

**REGULAR MEETING  
BOARD OF DIRECTORS  
COUNCIL OF UNIT OWNERS OF MUTUAL 14  
Thursday, November 19, 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, November 19, 2009 at 1:30 P.M.

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

**Directors Absent:** Jacqueline Rabinow

**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 welcomed Bill Buck, Barbara Martin and Kyle Wilson to the meeting.
3. **General Manager’s Report** – Mark Ellis, Deputy General Manager presented the General Manager’s Report for November 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 October 15, 2009 was approved as amended. Correct date of minutes from October 22 to October 15.
6. **President’s Comments** – Mr. Bambach’s comments included:
  - **Executive Committee Meeting** – Mr. Bambach attended the most recent Executive Committee meeting. It was noted that several complaints have been presented (by a few individuals) to the Board in a manner causing much animosity towards the LWCC Board and Management. It is hoped the issues will be resolved as this may negatively impact on the entire Community.
  - Mr. Bambach has met the official requirement of being a unit owner to maintain the position as President of Mutual 14.

- LW Website – It was noted that the information on the LW website is in need of being updated. Mutual 14’s website is being maintained by Jackie Rabinow.

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

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

- Status Report (Attached) – Reviewed by Mrs. Glass.
- 1 Visit to Gregory Frank - #17-1C
- 8 units on active Listing.
- Visits are being planned to the Leanzas, Cruz/Rivera, Brooks-Evans and Herberts.
- Deaths – Anna Mocca – 11/10/09 – 15137 Vantage Hill Road, #7-A.

Lina McCarthy – 15111 Glade Drive, #12-1F

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

- \$200,000 CD with MetLife @ 1.75% interest for 6 months has an accumulative value of \$200, 294.
- \$100,000 CD – Centennial Bank – due 11/8/09 – CD has been invested with Giant Bank (Florida) – Per Resolution #33, 10/15/09 by Paulina Garner and Lamont Miller, Mutual Accountant.
- \$100,000 CD maturing 12/2/09 – it was suggested that the CD be reinvested for 1 year @ 1.86% interest.

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 CD maturing on 12/2/09 at a secure banking facility and at the best possible available interest rate.

**Resolution #37, 11/19/09**

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

To approve the opening of an operating Money Market account at the Blue Ridge Bank, Frederick, MD, not to exceed the amount of \$100,000.00.

**Resolution #38, 11/19/09**

Upon motion duly made by Paulina Garner and seconded, the Board agreed,

To approve the payment of \$1,498.46 to MGMC Fire Code Enforcement for fire inspections (standpipes) of Buildings #10 through #17.

Resolution #39, 11/19/09

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

To approve the payment of \$10,425.00 to Custom Masonry for the repair of chimneys, tuck pointing and sealing, loose bricks, new cap installment/replacement and the repair of the wall at Building #13.

Resolution #40, 11/19/09

Upon motion duly made by Ralph Romano and seconded, the Board agreed,

To approve the payment to Palmer Brothers Painting & General Contracting, Inc. of Invoice #73504 in the amount of \$20,520.00 – Building # 11, 15100 Glade Drive. The total cost for Building #11 and Building #13 together will not exceed the contract price of \$45,600.00.

Resolution #41, 11/19/09

To approve the payment to Palmer Brothers Painting & General Contracting, Inc. of Invoice #73547 in the amount of \$21,780.00 – Building #13 – 15121 Glade Drive. Cost includes the painting of lobbies of Buildings #11 and #13 as per contract options @ \$700.00 per lobby. The total cost for Building #11 and Building #13 together will not exceed the contract price of \$45,600.00.

Resolution #42, 11/19/09

- Invoice Listing Comments – (1) Drain back up @ Bldg. #16 – 1B & 1C – Monitor/Contact PPD . (2) Cost of turning on all baseboard heaters seemed high – It was stated that it takes time to turn the heaters on.

C. Property Maintenance Committee – Lozupone – Mr. Lozupone’s report included the following:

- 2 Member Team – Paint Inspection – Ralph Romano (BOD) and Harold Levy (PMC) were appointed to inspect the

paintings of Buildings #11 and #13. Mr. Romano reported that John LaClere accompanied the team during the inspection of the buildings. It was agreed that the work was well done by a staff considered very professional. Mr. Romano stated due to the exceptional performance of the contractor and staff, it is being recommended that the Palmer Brothers Painting & General Contracting, Inc. be recommended to paint the next two buildings.

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

To approve the recommendation to hire the Palmer Brothers Painting & General Contracting, Inc. to paint the next two scheduled buildings not to exceed the contract amount of \$45,600.00 that was agreed upon for the painting of Buildings #11 and #13.

**Resolution #43, 11/19/09**

- **Dryer Vent Cleaning** – Scheduled to be done in January 2010.
- **Elevator Maintenance Contract** – LW Management is looking for an umbrella contract for the maintenance of all the elevators in the Community. All questions were responded to by Mr. Ellis.
- **Elevator Inspection Contract** – Mr. Ellis stated that the American Elevator Inspection Service proposal has been accepted by Management for the Community. The 3 year contract should be available shortly.
- **Building #14 Elevator** – Mr. Bambach stated that the elevator has been shaking/vibrating since August 18, 2009 and would like the issue resolved immediately. The Mutual Assistant met with Mike Sweeney of Warfield/Sanford on November 9. Mr. Sweeney said that he would have the pump and tank checked and report back to the MA.
- **Apartment Numbers** – The installation of the apartment numbers should be completed shortly.

D. **Advisory Committee – Agnes Glass** – The next meeting of the Advisory Committee will be held on December 16, 2009.

E. **Landscape Committee – Sharon Moores** – The next meeting of the Landscape Committee will be in February 2010. Mrs. Moores stated that the Committee is in need of members.

- F. **Social Committee – Sharon Moores** – The next social event, Casino Night, is scheduled for Tuesday, December 15, 2009 at 6 P.M. in Clubhouse II. Donations for prizes are being accepted.
8. **Unit Status Report** – The report is attached to the agenda package and discussed at 7 A.
9. **Reports – LWCC Advisory Committees – Jackie Rabinow** – There were no reports at this time.
10. **Unfinished Business** –
- A. **Right of First Refusal** – Ballots were mailed to all unit owners on September 28 and thus far 115 responses have been received.
11. **New Business** –
- A. **M & O Agreement** – This subject has been deferred to the December meeting.
- B. **3<sup>rd</sup> Party Elevator Inspection Proposals** – Subject discussed at 7 C.
12. **Grapevine** – Mr. Bambach reviewed the items that will be included in the upcoming issue of the Grapevine.
13. **Comments by Visitors** – There were no comments from the Floor at this time.
14. **Next Meeting** – January 15, 2010 – 1:30 P.M. – Sullivan Room.
15. **Adjournment** – There being no further business, the meeting adjourned at 3:15 P.M.

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**Richard Bambach, President**

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**Agnes Glass, Secretary**