

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

Thursday, July 16, 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 Thursday July 16, 2009 at 1:30 P.M.

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

Directors Absent: Ralph Romano

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 Bill Buck, Irving Flyer and Gerry Windham.
3. **General Manager’s Report** – Mark Ellis, Deputy General Manager presented the General Manager’s Report for July 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 June 18, 2009 were approved as presented.
6. **President’s Comments**
 - A. Mr. Bambach extended appreciation to Joan Reynolds for her contribution to the success of Mutual 14’s participation in the 4th of July Parade.
 - B. **Cathy Gilmour Letter** – Mr. Bambach noted that letters were sent to the Board of Directors by the Cathy Gilmour Agency referencing the Brand Audit by Maier/Warner. Final report will be made available to the entire Community.
 - C. Mr. Bambach attended the Property Maintenance Committee meeting on July 2.
 - D. **Operations Manual** – It was stated that consideration be given to the development of a manual that would be of assistance to new members of the Board and staff.
 - E. **Length of Meetings** – Mr. Bambach noted that this issue is a major concern, and every effort will be made to ensure that the Board business is properly conducted but in a shorter time span.
 - F. **Committee Reports** – Continuing the effort to limit the time of the Board meetings, all committee reports are to be written and submitted to the Mutual Assistant by the

Friday prior to the Thursday Board meeting. It is noted that all action items will be discussed and responded to by the Board.

- G. Invoice List – The Mutual Assistant will distribute the invoice list by email prior to the meeting. NOTE: the invoices will be reviewed by Paulina Garner, Treasurer prior to the distribution of the list to the Board.
- H. Chair Recognition System – Mr. Bambach stated that to channel the discussions and to stay on point, members will be recognized by the Chair before speaking.

7. Reports of Mutual 14 Officers & Committee Chairs –

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

- Three vacant units are on sale.
- Move in – Dolores Scott – 3 Vantage Hill Road, #3B
Gregory Frank – 3511 Forest Edge Drive, #17-1C
- Death -6/25/09 – Josephine Herbert - 15121 Glade Drive, #13-3C
- Visit – Frances Rhone – 15101 Glade Drive - #10-1C

Action Item: Letters to be sent to all unit owners to insure compliance with the Mutual’s Bylaws and rules on the leasing of units. Letters were sent to all owners last year regarding this issue.

- B. Treasurer – Paulina Garner –

- Disbursements/Monthly Reports –
Invoice – Spring Inspection Report – after discussion,

Upon motion duly made and seconded, the Board agreed,

To approve the payment of \$2,600.00 for the Spring Inspection Report conducted by John LaClere of the PPD Special Projects Department.

General Resolution #15 ,7/16/09

To approve the redeeming of the T-Bill maturing on 8/27/09 in the amount of \$85,000 and placing said amount in the Reserves Fund.

General Resolution #16, 7/16/009

- C. Property Maintenance Committee – Lozupone/Buck –

Spring Inspection Report – Copies of the final report of the inspection report were provided to the Board. Mr. LaClere reviewed and discussed the report. He stated that at least three contractors will be contacted for bids for the painting project. Painting of the buildings will be done one or two at a time, and in priority order of need.

- Bldg. #13 Atrium Proposal – Messrs. Lozupone and LaClere provided a report on what will be needed to correct the drainage problem and an explanation of the carport concrete work that is necessary to correct the drainage problem

Upon motion duly made and seconded, the Board agreed,

To approve and accept the Building #13 Atrium Proposal as presented at a cost of \$6,600.00

General Resolution #17, 7/16/09

Upon motion duly made and seconded, the Board agreed,

To approve and accept the Building #13 Carport Concrete Proposal as presented at a cost of \$43,210.00.

General Resolution #18, 7/16/09

- D. Advisory Committee – Agnes Glass & Aleen Phillips –
The next meeting will be held on August 19, 2009 at 10:00 A.M. in Clubhouse I.
- E. Landscape Committee – Sharon Moores –
Mrs. Moores was able to resolve the issue of the Watering Proposal with McFall/Berry. It was agreed that the amount of \$880.00 was incorrect and \$415.00 will be credited back to the Mutual.
- F. Social Committee – Sharon Moores – The Ice Cream Social will be held on July 22, 2009.
8. Unit Status Report – The report is attached to the agenda package.
9. Reports – LWCC Advisory Committees – Jackie Rabinow –
- Brand Audit – Mrs. Rabinow stated that the final report by Maier/Warner is due shortly and the report can also be found on the Website.
10. Unfinished Business –
- A. Right of First Refusal – Mr. Bambach asked for comments from the Board, and will then draft a letter of explanation of the Right of First Refusal and the need to eliminate the amendment in its entirety from the Bylaws and to send the letter to all unit owners.
- B. Filing of Lien – Revision of Resolution #75, 4/16/09 –
Mr. Bambach stated that Resolution #75 as passed in April did not state that the Mutual will authorize LWMC to use legal counsel to administer the lien and that LWMC will contact the Board prior to initiating the lien process.
After discussion,

Upon motion duly made and seconded, the Board agreed,

To approve the revision of Filing of Lien Resolution #75, that the Board of Directors of Mutual 14 authorizes its agent, Leisure World of Maryland Corporation (LWMC), to proceed with sending a unit

owner a Notice to File Lien when said unit owner becomes two months in arrears. The Board authorizes the Agent to use the services of legal counsel to administer the lien process. This authorization is granted with the understanding that the Agent will contact the president of the Mutual and the Board prior to taking such action in insure that mitigating circumstances that would make it undesirable to file a lien are not in effect.

General Resolution #19, 7/16/09

C. Bldg. #13 Atrium Problem – Subject discussed at 7 C.

11. New Business –

A. Written Comments – Subject discussed at 6 F.

B. Write off Debt – Sachs – A Letter of Discharge of Debt from the Bankruptcy Court was received by the Accounting Department regarding the Sachs unit. Mr. Bambach will write to the Bankruptcy Court to obtain more information on this case.

C. ABM – Graham – The ABM requests permission to install two windows in the bedroom and one in the living room and the installation of two sliding doors at 15111 Glade Drive, #12-2A.

Upon motion duly made and seconded, the Board agreed

To approve the ABM (Application for Building Modification) submitted by Ann Graham as presented and contingent upon adherence to the plan as attached.

General Resolution #20, 7/16/09

D. Awards – Mr. Bambach suggested we continue the practice of recognizing those who have contributed to the betterment of the Mutual. Last year we recognized the Building Representatives. This year it would be appropriate to recognize all the Mutual Committees, possibly at the Social Hour prior to the Potluck Supper.

12. Grapevine– Review of Items – Mrs. Rabinow reviewed the items that will be included in the upcoming issue of the Grapevine. Mr. Bambach noted that a solution is needed to provide help to Mrs. Rabinow during times that she is away.

13. Remarks by Visitors – Comment: Need for legal assistance and corporate memory.

14. Next Meeting – August 20, 2009 – 1:30 P.M. – Sullivan Room.

14. Adjournment – There being no further business, the meeting adjourned at 3:50 p.m.

Richard Bambach, President

Agnes Glass, Secretary