

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

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

For Management: Kevin Flannery, General Manager; Gloria Robar, Mutual Assistant

Visitor: William Buck, Patrick Leanza, Kathy Viney, M 14

1. **Call to Order** – Mr. Bambach called the meeting to order at 1:30 P.M.
2. **Welcome Visitors** – Mr. Bambach welcomed William Buck, Patrick Leanza and Kathy Viney to the meeting.
3. **General Manager’s Report** – Kevin Flannery, General Manager presented the General Manager’s Report for December 2009. All questions and comments were responded to by Mr. Flannery.
4. **Adoption of Agenda** – The agenda was approved as presented.
5. **Approval of Minutes** – The minutes of November 19, 2009 was approved as presented.
6. **President’s Comments** – Mr. Bambach’s comments included:
 - **Right of 1st Refusal** – A second notice will be sent out to all non-responders.
 - **MMM Club** – A committee has been formed to explore the possibility of sub-metering and to have a report ready by next summer.
 - **Reserve Study** – It was suggested that a reserve study be conducted in 2010 – last study was done in 2005. The Mutual Assistant will obtain names of contractors to contact for the anticipated reserve study.
 - **LW Advisory Committees** – The 2010 LW Advisory Committee membership for 2010 has been approved by the LWCC BOD.

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.
- 10 units on active listing.
- Move Ins – New Residents/Tenants – Legal/proper notification by Unit Owners – It was suggested that a letter on rental property requirements be mailed to all unit owners.
- Visit – Jackie Butler – 15101 Glade Drive, #10-3F.
- Pending Visit – Raymond & Kaye Bennett – 15149 Vantage Hill Road, #9B.
- Death – Margaret Schroeder – 3500 Forest Edge Drive, #15-2C.

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

(1) AR Status Report – Unavailable at this time.

- \$100,000 CD that matured on 12/2/09 was re-invested at the Giant Bank (Fort Lauderdale) for 1 year @1.24%.
- Blue Ridge Bank, Frederick, MD – Paperwork in progress to open Operating Funds account in the amount of \$75,000 (amount reduced from Bank of America account).
- \$43,200 – Payment to Palmer Brothers Painting Contractors for the painting of Buildings #11 & #13 has been paid, but not shown on the current financial statement.

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

To approve the payment of \$2,037.50 to LWMC for the replacement and installation of all apartment building letters and numbers.

Resolution #44, 12/17/09

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

- Tiling Lobby Floors – Bldgs. #11 & #13 – The Committee was asked to check if there would be a saving in cost if all the buildings were to be tiled at the same time – there would not, so it was agreed that Bldgs. #11 & #13 be tiled as originally planned.

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

To approve as specified the proposal submitted by Contract Contract Systems, Inc. to tile the elevator floor in Bldg. #13, and to tile the floors of the lobby and elevator of Bldg. #11 at the bid price of \$1,690.76.

Resolution #45, 12/17/09

- Elevator Maintenance Contract – Schindler – Mr. Lozupone reviewed the contract. Acceptance of the Schindler Contract would provide for an on-site technician – 5 days a week- and Mutual 14 would become a part of the Leisure World umbrella contract with Schindler Elevator Company.
- Elevator 3rd Party Inspection Contract – Management is in the process of finalizing negotiations with its umbrella contract with AEIS.

- D. **Advisory Committee – Agnes Glass** – The Advisory Committee met on Wednesday, December 16, 2009.
- Bldg. #13 – Rust spot between 1st & 2nd floor center stairwell.
 - Bldg. #17 – Accumulation of “stuff” – Letter to resident (Carolyn Rice - #3E).
 - Dog Clean Up – Major issue throughout the Community. An article stating the responsibility of all pet owners to clean up after their pets will be published in the next issue of the Grapevine.
- E. **Landscape Committee – Sharon Moores** – The next meeting of the Landscape Committee will be in February 2010.
- F. **Social Committee – Sharon Moores** – The “Casino Night” Social event received an excellent response from the mutual.

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

That the Social Committee Chair, Sharon Moores and committee be commended and recognized for its outstanding efforts in the provision of entertaining and fun-filled events throughout the past year.

Resolution #46, 12/17/09

Christmas Caroling – December 20, 2009 – 5:30 P.M. – Vantage Hill Court – Mutual 14 is invited – Hot Coffee, Cider and Cookies will be served. Hosted by Dolores Scott and James Moores.

8. LWCC Reports –

A. LWCC BOD/Executive Committee –

(1). A complaint has been filed to the CCOC against the LWCC citing violations against sections of the Homeowners' Act.

(2) Medical Center/MGH Merger – Currently in discussion phase only.

(3). LW is currently in negotiations with Remax, Cathy Gilmour and Weichert Realty Agencies – Decision will be made in January 2010.

B. LWCC Advisory Committees – The Advisory Committee Membership for 2010 has been officially approved.

9. Unfinished Business –

A. M & O Agreement – After discussion,

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

To approve the Management & Operating Agreement for 2010 as presented, effective January 1, 2010 through December 31, 2010.

Resolution #47, 12/17/09

B. Property Management Services – After discussion,

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

To approve the Property Management Services Contract as presented for Fiscal Year 2010.

Resolution #48, 12/17/09

10. New Business –

A. Elevator Maintenance Contract – Subject was discussed @ 7.C

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

To approve the Umbrella Agreement for Elevator Maintenance with Schindler Elevator, which provides for the achieving of lower pricing for all, guaranteed resident technician, common termination date, a cap on future price escalations and protection afforded by a standard LWMC contract.

Resolution #49, 12/17/09

B. Dynalectric – Fire Alarm Testing Proposal – After discussion,

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

To approve the Dynalectric Fire Alarm Test Proposal as presented at the cost of \$2,373.00.

Resolution #50, 12/17/09

11. **Grapevine – Mr. Rabinow reviewed the items that will be included in the upcoming issue of the Grapevine.**
12. **Visitors: (1) Kathy Viney – Roving reporter for the Grapevine. (2) Patrick Leanza – Member of the PMC.**
13. **Next Meeting – January 21, 2010 – 1:30 P.M. – Sullivan Room**
14. **Adjournment – There being no further business, the meeting adjourned at 3:45 P.M.**

Richard Bambach, President

Agnes Glass, Secretary