

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

Thursday, March 18, 2010

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, March 18, 2010 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

- 1. Call to Order – Mr. Bambach called the meeting to order at 1:30 P.M.**
- 2. Welcome Visitors – Mr. Bambach welcomed David Weiss, Chair, Energy Committee, Harold Crisp, M14 Nominating Committee Chair, William Vaughan & Kathleen Viney, M14.**
- 3. General Manager’s Report – Kevin Flannery, General Manager presented the General Manager’s Report for March 2010. 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 February 18, 2010 were approved as presented.**
- 6. President’s Comments – Mr. Bambach called for the report of Harold Crisp, Chair of the Nominating Committee. Mr. Crisp reported that Jackie Rabinow and Helen Bass have agreed to seek election for positions on the Mutual Board of Directors. Paulina Garner has elected not to run for office again; but has volunteered to assist the Board if the need arises. Mr. Crisp also extended his appreciation to Agnes Glass and the Building Representatives for their cooperation and support of the Nominating Committee.**

Mr. Bambach suggested that the current mutual profile sheet be reviewed and revised – to encourage active participation and interest in the operations of the Mutual.

Mr. Bambach extended the appreciation of the Board to Paulina Garner for the time and effort willingly provided in the execution of the duties as Treasurer of the Mutual. THANK YOU, PAULINA.

7. Reports – Mutual Officers’/Committee Chairs

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

- (1) Unit Status Report (attached) was reviewed by Mrs. Glass.
- (2) There are 12 units on sale.
- (3) Visit Completed – Constance Hughes - #11-3E.
- (4) Pending Visits – Units #16-1B & #16-3E.

B. Treasurer’s Report – Paulina Garner – Mrs. Garner presented the following items for payment :

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

To approve the payment to Dynalectric Company for the installation of (4) 7 amp batteries and (12) manual pull stations in the amount of \$2,242.00. Invoice #T&M37027 – Invoice Date: 3/10/10.

Resolution #60, 3/18/10

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

To approve the payment to LWMC (PPD) for the dryer vent cleaning special project for labor and material in the amount of \$8,540.00.

Resolution #61, 3/18/10

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

To approve the payment to LWMC (PPD) for the installation of the non-skid tapes on the stairwells of Buildings #11 & #13 in the amount of \$1,400.00.

Resolution #62, 3/18/10

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

To approve the payment to Terran Systems, Inc. for Web Hosting Services on an annual basis, instead of quarterly basis, the discounted amount of \$200.00. Invoice#10136 – Invoice Date: 3/8/10.

Resolution #63, 3/18/10

Mrs. Garner presented the following CDs for reinvestment:

A CD maturing on April 17, 2010 at the Waterfield Bank – Irvine, California was paid out by the FDIC in principal and interest in the amount of \$102,312.30 due to closure of the bank. It was suggested that additional funds be drawn from the Sandy Springs Bank account and with the Waterfield Bank payout purchase a one year CD in the amount of \$200,000.

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

To approve using the Waterfield Bank payout of \$102,312.30 and additional funds from the Sandy Springs Bank account to purchase a one year CD in the amount of \$200,000.

Resolution #64, 3/18/10

Metlife Bank CD - due to mature on April 7, 2010 – It was suggested that the 6 month CD in the amount of \$201,378.71 be reinvested for another 6 months.

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

To approve the reinvestment of the 6 month Metlife Bank CD due to mature on April 7, 2010 in the amount of \$201,378.71 for 6 months.

Resolution #65, 3/18/10

Mrs. Garner stated that the Mutual has exceeded the FDIC coverage, therefore \$200,000 was transferred from the Wachovia Bank to the Sandy Springs Bank account.

Invoices – (Audit Report) – As a result of the recent Audit, unpaid invoices for 2009 were presented to the Board for review. After discussion, it was agreed that the invoices be submitted for payment upon confirmation that all charges are correct.

Upon motion duly made by James Moores and seconded, the Board agreed by a vote of 5 ayes and 1 nay,

To approve the payment of the audited unpaid invoices upon confirmation that charges have been properly applied.

Resolution #66, 3/18/10

- C. Property Maintenance Committee – Lozupone – Mr. Lozupone discussed the issue of ice on the walls which melted into the utility closets of several buildings. It was noted that the leaks were not from the roofs.

Exterior Storm Damage – Susan Galbraith – Insurance Administrator 2/19/10 – The memo offered the assistance of the Special Projects Department to inspect the exterior of the mutual's structures for all damages caused by the recent snow storms. The service will be performed on an hourly rate basis. The information will be submitted to the insurance company as part of one large storm damage property claim.

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

To approve the inspection by the Special Projects Department to determine the full extent of the damages from the recent snow storms to the exterior of the apartment buildings and infrastructures in the Mutual. The service will be conducted on an hourly basis.

Resolution #67, 3/18/10

Letter – Helen Paniczko – Mr. Bambach discussed Mrs. Paniczko's letter regarding her concerns of the damages caused by the snow storms. An article will be placed in the Grapevine to inform all residents to contact Susan Galbraith, Insurance Administrator regarding interior damages that may have been caused by the snow storms. An article will be published in the Grapevine.

