

**REGULAR MEETING
BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS OF MUTUAL 14
Thursday, February 16, 2012**

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, February 16, 2012 at 1:30 P.M.

Directors Present: Richard Bambach, President; Jacqueline Rabinow, Vice President; Agnes Glass, Secretary; Ann Graham, Treasurer; Frank Lozupone, James Moores, John Radcliffe, Directors

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

Visitors: Bill Buck, Harold Crisp, Beth Leanza, Linda O’Neil, Marti Taylor

- 1. Call to Order – Mr. Bambach called the meeting to order at 1:30 P.M.**
- 2. Welcome Visitors – Mr. Bambach welcomed Bill Buck, Harold Crisp, Beth Leanza, Linda O’Neil, and Marti Taylor.**
- 3. General Manager’s Report – Tim Coursen, Assistant General Manager presented the General Manager’s Report for February 2012. All questions and comments were responded to by Mr. Coursen.**
- 4. Adoption of Agenda – The agenda was approved as amended. (a) Move 10. Unfinished Business – A. Bill Carr – Recycling Procedures between 6. President’s Comments and 7. Reports – Officers/Committee Chairs. (b) Move 7. Reports-Officers’/Committee Chairs-A. Secretary’s Report - (2) Job Assignments to 7. D Advisory Committee. (c) Add to 7. Reports-Officers’/Committee Chairs – C. Property Maintenance Committee (2) Colors and Painting Contract – Linda O’Neil. (d) Add to 11. New Business-Lighting – Radcliffe.**
- 5. Approval of Minutes – The minutes of January 9, 2012 were approved as amended. 7. B. (1) delete “surplus” – add “deficit of \$20,000.” 9. A. (6) add “not” been approved.**

6. **President's Comments** – Mr. Bambach's comments included:
(a) Receipt of payment (\$4,857.00) from Financial Freedom re the Engle unit for assessments due through January 2012. (b) The Reserve Study has been completed and copies were provided to the Board.

7. **Reports: Officers'/Committee Chairs** –

A. **Secretary's Report – Agnes Glass** –

(1) **Unit Status Report** – Copies of the report were attached to the agenda packet and reviewed by Mrs. Glass. Mrs. Glass noted that there were two move ins, both rentals @ (#16-3E and #14-1C), that the respective building representatives were aware of, but the Mutual Assistant had not received any notification of the move ins. Mr. Bambach stated that the Mutual Assistant, in future incidents as these, is to contact the unit owner.

B. **Treasurer's Report – Ann Graham** – The financial statements were not available at this time.

(1) **List of Invoices** –

Upon motion duly made by Ann Graham and seconded, the Board agreed,

To approve the payment of the listed invoices (under \$1,000) in the amount of \$2,990.67.

Resolution #77, 2/16/12

Upon motion duly made by Ann Graham and seconded, the Board agreed,

To approve the payment of \$1,098.10 to LWMC #347777 for the repairs to the living room ceiling damaged by a roof leak at the dormers @ #17-3A (Lozupone).

Resolution #78, 2/16/12

Upon motion duly made by Ann Graham and seconded, the Board agreed,

To approve the payment of two invoices to LWMC: (1) Work Order: #3484997-for the snaking from the roof to clear blockage of sewer main @#4-A (Andrews) – \$525.00. (2) Work Order: #348911-for running cable down 90 feet to clean main sewer stoppage @ #4-A (Andrews) - \$506.00. Total Amount: \$1,031.00. The Board also agreed to apply one motion to both invoices.

Resolution #79, 2/16/12

Upon motion duly made by Ann Graham and seconded, the Board agreed,

To approve payment to Reserve Advisers, Inc. in the amount of \$3,350.00 for the conducting of the 2012 Reserve Study for Mutual 14. Invoice #: 050619-Invoice Date: 1/31/12.

Resolution #80, 2/16/12

C. **Property Maintenance Report – Frank Lozupone** – Mr. Lozupone reported the following:

(1) **Painting Proposal – Handrails (breezeways)** – 2 coats of selected color, with full preparation - \$1,850 per building. 2nd coating of paint (if necessary) - \$1,400 per building. Mr. Lozupone will check on warranty information.

(2) **Tiling of 2nd and 3rd floor lobbies** – Estimated cost of the tiling project for all eight buildings is \$25,514. At the suggestion of the Board, the PMC will obtain two more bids for the tiling project.

(3) Mr. Buck reported on subjects discussed at the February 2, 2012 PMC meeting.

(4) **ABM – Emel** – After discussion,

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

To approve the ABM (Application for Building Modification) submitted by Don & Carol Emel requesting approval to enclose the porch space between the house and garage @ 15129 Vantage Hill Road, #6A.

