

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

Thursday, January 15, 2009

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 January 15, 2009 at 1:30 P.M.

Directors Present: Jackie Rabinow, President; Frank Lozupone, Vice President; Paulina Garner, Treasurer; Richard Bambach; Ralph Romano, Directors

Directors Absent: Herb Fine, Agnes Glass

For Management: Mark Ellis, Deputy General Manager; Gloria Robar, Mutual Assistant

1. **Call to Order** – Mrs. Rabinow called the meeting to order at 1:30 P.M.
2. **Welcome Visitors** – Mrs. Rabinow introduced and welcomed Aleen Phillips and Harold Crisp to the meeting.
3. **General Manager’s Report** – Mark Ellis, Deputy General Manager presented the General Manager’s Report for January 2009. All questions and comments were responded to by Mr. Ellis.
4. **Approval of Agenda** – The agenda was approved as presented.
5. **Approval of Minutes** – The minutes of December 18, 2008 were approved as presented.
6. **President’s Comment & Report** –

- **Board of Director’s and Annual Meetings** –

Upon motion duly made and seconded, the Board **agreed**,

that the regular Board of Directors’ minutes be submitted to the Mutual President within 5 – 7 business days after the business meeting.

General Resolution #54, 1/15/09

Upon motion duly made and seconded, the Board **agreed**,

that the annual Board of Directors' minutes be submitted to the Mutual President within 2 months after the annual meeting.

General Resolution #55, 1/15/09

- **Grapevine** – Linda Peters has resigned as editor of the Grapevine. Mrs. Rabinow will fill the position and a search for a new editor will begin right away.
- **Birthday List** – The birthday list for the mutual requires updating however to obtain the information will be difficult; Mrs. Rabinow will enlist the help of the Advisory Committee.
- **Mailbox Labels** – The Mutual Assistant will order the necessary equipment i.e., the printer and tapes immediately.

7. **Reports of Mutual 14 Officers & Committee Chairs** –

a. **Secretary – Agnes Glass** – In the absence of Mrs. Glass, Mrs. Rabinow provided the following information:

- 24 vacancies.
- A visit to Judith Block is being planned.
- There were no reports of death at this time.

b. **Treasurer – Paulina Garner** – Mrs. Garner's report included the following:

- **Disbursements and Monthly Accounting Reports** – List of invoices approved by the Mutual Assistant is on file for review. After discussion,

Upon motion duly made and seconded, the Board **agreed**,

To approve the reinvestment of T Bill in the amount of \$85,000, maturing on 2/26/09 for 6 months.

General Resolution #56, 1/15/09

Upon motion duly made and seconded, the Board **agreed**,

To approve the purchase of 2 Certificate of Deposits at the best available rate in the amount of \$100,000 each from the sale of T Bill maturing on 2/05/09 in the amount of \$190,000 (and adding \$10,000). The CDs are to be invested for 6 months and 9 months.

General Resolution #57, 1/15/09

Upon motion duly made and seconded, the Board agreed,

To approve the payment of the Insurance Claim – Shirley Klauber, 15100 Glade Drive, #11-3E, in the amount of \$1,698.24 – Master Bathroom toilet leak – 11/15/08.

General Resolution #58, 1/15/09

- c. Property Maintenance Committee – Mr. Lozupone’s report included the following:
 - Spring Inspection – Mr. Lozupone stated that Mr. LaClere will begin the spring inspection within 3 weeks.
 - Renovation of the elevators has been completed. Mr. Lozupone will check with Mr. LaClere regarding the elevator keys and procedure for use of the keys by residents moving in and out.
 - Last August, a memo was prepared by Agnes Glass regarding instructions for moving in and out. Mrs. Rabinow stated that the instruction should be incorporated into the rules of Mutual 14.
 - d. Advisory Committee – Agnes Glass & Aleen Phillips – In the absence Mrs. Glass, Ms. Phillips presented the following:
At the February 18, 2009 Advisory Committee meeting, Mr. Harold Crisp, Chair of the 2009 Nominating Committee will be the speaker, discussing the Committee, its function and membership.
 - e. Landscape Committee – Sharon Moores – There was no report at this time.
 - f. Social Committee – Sharon Moores – There was no report at this time.
 - g. PPD Committee – Crisp – Mr. Crisp stated that the deer problem is so bad that the PPD Committee suggested that a recommendation be made to the Landscape Advisory Committee to table all winter plantings of the Trust properties in an attempt to minimize the problem.
8. Mutual Assistant Report – Gloria Robar – Copies of the MA report are attached to the agenda.
9. Unfinished Business –
- a. Rules Update – (Leasing Rules Adjustment) - Mrs. Rabinow stated that in the recent Leasing Rules notification sent to all unit owners, an error was made. Under Rule Change: Sec3.01 Leases and Leasing, (item C. A caregiver must occupy the unit of the person who requires

care.) must be removed. A revised/corrected Leasing Rules notification will be sent to all unit owners.

Item C. A caregiver must occupy the unit of the person who requires care will be added to Sec. 2.01 Occupancy.

Upon motion duly made and seconded, the Board agreed,

To remove item C. A caregiver must occupy the unit of the person who requires care from Sec.3.01 Leases and Leasing and insert it in Rule Sec. 2.01 Occupancy A.3.

General Resolution #59, 1/15/09

- b. Caregiver Rule and Letter – Discussed at 9 a. Notification of the change will be sent to all unit owners.
- c. Elevators – Subject discussed at 7 c.

10. New Business –

- a. Nominating Committee – Mrs. Rabinow introduced Mr. Crisp who has agreed to chair the 2009 Nominating Committee. Mr. Crisp stated that he will contact former members of the Committee and is open to all recommendations to assist in the formation of the Committee. Messrs. Frank Lozupone, Ralph Romano and Herb Fine have agreed to run for another term.
- b. Annual Meeting Date and other Deadlines – The annual meeting will be held on Thursday, April 23, 2009.
- c. 2008 Taxes – File as a Corporation –

Upon motion duly made and seconded, the Board agreed,

That Mutual 14 files its 2008 Taxes as a corporation to minimize all tax liability.

General Resolution #60, 1/15/09

- d. Grapevine Editor/LW Advisory Committee Reps – Subject discussed at item 6.

11. Grapevine – Review of Items – January/February – Mrs. Rabinow reviewed the items that will be included in the upcoming issue of the Grapevine.

12. **Remarks by Visitors** – Comments from the Floor: Problems dealing with access to units during absences of owners, illnesses, emergencies and other situations and defining the responsibility of the building representative.
13. **Adjournment** – There being no further business, the meeting adjourned at 2:50 P.M.

Jacqueline S. Rabinow, President