

**REGULAR MEETING  
BOARD OF DIRECTORS  
COUNCIL OF UNIT OWNERS OF MUTUAL 14  
Thursday, September 17, 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 September 17, 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:** Tim Coursen, Assistant 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 welcomed Bill Buck to the meeting.
3. **General Manager’s Report** – Tim Coursen, Assistant General Manager presented the General Manager’s Report for September 2009. All questions and comments were responded to by Mr. Coursen.
4. **Approval of Agenda** – The agenda was approved as presented.
5. **Approval of Minutes** – The minutes of August 20, 2009 were approved as amended. 7. C. Change...subject to...upon receipt of copies of License and Certificate of Insurance of said company.
6. **President’s Comments** –
  - Census Meeting Report – It was noted that the Census Survey will be conducted through mailing only.
  - October Meeting – Mr. Lozupone will conduct the October meeting in the absence of Mr. Bambach.
  - The revised Budget for 2010 was mailed to all of the unit owners on September 9, 2009.

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

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

- 20 Vacancies/9 listed for sale.
- Death Notice – Steve Grilles – 15100 Glade Drive, #11-1G – 9/1/09
- Move Out – Bruce/Valerie Kendall – 3510 Forest Edge Drive, #16-1B

B. **Treasurer – Paulina Garner** – Mrs. Garner’s report included the following and all comments and questions were responded to by Mrs. Garner:

- The two (2) CDs that matured on August 29 & August 31 were combined in the amount of \$200,000 and re-invested for 6 months at Met Life at an interest rate of 1.75%. **Resolution #23, 8/20/09** authorized the decision made by Mrs. Garner and Mr. Miller, Mutual 14 Accountant to re-invest the CDs at the best available rate.
- **The following invoices were presented to the Board:**

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

To approve the payment of \$6,000.00 to LWMC for the silver fiber coating of all Florida Room flat roofs at \$300.00 per roof. Work Order #287562 – Date: 8/31/09  
**Resolution #28, 9/17/09**

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

To approve the payment of \$2,200.00 to McFall/Berry, Invoice #121281, Date: 8/31/09 – Proposal #2692, for the taking down and removal of three (3) White Pine trees and two (2) Leyland Cypress trees in Mutual 14.  
**Resolution #29, 9/17/09**

- The Operating Account is currently well funded, however, it is anticipated that withdrawals are forthcoming i.e., funds for the newly established Maintenance Reserve.

**At this time in the meeting,** the following comments were addressed to the PMC:

- Prioritize its maintenance projects.

- Provide a complete project list to the BOD.
- Obtain all pertinent information, i.e. estimates and or actual costs.
- Provide committee approved recommendations for submission to the BOD for its review and approval.
- Establish a smoother flow of communications between the PMC and the BOD.

C. **Property Maintenance Committee – Lozupone/Buck** – Copies of the minutes of the September 3<sup>rd</sup> meeting are attached to the agenda. The minutes were reviewed by Mr. Buck. Questions and comments were responded to by Mr. Buck and Mr. Lozupone. Some of the items highlighted were as follows:

- All recommended work by John LaClere for the Plaza Homes have been completed with the exception of the masonry work of the chimneys and the replacement of two (2) sidewalks.
- Establishment of a sub committee consisting of Steve Grilles, Herb Fine and Irving Flyer to do a walk through the Plaza Homes to determine what was needed to be done, what was not necessary and the extent of the owner’s responsibility. The owners will be notified in writing by the Committee.  
Jim Straw agreed to replace Steve Grilles.
- Establishment of a sub committee consisting of Robert Leon, Jackie Rabinow and Kyle Wilson to explore the walkway covering, the possibility of an alternative covering and the replacement of the carpet in Buildings #12 & #13.
- For the controlling and monitoring of minor roof repair work for all of the apartment buildings, the Mutual Assistant will call in all requests and obtain work orders for each job.
- The Committee will develop a 4 Year Proposed Project Plan for submission to the BOD – Integrate into one plan - the existing PM plan and John LaClere’s report.
- The following ABMs (Application for Building Modification) were presented for approval by the BOD:
  - (1) Agnes Glass – Installation of windows in the living room and bedroom @ 10 Vantage Hill Court, #1A.
  - (2) Sue Bailey – Installation of windows in the living room and bedroom @ 15111 Glade, #12-3C.
  - (3) Raymond Bennett – Interior work @ 15140 Vantage Hill Road, #9-B.

