

**REGULAR MEETING
BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS OF MUTUAL 14
Thursday, March 15, 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, March 15, 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; John LaClere, Special Projects, Gloria Robar, Mutual Assistant

Visitors: Beth Leanza

1. **Call to Order** – Mr. Bambach called the meeting to order at 1:30 P.M.
2. **Welcome Visitors** – Mr. Bambach welcomed Beth Leanza to the meeting.
3. **General Manager’s Report** – Tim Coursen, Assistant General Manager presented the General Manager’s Report for March 2012. All questions and comments were responded to by Mr. Coursen.
4. **Adoption of Agenda** – The agenda was approved as amended. 10. Unfinished Business – Add: D. Powers - #13-1B. E. Martinez – Waiver of Late Fee. F. Website – Rabinow.
5. **Approval of Minutes** – The minutes of February 16, 2012 were approved as amended. At Notice of Meeting – Change: Sullivan Room to Annapolis Room. Add: For Management – Bill Carr, Director, PPD.
6. **President’s Comments** – Mr. Bambach’s comments included:
(a) Need to exercise control of Board meetings – use of gavel/no cross talk. (b) Submission of written reports. (c) Harold Crisp’s Call for Candidate Report: James Moores, Ann Graham, Linda O’Neil and Laurie Burdick have agreed to run for the upcoming (3) vacancies on the Mutual 14 Board of Directors.

- (d) Mr. Bambach commended the members of the Board for their outstanding efforts and time given for the betterment of the Mutual.
- (e) A meeting will be held for interested members to review the Reserve Study prior to the development of the 2013 Budget.

7. Reports: Officers'/Committee Chairs –

A. Secretary's Report – Agnes Glass –

(1) Unit Status Report – (Glass) – Copies of the report were attached to the agenda packet and reviewed by Mrs. Glass. Mrs. Glass stated that David & Rosalind Wood, #8-B, and Jean Mast, #5-A have left Leisure World. However, it is being noted that Mrs. Mast's caretaker currently resides in the unit.

B. Treasurer's Report – Ann Graham –The current financial statements and the AR Status report were reviewed by Ms. Graham. Investments are at \$1,700,000 and cash balance at \$185,601.

(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 \$2,715.30.

Resolution #88, 3/15/12

(2) Invoice – Powers - #13-1A –

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

to approve the payments of Invoices #349322 (\$2,881.58) and #3349389 (\$1,914.70). Both invoices are directly related to a leak in the pipe in the concrete slab behind the wall of the utility room @ 15121 Glade Drive, #13-1A (Powers). The invoices include: (a) removal of concrete, repair of water line, floor, wall and clean up. (b) Cut open drywall, broke open floor and tunneled under wall to expose leak. Shut down water/installed valve onto leaking water line. (c) Replaced carpet pad, cleaned and lay carpet down. Total Amount: \$4,796.28.

Resolution #89, 3/15/12

(3) Invoice – Rabinow - #13-2G –

Upon motion duly made by John Radcliffe and seconded, the Board agreed,
to approve the reimbursement of \$220.00 to Jackie Rabinow for the 4 hours prepaid time for the web design, consulting and editing – paid to Holistic Geek.com, Scott Schumacher, 574 Prairie Center Drive, Ste #135-139, Eden Prairie, MN 55344.

Resolution #90, 3/15/12

(4) Invoice – Graham - #12-2A –

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

(1) to approve the reimbursement of \$400.00 to Ann Graham for the installation of three (3) pet droppings receptacles in Mutual 14 - Installed by Kirk Hughes. (2) to approve the reimbursement of \$1,113.25 to Ann Graham for the purchase of three (3) pet droppings receptacles and litter pick up bags – Beldon Outdoors – 111 North River Road, North Aurora, IL 60542.

Resolution #91, 3/15/12

(5) Request to Waive Late Fee - #10-1C – Request was submitted by Nancy Oleska – PR – 15101 Glade Drive, #10-1C to waive late fee of \$15.00 that has been due since December 16, 2009.

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

to approve the request submitted by Nancy Oleska to waive the late fee of \$15.00 due since December 16, 2009 on Unit #10-1C, Account #14032.

