposal -

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

To approve the payment of \$2,204.00 to McFall/Berry – Proposal #4732 – For: Cost of plant/shrubbery/tree, delivery, installation, mulching, fertilizing, initial watering and one year/one time guarantee.

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(4) CD Reinvestment –

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

That the Giant Bank \$100,000 Certificate of Deposit be reinvested and transferred to the Acacia Bank at an interest rate of 1% vs. .06%. Also, that at the maturity date of the CD, the interest be reinvested into the principal of the CD.

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(5) Insurance Claim: Frances Brown, 3500 Forest Edge Drive, #15-1G, Date of Occurrence: 11/2/11 – Toilet overflowed due to too much paper – Contractor: A&A Water/Fire Damage Restoration. Water damage clean up in Unit #15-1G. Amount: \$422.14.

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

That a letter be sent to Frances Brown, 3500 Forest Edge Drive, #15-1G, requesting reimbursement to Mutual 14 in the amount of \$422.14 as cited in the abovementioned insurance claim.

Resolution #67, 11/2/15/11

(6) List of Invoices –

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

To approve the list of invoices (under \$1,000) in the amount of \$ 6,561.38.

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(7) There was no financial statement report at this time.

(8) \$80.00 was received by Ms. Graham from the Vantage Hill Court residents to defray the cost of the holiday display lightings. The money will be returned.

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

(1) There was no Property Maintenance Committee December Meeting.

(2) Palmer Painting Proposal – Buildings #16 & #17 – Approval of the proposal has been delayed, until clarification of the entire proposal is received from John LaClere, Special Projects.

(3) Complaint – Items in hallway – It was noted that there is a difference between storing of items and having furniture on display in the hallways. Noted also, is that the Board would consider each complaint on an individual basis.

(4) Report – Mr. Lozupone received an updated report from Linda O’Neil on what has been completed and what is being planned for the apartment buildings. The report was reviewed and Mr. Lozupone will arrange to meet with Mrs. O’Neil after she returns from vacation.

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

(1) With the exception of Building #13, all building representatives were in attendance at the December meeting. The updated rosters and schedules were distributed at this time.

(2) Recycle Bins/Procedures – After a lengthy discussion, it was suggested that a representative from PPD be invited to provide information to this Board on the Leisure World recycling program.

E. Landscape Committee – Moores – Progress.

F. Social Committee – Moores – A written report was submitted for filing. Mrs. Moores extended her appreciation to the Board for its support and to the following: Kathy Viney, Allyne Ike, Ellen Wilson,

Dorothy Taylor, Barbara Martin, Margie Steffen, Mary West, Susan and Dan Lerner, Geneva and Jim Foster, Dolores Scott, Carol Emel, Pat Leanza, Bill Buck and Jim Moores.

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. (attachment 2)
 - (2) **Emergency Preparedness Committee – Rabinow** – There was no report at this time.
 - (3) **Government Affairs Committee – Fine** – Mr. Fine’s report included: (a) Effective January 1, 2012, residents in Montgomery County will be charged for the use of plastic bags. (b) Due to FHA policy changes, mortgages will become more difficult to obtain. (c) Bill of Rights – CCOC - #10-B, Article 1 – Complaint Process review.
 - (4) **Golf & Greens Committee – Graham** – The Committee has met with the Greens Architect – there will be no renovation of the greens. The goal is to make the golf course more playable to seniors, i.e. extending tee boxes, change angle of approach at different holes. The architect has been tasked to provide proposals to the Committee.
 - (5) **LW News Committee – Rabinow** – Approval has been given to change “Letters to the Editor” to “Residents’ Forum”. The Obituary listing has been deleted from the Leisure World News.
 - (6) **Restaurant Committee – Moores** – The Committee has met on choosing colors/schemes and hired an architect to work on the Stein Room Renovation.
 - (7) **Safety/Transportation Committee – Moores** – The LW winter bus schedule is determined by the Montgomery County school closings.
10. **Unfinished Business** –
 - A. **Web Site – Rabinow** – Progress.
 - B. **Landscape Committee Letters** – (attachment 3) – It was agreed all

letters from the Landscape Committee requiring corrective actions and financial implications are to be presented to the Board for its approval and notification to the unit owners by the President.

- C. **Joseph Engle Trust – Intent to File Lien** – The Mutual Assistant continues to pursue the matter of determining who has ownership or responsibility for the Engle unit. The intent to file a lien will be done upon the immediate receipt of the needed information.
- D. **Hallways** – Subject of postings on the glass section of the apartment buildings was discussed. The Board approves the postings of official Mutual notices on the glass areas within the attached self adhesive envelopes.
- E. **Pet Rules** – Mr. Radcliffe presented a report on pet rules developed and adopted by the Greens. A final document will be provided to the Board.

11. **New Business** –

- A. **Martinez – Security** – (attachment 4) – Copies of the attached email was provided to the Board. After discussion, it was agreed to invite Tim Coursen to speak to the Board regarding the subject issue of the Martinez’ concern.

- B. **Martinez – Condo Fee Adjustment** (attachment 5) – Copies of the attached email was provided to the Board. After discussion,

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

To approve the reimbursement of \$108.00 to Charles and Anne Marie Martinez, 3510 Forest Edge Drive, #16-1D, for the e-rating adjustment resulting from the installation of energy efficient windows and doors.

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- C. **Nixon – Real Estate Issue** (attachment 6) – The attached email is for information only and will be reviewed at a later date.
- D. **Leon – Monetary Assistance – WO#332195** – (attachment 7) – Copies of the attached email was provided to the Board. After discussion,

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

To deny the request submitted by Robert Leon, 3500 Forest Edge Drive, #15-1G, for monetary assistance from Mutual 14 toward the cost involving the installation of a handicap toilet in the unit.

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12. **Open Forum** – There were no items from the Floor.
13. **Next Meeting** – January 19, 2012 – 1:30 P.M. – Sullivan Room
14. **Adjournment** – The meeting adjourned at 3:45 P.M.

Richard Bambach, President

Agnes Glass, Secretary