

Resolution #22 - #33

**REGULAR MEETING
BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS OF MUTUAL 14
Thursday, August 19, 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, August 19,, 2010 at 1:30 P.M.

Directors Present: Richard Bambach, President; Frank Lozupone, Vice President; Agnes Glass, Secretary; Ralph Romano, Treasurer; Helen Bass; James Moores, Directors

Directors Absent: Jackie Rabinow

For Management: Mark Ellis, Deputy General Manager; Gloria Robar, Mutual Assistant

Visitors: William Buck, Charles & Anne Marie Martinez

1. **Call to Order** – Mr. Bambach called the meeting to order at 1:30 P.M.
2. **Welcome Visitors** – Mr. Bambach welcomed William Buck and Charles & Anne Marie Martinez.
3. **General Manager’s Report** – Mark Ellis, Deputy General Manager presented the General Manager’s Report for August 2010. All questions and comments were responded to by Mr. Ellis.
4. **Adoption of Agenda** – The agenda was approved as presented.
5. **Approval of Minutes** – The minutes of July 15, 2010 were approved as presented.
6. **President’s Comments** – Mr. Bambach’s comments included the following:
 - **Robert’s Rules** – Discussion on items discussed at recent seminar re: Robert’s Rules as they apply to small boards. (1) President and Board members who are chairs of committees or sub committees may make motions. (2) The seconding of motions is not necessary; however, the Mutual will continue to do so. Seconding of motions is necessary, but the name of the seconder is not recorded.
 - **Foreclosure Seminar** – Mr. Bambach will attend the seminar.

- **Mast – Decision in June to have Management handle the Mast issue. A second Return Request/Certified letter was sent to the Masts by Tim Coursen. Currently Mr. Coursen is on vacation.**
- **Carolyn Rice – Mr. Bambach has contacted Ms. Rice and has been advised that the remainder of the items may be removed by the Mutual. All items will be removed by September 1. (She should be charged for the removal).**
- **Rental/Leasing – Currently there are 22 rentals in the Mutual and the amount has not increased for the past several months.**
- **Advisory Committees – 2011 – The following individuals have agreed to represent Mutual 14 on the following Advisory Committees in 2011: (1) James Moores – Restaurant Committee; (2) Frank Lozupone, Community Planning Committee; (3) Jackie Rabinow – Emergency Preparedness Committee; (4) Carol Emel – Landscape Committee; and (5) Ann Graham – Golf/Greens Committee.**
- **Budget 2011 – The following was noted: (1) Maintenance Reserve Fund was funded primarily from the Surplus account and condo fees; consideration must be made to fully fund the Maintenance Reserve. (2) Interest Rate – Interest rates appear to remain very low for an indefinite period. (3) Replacement Reserve – Consideration must be given to the increase of the condo fees to insure the full funding of the Maintenance Reserve Fund and the Replacement Reserve. Mr. Bambach, Mr. Romano and Lamont Miller. Mutual Accountant will meet to discuss the 2011 budget.**

7. Reports – Mutual Officers’/Committee Chairs

- A. Secretary’s Report – Agnes Glass – Mrs. Glass’ report included the following:**
- (1) **Nine units are on the active listing.**
 - (2) **One visit – Wilma Townsend @ #14-1C.**
 - (3) **Unit #16-1E (Bugel) – Not considered vacant.**
 - (4) **Unit #13-3D (Friedman) – Being monitored by caretaker.**
- B. Treasurer’s Report – Ralph Romano – Mr. Romano’s report included the following:**
- (1) **A/R Status Report (attached) was reviewed by Mr. Romano**
 - (2) **List of invoices for July 16, 2010 through August 19, 2010 were reviewed, discussed and placed on file.**
 - (3) **The following invoices were approved for payment:**

Upon motion duly made by Ralph Romano and seconded the Board agreed to pay the following invoices:

(1) McFall/Berry – Invoice #130524 – Invoice Date: 7/27/10 – Removal of trees @ Bldgs. #10, #11, #12, #13, #16, & #17 – Proposal #:3682 – Amount: \$3,680.00

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(2) McFall/Berry – Invoice #129871 – Invoice Date: 6/30/10 – Installation of trees @ Bldgs. #10, #11, & #12 – Proposal #3713 – Amount: \$2,108.75.

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(3) Palmer Brothers Painting & General Contracting, Inc – Invoice #: 74672 – Invoice Date: 6/30/10 – Painting of exterior of Buildings #10 & #12 per Proposal #27905. Amount: \$42,300.00.

