

**Resolution #7-#9**

**REGULAR MEETING**

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

**Thursday, May 21, 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 May 21, 2009 at 1:30 P.M.

**Directors Present:** Richard Bambach, President; Frank Lozupone, Vice President; Agnes Glass, Secretary; Paulina Garner, Treasurer; Jacqueline Rabinow, Ralph Romano, James Moores, Directors

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

1. **Call to Order** – Mr. Bambach called the meeting to order at 1:30 P.M.
2. **Welcome Visitors** – Mr. Bambach introduced and welcomed Sharon Moores and Gerry Windham.
3. **General Manager's Report** – Mark Ellis, Deputy General Manager presented the General Manager's Report for May 2009. All questions and comments were responded to by Mr. Ellis.
4. **Approval of Agenda** – The agenda was approved as amended. Add ...10 Unfinished Business – D. Miscellaneous. Add...11 New Business – C. Miscellaneous
5. **Approval of Minutes** – The minutes of April 16, 2009 were approved as presented.
6. **President's Comments and Report** – Mr. Bambach's comments included the following:
  - Welcomed Mr. James Moores, newly elected member to the Mutual Board of Directors.
  - Minutes – Have the minutes prepared and ready within a week after each meeting for email distribution to the Board for its review and comments.

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

that the minutes of each Board meeting be ready within a week after each meeting for email distribution to the Board for its review and comments.

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- Provided the Board with personal background information.
- Mutual 14's Website – Installed and maintained by Jackie Rabinow – 3,485 hits to date.

- **Social Committee – Commended Sharon Moores and the Committee on the outstanding social functions that have taken place this year.**
- **Will attend the next Advisory Committee meeting and will also acknowledge the work of the Building Representatives.**
- **“Board Member/Staff on the Spot” – To have a successful working relationship with each other, there is a need to know and understand one another – At future meetings – a Board member (notified prior to a meeting) will be “spotlighted” and asked to provide a short presentation of who they are. Mr. Bambach volunteered to be “spotlighted” at the June meeting.**
- **Routine for Presidency – Will include patience, consistency and fairness.**

7. **Reports – Representatives to LW Directors and LW Executive Committee – Jackie Rabinow will continue as representative to the LWCC BOD and to the LWCC Executive Committee. Mr. Bambach will be the first alternate and Mr. Lozupone the second alternate to the LWCC BOD. Mrs. Rabinow’s report included the following items:**

- **Community Planning Committee – Upon the availability of funds, the next planned project for the Community will be the renovation of the Administration Building.**
- **Education & Recreation Committee – Revision of the E & R rules is currently in progress.**
- **Maier & Warner – Marketing Consultants – 800 residents of Leisure World participated in the Maier & Warner “Brand Audit”. Mrs. Rabinow provided a brief review of the audit.**

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

A. **Secretary – Agnes Glass** – Mrs. Glass’ report included the following items:

- **26 Vacancies and 12 units on Listing.**
- **3 Move Ins – Anthony & Yvette Morcos - #14-2B  
Shelly Sims - #7-B  
Roger & Trish Dintman - #14-1C**
- **Welcome visits will take place prior to June’s Board meeting.**
- **The next Advisory Committee meeting will be held on June 17, 2009.**

B. **Treasurer – Paulina Garner** – Mrs. Garner reported that a \$100,000 T-Bill that matured on 5/21/09 was reinvested as a 1 year CD at the Waterfield Bank in Indiana at a rate of 2.6%.  
Another \$100,000 CD was invested at the Park National Bank in Illinois at a rate of 2.7%.  
It was suggested that a T-Bill maturing on 5/31/09 in the amount of \$185,000 and adding \$15,000 from the Reserves to reinvest in a 1 year CD in the amount of \$200,000.

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

The re-investment of a \$185,000 Treasury Bill which matures on 5/31/09 and the addition of \$15,000 from the Reserves in a 1 year CD in the amount of \$200,000 at a

bank and at the best available rate designated and determined by the Mutual 14 Accountant.

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

- C. Property Maintenance Committee – Frank Lozupone – Mr. Lozupone’s report included the following:
- Standpipe Bids – Mr. John LaClere has received a \$5,600 proposal from Fire-Mak for the standpipe project.
  - Mr. Lozupone will be receiving the Spring Report (draft) from Mr. LaClere next week.
  - The replacement of all of the apartment numbers is ongoing.
  - WSSC – A letter was sent to WSSC referencing the holes at VHC, the lack of response from the WSSC and the danger the holes presented to the residents. Mr. Lozupone received a reply from the WSSC and the holes have been filled.
- D. Advisory Committee – Agnes Glass & Aleen Phillips – This report was presented at Item 8 A.
- E. Landscape Committee – Sharon Moores – There was no report at this time.
- F. Social Committee – Sharon Moores – There will be a Fried Chicken Social on Tuesday, June 2, 2009.
9. Mutual Assistant Report – Gloria Robar – Copies of the MA report are attached to the agenda.
10. Unfinished Business –
- A. Caregiver in #15-2D Update – Subject has been tabled to a later date.
- B. Action needed to implement proceedings for Resolution #74 – Subject has been tabled to a later date.
- C. Issue of cost and willingness related to Resolution #75 – Notice to File Lien – Mr. Bambach will speak to Management regarding the legal process of the Notice to File Lien.
- D. Miscellaneous –
- Advisory Committees – Mr. Bambach suggested that the Building representatives may be able to provide names of residents who may be contacted to fill the current vacancies.

A letter will be sent to the LWCC Chair to request that Jackie Rabinow replace Grace Straw as Mutual 14's representative to the Restaurant Advisory Committee.

- 4<sup>th</sup> of July Parade Participation – Forms will need to be filled and submitted to E & R in a very timely manner if the Mutual is to participate in the parade. An article will be published in the Grapevine.
- Unit #11-3D Delinquent Fees – Subject tabled to July 31, 2009. – Promissory note accepted from unit owner states all delinquent fees will be paid at that time.

11. **New Business** –

- A. **Landscape Contract Renewal – Copies of the GM landscape contract memorandum was provided to the Board. After discussion,**

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

**To approve the McFall/Berry Landscape Services Contract providing an extension option for three additional years and the proposals as stated in said Landscape Contract Memorandum, dated May 1, 2009 from Kevin Flannery, General Manager.**

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- B. **Fall and Spring Leaf Cleanup Schedule – It was agreed that the Mutual Assistant contacts Richard Jones of the Grounds Department to set up a schedule for the cleaning of leaves in the carports.**

- C. **Miscellaneous –**

- **Passing of Bylaws Amendment – Mr. Bambach will discuss this issue with the General Manager.**

**Mr. James Moores extended his appreciation as a resident of the years of service provided to Mutual 14 by Mrs. Rabinow.**

**Elevator Service Contract – Mr. Moores questioned and discussed the overtime charges of Warfield/Sanford.**

12. **Grapevine– Review of Items** – Mrs. Rabinow reviewed the items that will be included in the upcoming issue of the Grapevine.

13. **Remarks by Visitors** – Gerry Windham stated that she is in agreement that legal assistance is needed.

14. **Adjournment** – There being no further business, the meeting adjourned at 3:45 p.m.

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**Richard Bambach, President**