Resolution #81, 2/16/12

(5) **Paint Colors of Buildings/Incorporate with Palmer Bros. Painting Contract – Linda O’Neil** – Mrs. O’Neil provided samples of the suggested colors for the buildings and its blending with the planned painting project by Palmer Brothers Painting. Mrs. O’Neil requested that the Board consider completing the painting of all of the main lobbies, this subject will be considered at a later date.

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

That the M14 Property Maintenance Committee meet with Palmer

Brothers Painting to determine the availability of the suggested colors for the buildings, the cost and the company's willingness to work within the existing contract with Mutual 14.

Resolution #82, 2/16/12

Upon motion duly made by John Radcliffe and seconded, the Board agreed,

To approve the painting of the plastic handrails of two buildings with full preparation @ a cost of \$1,850 per building = \$3,700.

Resolution #83, 2/16/12

D. Advisory Committee – Agnes Glass – Mrs. Glass' report included:

(1) The Committee met on Wednesday, February 15, 2012, all buildings were represented with the exception of Bldg. 13. There are concerns about the decorations in Bldg. 13, so it was suggested that Linda O'Neil meet with the representatives of the building.

(2) Harold Crisp, Nominating Committee Chair, attended the meeting.

(3) Building #14 – Concerns –lights and move in and boxes.

(4) Building #13 – New residents – George & Kathryn Vincent.

(5) Job Assignment Sheet – copies were provided to the Board and reviewed by Mrs. Glass.

E. Landscape Committee – Moores – A written report was submitted by Mr. Moores.

F. Social Committee – Moores – A written report was submitted by Mr. Moores.

8. Grapevine – Beth Leanza reviewed items to be published in the next edition of the Grapevine.

9. LWCC Report –

A. LWCC Advisory Committees:

(1) Education/Recreation Committee – Leanza – Due to time constraint, there was no report at this time.

(2) Emergency Preparedness Committee – Rabinow – A copy of the EPAC report is attached to the agenda.

(3) Government Affairs Committee – Fine – There was no report at this time.

(4) Golf & Greens Committee – Graham – Due to a time constraint, there was no report at this time.

(5) LW News Committee – Rabinow – A copy of the LW News Committee Report is attached to the agenda.

(6) Restaurant Committee – Moores – The Stein Room facility will move to the Chesapeake Room for the next four months. The Thursday Night special is still ongoing – Adult Drink @

\$2.50.

(7) Safety/Transportation Committee – Moores – LW vehicles do not have the required license to transport residents to the ICC lot. The LW busses are unable to go to the ICC lot because only LW residents are able to use the busses and it is a free service.

10. Unfinished Business –

A. Bill Carr – Recycling Procedures – Subject was discussed at start of the meeting after President’s Comments (6.) and before Reports-Officers’/Committee Chairs. (7). Mr. Carr accepted questions and comments from the Board and guests. He will provide recycling information through the Assistant and will make arrangements to provide larger Mutual containers receipt of the recycling information, it was suggested that it be published in the Grapevine.

B. Reserve Study – Copies of the Reserve Study were provided to the Board and will be discussed at a later date.

C. Joseph Engle Trust/Garner Repair – The MA will contact the finance company with regard to the repair of the Garner ceiling. Upon receipt of the response, Mr. Radcliffe will be contacted to initiate the winterizing of and the repair of the leak in the Engle unit and then to repair the Garner’s ceiling.

D. Pet Restriction Document – Radcliffe – Mr. Radcliffe has created a draft copy of a pet restriction document based on the combination of

all of the other mutuals' documents. Copies have been provided to the Board and will be discussed at the next meeting.

E. Website Quotation – Rabinow – (attachment 4) – Mrs. Rabinow requested the Board review the attached quotation, to be discussed at a later date.

F. Estate of John Swanson – Intent to File Lien –

Upon motion duly made by John Radcliffe and seconded, the Board agreed,

To initiate the process of filing a lien against the Estate of John Swanson, re – Unit #14-3B, 3501 Forest Edge Drive, for failure to pay the association assessments in accordance with the Association's Declaration and Bylaws.

Resolution #84, 2/16/12

11. New Business –

A. Schindler Contract – (attachment 5) – For information only.

B. Lighting – Radcliffe – Concern: Lighting at Central Park. It was suggested that the subject be presented to Property Maintenance Committee.

12. Open Forum – There were no items from the Floor.

13. Next Meeting – March 15, 2012 – 1:30 P.M. – Sullivan Room

14. Adjournment – The meeting adjourned at 4:20 P.M.

Richard Bambach, President

Agnes Glass, Secretary