

**REGULAR MEETING  
BOARD OF DIRECTORS  
COUNCIL OF UNIT OWNERS OF MUTUAL 14  
Thursday, December 16, 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, December 16, 2010 at 1:30 P.M.

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

**Directors Absent:** Helen Bass

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

**Visitors:** Herb Fine

1. **Call to Order** – Mr. Bambach called the meeting to order at 1:30 P.M.
2. **Welcome Visitors** – Mr. Bambach welcomed Herb Fine to the meeting.
3. **General Manager’s Report** – Tim Coursen, Assistant General Manager presented the General Manager’s Report for December 2010. All questions and comments were responded to by Mr. Coursen.
4. **Adoption of Agenda** – The agenda was approved as amended. 10. Unfinished Business...C. Change Ungar to Bowers. 11. New Business...Add C. Snow Shovelers List.
5. **Approval of Minutes** – The minutes of November 18, 2010 were approved as presented.
6. **President’s Comments** – Mr. Bambach’s comments included:
  - A. The “Las Vegas Night” social event was well attended and considered a great success. Mr. Bambach extended the Board’s appreciation to Sharon Moores and the Social Committee for its efforts throughout the year.
  - B. Sach’s Unit - #16-2B – Foreclosed unit is under contract – the Mutual

will receive \$5,107.00 ( fees due upon purchase of unit by Fannie Mae as of April 23, 2010) upon sale of the unit.

C. Mr. Bambach will be visiting family in West Virginia next week.

7. Reports – Mutual Officers’/Committee Chairs

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

- (1) The Unit Status Report was reviewed by Mrs. Glass and changes to the report were noted.
- (2) There are 14 units on the active listing.
- (3) Unit #10-1G – (Potocek) – Relative of family is a sometime visitor and resides in unit at time of visits.

B. Treasurer’s Report – Ralph Romano – Mr. Romano’s report included:

- (1) A/R Status Report – The November A/R Status report was reviewed by Mr. Romano.
- (2) The list of invoices for November 19, 2010 through December 16, 2010 was reviewed. Two invoices (2) required clarification by PPD. The needed clarifications were received on December 16 after the Board meeting was completed. Mr. Romano then approved the payment of the invoices for late November and early December. A copy of the list of invoices is on file in the Mutual Assistant’s office.

- (3) Upon motion duly made by Jacqueline Rabinow and seconded, the Board agreed,  
To approve the payment of \$1,521.86 to Schindler Elevator Corporation – Invoice #: 715133603 – Invoice Date: 9/17/10 – for the cleaning of the elevator door tracks to allow doors to close @ Building #14 – 3501 Forest Edge Drive.  
Resolution #51, 12/16/10

Upon motion duly made by James Moores and seconded, the Board agreed,  
To approve the payment of \$8,141.00 to H&H Concrete Construction, Inc. – Invoice #: HH201059 – Invoice Date: 9/14/10 for concrete work @ #5 Vantage Hill Court, #14 Vantage Hill Court, #15137 Vantage Hill Road and #15145 Vantage Hill Road.  
Resolution #52, 12/16/10

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

- (1) Elevator Problems – Reports have been received by the Mutual Assistant that some of the elevators have been jerking and not stopping evenly at the lobby floor. Mr. Lozupone has been in contact

with the Schindler Technician – who stated that the cold weather impacts on the viscosity of the oil and suggested that heaters be placed in all of the elevator rooms where the oil tanks are located.

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

To authorize the Property Maintenance Committee to immediately purchase the heaters for the elevator rooms at a cost not to exceed \$150.00 per heater.

**Resolution #53, 12/16/10**

- (2) **ABM** - Mr. Lozupone received a request to enlarge the family room and add a gabled roof to one of the plaza homes; however the request also included extending the patio and to add depth to the family room which would encroach on common property. The request would require an easement and the approval of a majority of the unit owners. Mr. Lozupone will handle the request.
- (3) **Electrical Preventative Maintenance** – Dynalectric will do the electrical maintenance in January/February 2011.