Carpet Report – Mr. Lozupone reviewed the Carpet Report submitted by Patrick Leanza to the Property Maintenance Committee – as noted in the March 4, 2010 PMC minutes (attached).
(1) Carpets will be repaired, not replaced, on the 2nd and 3rd floors of the apartment buildings.
(2) The Carport Report has been submitted to John LaClere, Special Projects.
(3) Mr. LaClere was contacted by Mr. Lozupone to provide a time frame for the project and contractor and to determine the scope of work necessary for Building #12.

- D. **Advisory Committee – Glass** – The Advisory Committee will meet on April 14, 2010.
- E. **Landscape Committee – Moores** – All invoices have been paid for 2009.
- F. **Social Committee – Moores** – Progress – with a request for permission to have a picnic with a cook out in the Central Park.

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

To approve the Social Committee’s request to hold a picnic with barbecuing in Central Park.

Resolution #68, 3/18/10

Annual Meeting – There will be a Social Hour at 2:00 P.M. prior to the Annual Business Meeting at 3:00 P.M. in Clubhouse II/ An article will be published in the Grapevine.

8. **LWCC Reports –**

- A. **LWCC BOD** – Subjects were noted in the General Manager’s report.
- B. **LWCC Advisory Committees** – Subjects were noted in the General Manager’s report.

9. **Unfinished Business** –

- A. **Sub Metering – Energy Advisory Committee – David Weiss** – Mr. Weiss provided a brief summary of the sub metering process and responded to all questions and comments. The New York State Energy Authority Program – active since 1990 is used as a documented guide.
 - (1) **Conservation** – Study shows savings resulted in individuals receiving their own bills. Savings ranged between 10% - 25%, however savings will vary depending on individual conservation practices – not all bills will be reduced.
 - (2) **Equity** – Sub metering will allow for the fair share of an individual’s payment of electric usage.
 - (3) **Preliminary Cost Estimates** provided by two contractors to Mark Ellis ranges from 1 Million to 1½ Million dollars – State of Maryland has authorized Pepco to offer rebates to major conservation projects through 2011. It is anticipated that LW may be eligible to receive \$500,000 towards sub metering.

(4) 3 M Committee has appointed a sub committee chaired by Paul Bessel and Tony Marotta – a fact sheet will be developed by the committee and will be distributed in the spring. The committee has received information for contacts in the Mid Atlantic with sub metering experience.

(5) Individual Billing – Monthly statement will show electric use and cost – At the end of the year, electric bill will be included in the condo fee. Savings or increase will be reflected in the following year’s condo fee.

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

by a vote of 6 ayes, 1 abstention,

To inform the Energy Advisory Committee of Mutual 14’s interest in sub metering – that the Committee continues to pursue the process of obtaining the necessary information regarding the pros & cons of the sub metering project.

Resolution #69, 3/18/10

- B. **Request – David Mast** – Copies of David Mast’s request was provided to the Board.

After discussion,

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

To grant an extension to May 31, 2010, to allow the great grandchild of Jean Mast, granddaughter of David Mast to reside at 15123 Vantage Hill Road, #5-A. The request for 15 days of additional overnight visitation for the remainder of the 2010 after May 31 was denied.

Resolution #70, 3/18/10

- C. **Lease Requirement Letter** – Subject was tabled to the next meeting.
- D. **Snow Plan – Mutual** – Subject was tabled.
- E. **Snow Pile Designation** – Subject was tabled.

10. **New Business**

- A. **Annual Meeting** – Thursday, April 22, 2010 – 3:00 P.M. – Auditorium of Clubhouse II. Social Hour – 2:00 P.M. Notice of the Annual Meeting will be mailed as soon as possible.

B. **Recycling Letter** – Discussion on separate bins for cardboard. It was agreed that because space is an issue, a separate bin for cardboard cannot be considered at this time.

C. **Sue Bailey – Condo Fee Adjustment Request** – Copies of the request were distributed to the Committee.
After discussion,

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

To approve the e-rating adjustment to the condo fee of Mrs. Sue Bailey – 15111 Glade Drive, #12-3C, retroactive to January 1, 2010.
Resolution #71, 3/18/10

11. **Grapevine** – Mrs. Rabinow reviewed the items that will be included in the upcoming issue of the Grapevine.
12. **Open Forum** – Food Committee – James Moores – The Cascade Room is now open on Thursdays and by the middle of next month will be open on Wednesdays with specials nightly. Breakfast is served daily at 7 A.M. Mondays – Fried Chicken, Tuesdays – Italian , Wednesdays/Thursdays \$10.00 Specials, Sunday Nights – Comfort foods. Comments are very positive.
13. **Next Meeting** – April 15, 2010 – 1:30 P.M. – Sullivan Room
14. **Adjournment** – There being no further business, the meeting adjourned at 4:20 P.M.

Richard Bambach, President

Agnes Glass, Secretary