Upon motion duly made by Agnes Glass and seconded, the Board agreed,

To approve all three (3) Application for Building Modification as submitted by Agnes Glass, Sue Bailey and Raymond Bennett under one motion.

Resolution #30, 9/17/09

- D. Advisory Committee – Agnes Glass & Aleen Phillips – There was no report at this time, however Mrs. Glass reported that three (3) visits were made to: (1) Dolores Scott, #3 Vantage Hill Court, (2) Linda Williams, 15151 Vantage Hill Road, and (3) Curtis and Anita Hall, 3501 Forest Edge Drive, #14-3B. The Committee will meet on Wednesday, October 14, 2009 and the updated roster and new schedules will be provided to the Committee at that time.
- E. Landscape Committee – Sharon Moores – Mrs. Moores has been negotiating with McFall/Berry regarding the Watering Proposal. At issue is the cost of the proposal (\$880.00) which was nearly twice the amount of last year’s cost. McFall/Berry agreed that there was an overcharge of \$415.00. It was agreed that the credit of \$465.00 will be applied against any billing that may occur in the watering of plantings not covered by the contract. Also, compounding the issue, the Mutual Assistant submitted the invoice of \$880.00 twice. Mr. Coursen has agreed to research to find out what Mutual 14 was actually charged for the contract and if the invoice of \$880.00 was paid twice.
- F. Social Committee – Sharon Moores – The Potluck Supper will be held on Tuesday, September 22, 2009.
- 8. Unit Status Report – The report is attached to the agenda package and discussed at 7. A. Secretary’s Report.
- 9. Reports – LWCC Advisory Committees – Jackie Rabinow – There was no report at this time.
- 10. Unfinished Business –
  - A. Right of First Refusal Cover Letter – Mr. Bambach requested that the Board reviews the cover letter and if there are any suggestions to contact the Mutual Assistant.
  - B. Reserve Study – Copies of the previous Reserve Study were provided to the Board. Mr. Bambach suggested that a new study be done in 2010. The subject has been deferred to a later date.
  - C. Advisory Committee Nominations – Mr. Bambach is currently working on the nominations. Carol Emel has agreed to represent the Mutual on the Golf & Greens Committee and Evelyn Perlmutter on

the Health Advisory Committee. Mr. Bambach stated that Mutual 14 is represented at all of the Advisory Committees except for two.

D. Resolution – PMC – Project Allowance Limit - \$10,000 – The Board agreed that a project allowance limit is not necessary, that the Co-Chairs be allowed to make any judgment necessary and act on emergency projects as needed. However, the PMC will notify the Board immediately of all such actions taken.

E. Resolution – MA Approval of Invoices - \$1,000 Limit –

Upon motion duly made by James Moores and seconded, the Board agreed,

To continue the practice of the approval of all invoices, not to exceed \$1,000, by the Mutual Assistant and to have available on file for review a list of such invoices.

Resolution #31, 9/17/09

11. New Business –

A. Amended 2010 Budget – After discussion,

Upon motion duly made by James Moores and seconded, the Board agreed,

To approve as an action without a meeting the action taken on September 3, 2009 approving the 2010 Budget as amended.

Resolution #32, 9/17/09

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

13. Certificates of Inspections – Elevators – The Mutual Assistant called the State Elevator Inspection Office and was told that the certificates had been mailed to PPD. John LaClere will be contacted.  
Mr. Coursen stated that the new State Law requires a 3<sup>rd</sup> party inspection for elevators. LWMC management is in the process of putting together RFPs for the inspection of all the elevators in Leisure World. The cost of the inspection is driven by the makeup of the elevators. The mutuals may elect to join LW, if not, LW will provide a list of approved contractors upon request.

14. Comments by Visitors – There were no comments from the Floor at this time.

15. **Next Meeting – October 15, 2009 – 1:30 P.M. – Sullivan Room.**
16. **Adjournment – There being no further business, the meeting adjourned at 3:15 P.M.**

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**Frank Lozupone, Vice President**

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**Agnes Glass, Secretary**