

**REGULAR MEETING
BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS OF MUTUAL 14
Thursday, April 19, 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, April 19, 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; Dawn Gaynor, Accounting Supervisor; Gloria Robar,
Mutual Assistant

Visitors: Beth Leanza, Phyllis Schuster

1. **Call to Order** – Mr. Bambach called the meeting to order at 1:30 P.M.
2. **Welcome Visitors** – Mr. Bambach welcomed Beth Leanza and Phyllis Schuster (Jackie Rabinow’s sister) to the meeting.
3. **General Manager’s Report** – Tim Coursen, Assistant General Manager presented the General Manager’s Report for April 2012. All questions and comments were responded to by Mr. Coursen.
4. **Adoption of Agenda** – The agenda was approved as amended. Add...9. LWCC Reports...A. LWCC Advisory Committees – Delete (5) LW News Advisory committee, Add (5) Golf & Greens Advisory Committee.
5. **Approval of Minutes** – The minutes of March 15, 2012, 1012 were approved as presented.
6. **President’s Comments** – Mr. Bambach’s comments included:
(a) Painting project currently in progress. (b) Tax credit – deduction of 10% of owner’s share in energy reduction activity. (3) Cat Policy – Policy will be printed in the Grapevine. (4) Mr. Bambach thanked Frank Lozupone for the many years he served on the Board of Directors and

the Property Maintenance Committee. Mr. Lozupone has served as President and Vice President of the Board of Directors, Chair of the Property Maintenance Committee and currently as Co-Chair of the Property Maintenance Committee.

7. Reports: Officers'/Committee Chairs –

A. Secretary's Report – Agnes Glass –

- (1) Unit Status Report – (Glass) – There was no report at this time.
- (2) There are 19 vacant units.
- (3) There were five deaths during this time: (a) John Stack - #14-3F, (b) Harry Phillips - #15-3D, (c) Paul Martin - #14-1A, (d) Lorena McCord - #14-3E, (e) Rosalind Woods - #8-B.

B. Treasurer's Report – Ann Graham –The current financial statements and the AR Status report were reviewed by Ms. Graham.

(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 \$4,046.67.

Resolution #96, 4/19/12

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

to approve the Insurance Claim dated: 3/27/12 – Re: Dorothy Powers, 15121 Glade Drive, #13-1B – Date of Occurrence: 2/16/12 – Event: Water line under concrete leaked. A&A Invoice#: 3153 – Water damage clean up. Invoice Date: 3/13/12. A&A Invoice #:3159 – House detail cleaning. Total Amount: \$1,576.31.

Resolution #97, 4/19/12

to approve the payment of \$1,230.70 to LWMC – WO#351870 – For the repair of all Mutual 14 roof top doors at the dormers/replace existing wood with exterior siding wood/replace existing metal with new hinges/catches and primed and stained the doors white.

Resolution #98, 4/19/12

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

to approve the payment to Councilor Buchanan Mitchell, CPAs, Invoice #: 140710 – Invoice Date: 3/20/12 – the final installment for

professional services rendered through 2/29/12 in connection with Mutual 14's Audit for year ending December 31, 2011.

Resolution #99, 4/19/12

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

to approve the payment to Western Pest Services – Invoice #: 5282696 – Invoice Date: 3/16/12 – For termite treatment @ 15101 Glade Drive, #10-1E (Simon). Amount \$1,198.00.

Resolution #100, 4/19/12

- C. **Property Maintenance Report – Frank Lozupone** – Mr. Lozupone's report included: (1) Resignation of Herb Fine. (2) Dynalectric will conduct an inspection of the electrical panels in the apartment buildings on April 26, 2012. (3) Painting of Buildings #16 & #17 is in progress. (4) Two roofs have been installed.
 - D. **Advisory Committee – Agnes Glass** – Mrs. Glass' report included: (1) Recycling Process/Containers – Major concern – It was stated that after a recycling presentation by Bill Carr, Director, PPD, there has been no feedback from Mr. Carr. Mr. Coursen will contact Jolene King for assistance. (2) Cats – The rule that animals when outside must be on leash applies to cats as well as dogs. (3) Cleaning Service Performance – It's stated that the cleaning of Buildings #14 - #17 is unsatisfactory. It is suggested that on site monitoring by the Cleaning Service management should be conducted on a more frequent basis. (4) The Building Representatives assisted in reminding unit owners of the upcoming Annual Meeting and the submission of their proxies to the Mutual Assistant's office.
 - E. **Landscape Committee – Moores** – A written report was submitted by Mr. Moores. (1) A walk through the property has been completed, and reminder letters have been mailed. (2) Major landscaping is being done at Forest Edge and Interlachen to cover the electrical box.
 - F. **Social Committee – Moores** – A written report was submitted by Mr. Moores. The next social event: Picnic on Tuesday, June 5, 2012 at Vantage Hill Court.
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 –

(3) Restaurant Committee – Moores – Mr. Moore reported that the Stein Room has re-opened; however the delivery of the chairs is expected within three months.