Resolution #24, 8/9/10

(4) Contract Carpet Systems – Invoice #: 73651 – Date: 6/14/10 – Carpet project @ Buildings #12 & #13. Amount: 8,628.28.

Resolution #25, 8/19/10

(5) Dynalectric Company – Invoice #T&M 38165 – Invoice Date: 7/13/10 – Annual Fire Alarm Testing for Bldgs. #10, #11, #12, #13, #14, #15, #16 & #17. Amount: \$2,373.00.

Resolution #26, 8/19/10

(6) Schindler Elevator Corporation – Invoice #: 7151265272 – Invoice Date: 3/18/10 – Overtime response to elevator @ Bldg. #16 and service restored. Amount: \$1,044.40.

Resolution #27, 8/19/10

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

To reinvest the CD maturing on 8/29/10 @ Key Bank in the amount \$100,000, and authorize Lamont Miller, Mutual Accountant, to reinvest said CD where the best available rate is being offered.

Resolution #28, 8/19/10

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

To reinvest the \$100,000 CD @ the Giant Bank maturing on 9/2/10, @ one year and no less than two years at the best available rate.

Resolution #29, 8/19/10

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

- (1) Trashroom Doors – Received estimate from Special Projects: \$2,500 for two doors and frame per building. It was suggested that the Committee obtain two RFPs for the project
- (2) Concrete Walkways – Plaza Homes –

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

To approve the concrete projects (repair lead walks) at Units #1C (Fowlkes), #7A (Craft) and #8A (Gingerich) in the amount of \$4,981.00.

Resolution #30, 8/19/10

To request that John LaClere, Special Projects, obtain three RFPS for the roofing project of the Plaza Homes (22).

Resolution #31, 8/19/10

To request that John LaClere, Special Projects, obtain three RFPS for the siding project of the Plaza Homes (25).

Resolution #32, 8/19/10

(3) ABM – Martinez – Mr. Lozupone reviewed the ABM submitted by Charles and Anne Marie Martinez to enclose the sunroom of the unit.

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

To approve the ABM submitted by Charles and Anne Marie Martinez, at 3510 Forest Edge Drive, #16-1D, to enclose the sunroom inclusive of the noted stipulations: (1) The installation of footers at the owners’ expense. (2) Ceiling to be repaired prior to the installation of the new enclosure at the expense of the Mutual

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D. Advisory Committee – Glass – The Advisory Committee will meet in October. (1) Roach Infestation – 3501 Forest Edge Drive, #14-1B (Shaeffer) –Owner of unit will be contacted by the Mutual Assistant. (2) Dog Issues – Currently the Mutual complies with the pet rules of Montgomery County.

E. Landscape Committee – Moores – An article will be submitted to the Grapevine on the resident’s responsibility in the cleaning up after their pets.

- F. **Social Committee – Moores – Progress.**
- 8. **LWCC Reports –**
 - A. **LWCC BOD – There was no report at this time.**
 - B. **LWCC Advisory Committees – There was no report at this time.**
- 9. **Unfinished Business –**
 - A. **Sachs Update – The Sachs unit will be placed on an on line auction on September 1. Fannie Mae is the owner and upon the receipt of a ratified contract, the Mutual will receive all fees due from December 9, 2009.**
 - B. **Trash Can Pick Up– The maintenance of trash receptacles on Mutual property is the responsibility of the Mutual. Stansbury Services stated that they would be willing to negotiate providing this service and the Vehicle/Trash Department is able to provide a list of available contractors.**
- 10. **New Business**
 - A. **Mutual Directory – It was suggested that a mutual directory of names and unit numbers be developed and attached to the Grapevine annually.**
 - B. **Membership Advisory Committee – 2011 - Subject was discussed at 6. President’s Comments**
 - C. **ABM – Martinez – The Martinez ABM was discussed and approved at 7. C...Property Maintenance Committee**
 - D. **ABM – Buck – The Buck ABM was discussed and approved at 7.C... Property Maintenance Committee.**
- 11. **Grapevine – Beth Leanza has agreed to be the new editor of The Grapevine, replacing Jackie Rabinow.**
- 12. **Open Forum – There were no items for discussion from the Floor.**

13. **Next Meeting** – September 16, 2010 – 1:30 P.M. – Sullivan Room
14. **Adjournment** – There being no further business, the meeting adjourned at 3:45 PM.

Richard Bambach, President

Agnes Glass, Secretary