D. **Advisory Committee – Glass** – Mrs. Glass stated that with the exception of one, all buildings were represented at the December meeting. The following items were discussed:

- (1) **Gratuities for household staff (resolved).**
- (2) **#14-3B – Unit was furnished as a showcase display by the realtor.**
- (3) **Containers of sand/chemicals – The McFall/Berry contract does not allow for the provision of chemicals for the retardation of icing to the Community. After discussion,**

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

To approve the purchase of eight containers with lids, kitty litter and scoops to be used during freezing and icy conditions by the Building Representatives of the apartment buildings.

**Resolution #54, 12/16/10**

- (4) **Elevator Issue** – Subject discussed at 7 C.

E. **Landscape Committee – Moores** – Mr. Moores stated that with the exception of one invoice, all of the Landscape Committee’s projects have been completed for 2010.

F. **Social Committee – Moores** – The Las Vegas Night held last night was considered very successful with a multitude of games enjoyed by all. An auction ended the evening.

8. **Grapevine – Beth Leanza** – There was no report at this time.
9. **LWCC Reports** –
  - A. **LWCC Advisory Committees** –
    - (1) **Restaurant Advisory Committee** - A written report was reviewed and presented by James Moore and placed on file.
10. **Unfinished Business** –
  - A. **MO & PM Services** –

Upon motion duly made by Agnes Glass and seconded, the Board agreed,  
To approve the LWMC Management and Operating Agreement - 2011 and the Property Management Services – 2011 as presented.  
**Resolution #55, 12/16/10**
  - B. **Bylaw Revision** – Mr. Bambach appointed Herb Fine to oversee a sub committee to review the Mutual’s bylaws. James Moores volunteered to be part of the committee. It was suggested that an article be placed in the Grapevine to encourage participation in this project.
  - C. **Draft Letter – Ungar & Graham (attached)** – Mr. Bambach expanded on the draft letters submitted by Mr. Fine. It was also noted that Carport #17 (Ungar) had no oil stain, but stains were noted in Carport #19 (Bowers). The notification letters to the involved owners will be done in an affable manner. Correction: After the Board meeting, Mr. Bambach again checked Carport #17 (Ungar) and did notice several oil spots.
  - D. **McCarthy #12-1F** – Mr. Bambach suggested that the subject be dropped as the settlement had taken place long before the tenant moved into the unit.
  - E. **Carolyn Rice** – Mr. Bambach was contacted by Myrna Cooperstein, Leisure World Social Worker. Ms. Cooperstein stated that she did not think that there was enough information or documentation that would allow her to pursue this as a hoarding issue. It was suggested that a letter containing information as to what has been done be sent to Geneva Foster, a concerned neighbor of Carolyn Rice.
  - F. **Resident Listing – (attached)** – An updated Board of Director’s listing attached to the agenda package. The Mutual Assistant will have an alphabetical and location listings of the Mutual residents ready for

attachment to the January 2011 issue of the Grapevine.

11. **New Business** –

A. **Mutual 2010 Filing of Taxes** – After discussion,

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

To have Mutual 14's 2010 tax return filed as a corporation by the Leisure World of Maryland Corporation.

**Resolution #56,12/16/10**

B. **Letter re: Holiday Display Lights (attached)** – Copies of subject letter sent to the Board of Directors from Shirley Martin was discussed by Mr. Bambach. Mr. Bambach developed a fact sheet on Mutual 14's use of electricity and a proposal to deal with the exterior displays of holiday lights in Mutual 14. After discussion,

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

To forward to Shirley Martin the fact sheet on the Mutual's use of electricity and the Board's decision to continue to permit the outside display of holiday lights.

**Resolution #57, 12/16/10**

C. **Snow Shovelers** – It was agreed that a list of snow shovelers be added to the Grapevine.

12. **Open Forum** – Herb Fine: Display of holiday lights – enjoyable.

13. **Next Meeting** – January 20, 2010 – 1:30 P.M. – Sullivan Room

14. **Adjournment** – There being no further business, the meeting adjourned at 4:20 PM.

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Richard Bambach, President

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Agnes Glass, Secretary