(4) Safety/Transportation Committee – Moores – There was no report at this time.

(5) Golf & Greens Committee – Graham – Wounded Warrior Golf Days – Project takes place on second Tuesday of each

month, May

through October. The Golf Course and golf carts will be made available up to 12 players, wounded veterans in rehab at Reed Hospital. These veterans will be equipped and

Walter

transported to

Leisure World through Leisure World’s partnership with the Salute Military Golf Association (SMGA). Gifts and lunch will be provided to the players. Mutuals are being asked to consider making a donation to this project. This subject will be placed on the May 2012.

10. Unfinished Business –

A. Tax Credit – Clay Kenny Statement (attachment 2) – Subject discussed @ 6. President’s Comments.

B. Intent of File Lien – Lowe-Unit #13-1F – After discussion,

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

that an intent to file a lien will be initiated against Account #14-104, Herschel Lowe-10233 Southard Drive, Beltsville, MD 20705 for nonpayment of condo fees in the amount of \$2,039.00 if not paid by April 30, 2012. It is also stated that said intent to file a lien

when

presented will have condo fees accelerated through December 31, 2012 and may additionally become liable for interest, collection

costs

and attorney’s fees.

Resolution #101, 4/19/12

C. Annual Meeting – 4/26/12 – Reminder: Mutual 14’s Annual Meeting

will be held on Thursday, April 26, 2012 @ 3:00 P.M. in the
CH II Auditorium. There will be a social hour starting at 2:00

P.M.

11. **D. Pet Policy Revision – Radcliffe – Postponed to a later date.**
New Business –

- A. Audit Review – Gaynor – (In Packet) - Copies of the draft Audit report were provided to the Board. Ms. Gaynor, Accounting Supervisor, reviewed the report and responded to all questions and comments. After discussion,**

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

to approve the 2011 Audit report with the noted revisions as discussed with Dawn Gaynor, Accounting Supervisor.

Resolution #95, 4/19/12

- B. Pet Policy Waiver – Long & Foster Request (attachment 3) – After discussion, it was determined that a letter from Mr. Bambach approving the request to allow two (Corgies) to move in with**

the

prospective buyers of a unit at 3510 Forest Edge Drive or 15111 Glade Drive be sent to Sima Blackmon-Hall, Long & Foster Real Estate agent.

- C. Request for Assistance – Nixon – (In Packet) – After discussion,**

Upon motion duly made by Ann Graham, the Board agreed, by 4 ayes – 3 nays,

to deny the request submitted by Deborah Nixon, to replace the front door @ 3500 Forest Edge Drive, #15-3G, damaged due to medical emergency. The resident is advised that an appeal to this decision may be made to the Mutual 14 Board of Directors.

Resolution #102, 4/19/12

Substitute Motion: – To be used if first motion is defeated.

Upon motion duly made by James Moores,

that the Mutual 14 Board of Directors approve the replacement of the front door @ 3500 Forest Edge Drive, #15-3G (Nixon).

Resolution #103, 4/19/12

The Substitute Motion has been defeated by the approval of the first motion.

D. Request for Extension of Easement-Williams -#9A-(attachment 4)

receipt
Upon motion duly made by James Moores, the Board agreed, to approve Linda Williams' request to extend by one year the building of the sunroom and installation of pavers on the patio @ 15151 Vantage Hill Road, #9-B. The approval is contingent upon the of proper and updated certification of the contractors.
Resolution #104, 4/19/12

E. Funding for Trash Bags – Pet Receptacles –

Upon motion duly made by Ann Graham, the Board agreed, to approve the purchase of trash bags for the pet receptacles not to exceed \$100.00 annually.
Resolution #105, 4/19/12

F. Action – PMC Chair Member of Board of Directors- Subject postponed to the May 2012 Board of Directors meeting.

G. Establish Time Limit for Continuous Membership on Board of Directors –Subject postponed to the May 2012 Board of Directors meeting.

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

13. **Next Meeting** – Thursday, May 17, 2012 – 1:30 P.M. – Sullivan Room

14. **Adjournment** – The meeting adjourned at 3:20 P.M.

Richard Bambach, President

Agnes Glass, Secretary