Resolution #92, 3/15/12

- C. Property Maintenance Report – Frank Lozupone – Mr. Lozupone stated that the cleaning of the dryer vents and the replacement of the smoke detector batteries will be done at the same time in May or June of 2012.**
- D. Advisory Committee – Agnes Glass – There was no report at this time.**
- 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 – A written report was submitted by Mrs. Leanza.
- (2) Emergency Preparedness Committee – Rabinow – The Committee is working on a Neighborhood Readiness Program and will be inviting all Mutual Board members to visit the Committee to obtain information on the program.
- (3) Restaurant Committee – Moores – Subject was discussed at the General Manager’s Report.
- (4) Safety/Transportation Committee – Moores – Subject of move ins was discussed at earlier part of the meeting.
10. Unfinished Business –
- A. Recycling Procedures – It was noted that previous discussions with PPD has not been very successful in providing the information and or assistance requested by the Mutual. Mr. Coursen stated that he will talk with Jolene King and provide a solution to the Board.
- B. Joseph Engle Trust Update/Garner Repair – Radcliffe – Mr. Radcliffe met with representatives of the Financial Services Bank and the Preservation Company and visited the Engle unit. The unit has been winterized and is being checked to insure there are no leaks. Mr. Radcliffe also visited the Garner’s unit where the ceiling was damaged due to the leakage from the Engle unit.
- Upon motion duly made by Ann Graham and seconded, the Board agreed,
- to repair the ceiling and ceiling fan at Alfred & Paulina Garner’s Unit @ 15100 Glade Drive, #11-1A, damaged due to a water leak from Unit

#11-2A (Engle Trust). The repair is contingent upon the use of contractors recommended by John Radcliffe and not to exceed \$500.

Resolution #93, 3/15/12

C. **Pet Restriction Document – Radcliffe** – Mr. Radcliffe reviewed the draft document: (1) Rules are to apply to Plaza homes and buildings. (2) Grandfathering the number of pets apartment already in place. (3) Restrict @ 2 dogs. Subject will be held as Unfinished Business.

D. **Powers - #13-1B** – Subject was discussed earlier.

E. **Martinez – Waiver of Late Fee** – after discussion,

Upon motion duly made by Ann Graham,

to approve the waiver of the \$15.00 late fee contingent upon the resident enrolling in the electronic payment process. The motion was withdrawn by Ms. Graham.

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

to deny the request by Mr. & Mrs. Charles Martinez, 3510 Forest Edge Drive, #16-2D to waive the late fee of \$15.00 incurred in February 2012.

Resolution #94, 3/15/12

F. **Website – Rabinow** – Ms. Rabinow’s report included: (1) new Web address to be published in the Grapevine. (2) charge of \$100.00 for former host to direct to new host. (3) Have paid for 4 hour block of time – monitored by Ms. Rabinow. (4) Host-Tiger Technologies - \$83. 40. (5) Minutes and Grapevine sent to Web Master monthly. (6) Yearly – Change of BOD, Calendar, New Tables and all other changes as needed.

11. **New Business** –

A. **John LaClere – Roof Proposals** – Mr. LaClere reviewed the roofing proposal and responded to all questions and comments.

Upon motion duly made by Jackie Rabinow and seconded,

The Board of Directors of Mutual 14 hereby approves the contract in the amount of \$118,600 for the roof and gutter replacement for Buildings #10 – 15101 Glade Drive and #11 – 15100 Glade Drive

Such provisions

submitted by Clay Kenny Home Improvement Company and the contract's stated provision for periodic progress payments. payments will be made in accordance with the contract

the each Board invoice for

upon the contractor's submittal of a progress invoice and the certification of an inspection of the work by a representative of Leisure World of Maryland Corporation. Final approval of progress payment must also include a signed approval by a Officer of the Mutual's Board of Directors authorizing an

payment without a Board meeting and Board resolutions as currently required by the By-Laws.

Resolution #85, 3/15/12

rooms \$6,700.

- B. Dynalectric Proposal – Fire Room Inspections – Mr. Lozupone reviewed the Dynalectric Proposal that was submitted through PPD for the Preventative Maintenance inspection of the electrical equipment in the fire rooms of all of the eight apartment buildings. Upon motion duly made by James Moores and seconded, the Board agreed,

to accept the Dynalectric Proposal to conduct the Preventative Maintenance inspection of the electrical equipment in the fire of the eight (8) apartment buildings in Mutual 14. Total Cost:

Resolution #86, 3/15/12

the driveway

- C. H & H Concrete Proposal – Mr. Lozupone reviewed the H & H Concrete proposal, which includes the removal/replacement of

concrete garage floor at Bldg. #10, installation of new concrete under steps in Bldg. #11, remove/replace 170 square feet concrete sidewalk @ 4 Vantage Hill Court, remove/replace 150 square feet concrete sidewalk @ 10 Vantage Hill Court and repair railing at

of 14 Vantage Hill Court.

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

by 5 ayes and 1 nay

to accept the H & H Concrete Construction, Inc. Contract (#HH201225), Mutual 14 Concrete Work, as submitted in the

amount

of \$46,037.00. It is noted that said proposal was accepted by the Board agreeing to the dispensation of the rule which requires the obtaining of three bids for projects costing over \$10,000.

Resolution #87, 3/15/12

12. **Open Forum** – There were no items from the Floor.
13. **Next Meeting** – Thursday, April 19, 2012 – 1:30 P.M. – Sullivan Room
14. **Adjournment** – The meeting adjourned at 3:50 P.M.

Richard Bambach, President

Agnes Glass, Secretary