

**REGULAR MEETING
BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS OF MUTUAL 14
Thursday, October 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 Thursday October 15, 2009 at 1:30 P.M.

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

Directors Absent: Richard Bambach

For Management: Tim Coursen, Assistant General Manager; Gloria Robar, Mutual Assistant

1. **Call to Order** – Mr. Lozupone called the meeting to order at 1:30 P.M.
2. **Welcome Visitors** – There were no visitors at this time.
3. **General Manager’s Report** – Tim Coursen, Assistant General Manager presented the General Manager’s Report for October 2009. All questions and comments were responded to by Mr. Coursen.
4. **Approval of Agenda** – The agenda was approved as amended. Add...10. Unfinished Business – B. Right of First Refusal. Add...11. New Business – A. Census Report.
5. **Approval of Minutes** – The minutes of September 17, 2009 were approved as amended. Correction...Ralph Romano was present.
6. **President’s Comments** – Mr. Lozupone stated that settlement on Unit #12-3B has been signed and the new owner is Mrs. Frances Goble.
7. **Reports of Mutual 14 Officers & Committee Chairs** –
 - A. **Secretary – Agnes Glass** – Mrs. Glass’ report included the following:
 - There were no visits at this time. Mrs. Glass will develop a letter for the Building Representatives to present to a new

tenant to arrange a time for a visit and to stress the importance of this visit.

- 21 Vacancies/11 listed for sale.

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

- The Financial Statements were received today; therefore a review was not available at this time.
- \$200,000 – 6 Month CD at Met Life – 1.75% interest rate.
- \$100,000 – CD – Centennial Bank @ 4.1% matures on November 8, 2009. The Centennial Bank is not considered stable at this time, and it was suggested that the CD be re-invested at another banking facility.

After discussion,

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

To approve the authorization of Mutual 14’s Treasurer, Paulina Garner and Mutual Accountant, Lamont Miller the ability to re-invest the \$100,000 maturing on 11/8/09 at a more secure banking facility and at the best available interest rate.

Resolution #33, 10/15/09

- A Maintenance Reserve account has been established at Chevy Chase and by the end of October 2009 there will be a balance of \$51, 253. (Reference: Resolutions #25 & #26 – 8/20/09).
- It was suggested that the list of monthly invoices be made available to the Board for its review prior to the meeting. The list will be emailed to the Board at least 2 days prior to the meeting.

C. Property Maintenance Committee – Lozupone/Buck – Copies of the minutes of the October 1 meeting are attached to the agenda. The following items were highlighted:

- Installation of Non Slip Tape – The memo received from John LaClere, Special Projects referencing the installation of the non slip yellow tape was discussed. It was noted that Mr. LaClere had the wrong buildings for the scheduled installation of the non slip tape. The Board stated that the approval of the installation of the non slip tape at the cost of \$700.00 per building is contingent upon the receipt of a corrected memorandum from Mr. LaClere with the correct building numbers.

Upon motion duly made by Jackie Rabinow and seconded, the Board agreed,

By a vote of 3 Yes, 1 No, 1 Abstention

To approve, upon the receipt of a memorandum with the correct building numbers from John LaClere, Special Projects, the installation of non slip yellow tape on all steps of the stairwells in Buildings #11 & #13 at a cost of \$700.00 per building.

Resolution #34, 10/15/09

- Smoke Detector Battery Replacement – The batteries of the smoke detectors are scheduled to be replaced in November 2009.
- 2 Person Team – Herbert Levy & Ralph Romano were appointed to inspect the painting of Buildings #11 & #13. The objective of the team is to evaluate the work of the painting contractor to assist in the Board’s decision whether to renew their contract next year.

- D. Advisory Committee – Agnes Glass – At the Committee’s meeting yesterday, positive comments were received regarding the painting of the buildings.
- E. Landscape Committee – Sharon Moores – The Landscape report was read by Mr. Moores.

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

To approve the payment to McFall/Berry for the Fall Flower Proposal in the amount of \$717.50, and the landscaping of the atriums of Buildings #13, #14 & #16 in the amount of \$743.25.

Resolution #35, 10/15/09

- F. Social Committee – Sharon Moores – On December 15, 2009 a social event “Casino Night” is being planned, to include having a Black Jack table, Roulette Wheel, etc. There will be no gambling. The Committee is requesting donations for prizes. Refreshments will be a continuous serving of hors d’oeuvres.
- 8. Unit Status Report – The report is attached to the agenda package and discussed at 7 A.
- 9. Reports – LWCC Advisory Committees – Jackie Rabinow – Mrs. Rabinow reported on the last meeting of 3 M Committee. The subject to sub meter by

the Master Meter Mutuals was discussed. It was stated that sub metering has been done in Mutual 9 by some residents and were keeping a record of the kwh usage and it was suggested an estimate be obtained on what it would cost to sub meter the MM mutuals. A preliminary proposal was received by the Sunburst Energy Systems – For Mutual 14, the preliminary cost of the purchase and installation of the meters would be \$95,520.00

10. Unfinished Business –

A. 2010 Budget Approval –

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

To approve the Mutual 14’s 2010 Budget as presented.

Resolution #36, 10/15/09

B. Right of First Refusal – The ballots were mailed to all unit owners on September 28 and an article will published in the Grapevine.

11. New Business –

A. Census 2010 – Mrs. Rabinow stated that the census questionnaire will consist of 10 questions only and will be completed in writing only.

12. Grapevine– Review of Items – Mrs. Rabinow reviewed the items that will be included in the upcoming issue of the Grapevine. Mrs. Rabinow will be gone for two weeks in November.

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

14. Next Meeting – November 19, 2009 – 1:30 P.M. – Sullivan Room.

15. Adjournment – There being no further business, the meeting adjourned at 3:30 P.M.

Frank Lozupone, Vice President

Agnes Glass, Secretary