

**REGULAR MEETING
BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS OF MUTUAL 14
Friday, May 18, 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 Friday, May 18, 2012 at 1:30 P.M.

Directors Present: Richard Bambach, President; Jacqueline Rabinow, Vice President; Agnes Glass, Secretary; James Moores, Linda O’Neil, John Radcliffe, Directors

Directors Absent: Ann Graham

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

Visitors: William Buck, Beth Leanza, Brad Kline, PPD

1. **Call to Order** – Mr. Bambach called the meeting to order at 1:30 P.M.
2. **Welcome Visitors** – Mr. Bambach welcomed William Buck, Beth Leanza and Brad Kline to the meeting.
Mr. Bambach introduced Linda O’Neil – newly elected member of Mutual 14’s Board of Directors.
3. **General Manager’s Report** – Tim Coursen, Assistant General Manager presented the General Manager’s Report for May 2012. All questions and comments were responded to by Mr. Coursen.
4. **Adoption of Agenda** – The agenda was approved as amended. Add...11. New Business – C. 3 Members on PMC Committee. D. Informal Meeting – Review Study. E. #17-3E – Carolyn Rice.
5. **Approval of Minutes** – The minutes of April 19, 2012, were approved as presented.
6. **President’s Comments** – Mr. Bambach’s comments included: (a) Trip to granddaughter’s graduation. (b) Name Survey Ballots – distributed to all residents.

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

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

(1) **Unit Status Report – (Glass) – (attachment 1)** – The report was reviewed by Mrs. Glass. Currently there are 8 units on the active listing.

B. **Treasurer's Report – Ann Graham –** There was no report at this time.

(1) **List of Invoices –**

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

to approve the payment of the list of invoices (under \$1,000) in the amount of \$5,019.35.

Resolution #9, 5/18/12

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

to approve the payment of \$6,700 to Dynalectric – Invoice #T&M 44066-Invoice Date: 5/8/12 – For the preventative maintenance evaluation of all of the electric equipment of Buildings #10 through #17 in Mutual 14.

Resolution #10, 5/18/12

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

to approve the payment of \$1,050 to American Home Improvement Company-Invoice #: 1408-Invoice Date: 5/11/12-Resetting 9' sliding door-remove window treatments/remove 3 sliding glass door panels/reset door frame/caulk & seal door/install new base molding/reinstall window treatments @ 6 Vantage Hill Court, #6 (Lamb).

Resolution #11, 5/18/12

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

to approve the payment of \$1,712.50 to McFall/Berry-Invoice #:147310-Invoice Date: 4/30/12-Screening plants to cover utility box

and drainage grate on Interlachen @ Forest Edge and includes the cutting and edging of the mulch bed for plant material with soil amendments.

Resolution #12, 5/18/12

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

to approve the reimbursement of \$83.40 to Jacqueline Rabinow for payment made to Tiger Technologies LLC for the hosting of Mutual 14's website.

Resolution #13, 5/18/12

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

to approve the reimbursement of \$136.72 to Linda O'Neil for expenses paid for the refurbishing of the lobbies in Buildings #10, #11 and #13.

Resolution #14, 5/18/12

(2) White – Insurance Claim – 15121 Glade Drive, #13-2E – Date of Occurrence: 4/6/12 – Hole in kitchen hot water pipe between floors and leaked into Unit #13-1E – cut hole in kitchen ceiling of unit below and repaired pipe. Amount: \$353.90.

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

That Mutual 14 is responsible for the charges incurred @ 15121 Glade Drive, #13-2E and said claim will be submitted for payment in the amount of \$353.90.

Resolution #15, 5/18/12

(3) Frenkel – Insurance Claim – 15111 Glade Drive, #12-1E – Date of Occurrence: 4/22/12 – Kitchen sink backed up – K50 3/8 inch cable and ran it 35 feet to clear. After an in-depth discussion, the Board agreed to obtain further information in the cleaning up and the Mutual Assistant was instructed to contact A&A Fire/Water Damage Restoration.

(4) Intent to File Lien - #14104 – 15121 Glade Drive, ##13-1F – Herschel Lowe – Delinquent Fees.

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

To initiate action against Herschel Lowe, 10233 Southard Drive, Beltsville, MD, 20705 – Account #14104 – to attempt to collect delinquent fees due Mutual 14; Intent to file a lien will demand payment of fees accelerated through December 31, 2012 and declare resident's liability for interests, collection costs, and attorney's fees.

Resolution #16, 5/18/12

- C. Property Maintenance Report – William Buck – Mr. Buck's report included: (1) Downspout/gutter project has been completed in Buildings #10 & #11. (2) Vinyl siding project for Buildings #14, #15 & #16 - pending Board approval. (3) Concrete project has been completed. (4) Vinyl Siding Project-Bldgs. #14, #15, #16, & #17 – 5 RFPs were sent out for bids, and received three responses. Clay Kenny Home Improvement submitted a bid of \$12,650 per building. (5) The carpeting contract (2nd & 3rd floor lobbies) has been put on hold until the issue regarding the EPDM is resolved. (6) ABMS - Crisp –[installation of windows] and Vaughan-[Installation of heating unit].

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

to accept the Clay Kenny Home Improvement Company's proposal for the vinyl siding project of Buildings #14, #15, #16 & #17 at a cost of \$12,650 per building.

Resolution #17, 5/18/12

Upon motion duly made by Jacqueline Rabinow and seconded, the Board agreed,
5 ayes, 1 nay

to accept the PPD proposal to install three 8' lights along the walkway in Central Park at a cost of \$5,500.

Resolution #18, 5/18/12

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

to approve the ABMs submitted by Harold & Sherry Crisp (installation of windows # #13-3G) and William & Mary Vaughan (installation of heating unit in the Florida Room @ #4-B) as presented. The Board agreed that both submissions be placed under one motion.

Resolution #19, 5/18/12

- D. Advisory Committee – Agnes Glass – Mrs. Glass’ report included:
(1) The Committee will meet in June 20, 2012.
(2) The Committee’s concerns include trash pick up and noise.
It was suggested that noisy concerns be handled on a case by case basis. Mrs. Glass discussed a current case of noise issue in Building #13. It was suggested that the owner of the unit be contacted with respect to the noise incident in Bldg. #13.
- E. Landscape Committee – Moores – Mr. Moores reported that a walk through the Mutual was done recently and letters sent to residents with landscaping issues. The area behind Building 3 in Vantage Hill Court has a swale with standing water attracting insects. Mr. Moores has contacted McFall/Berry for information regarding alleviating the problem of the swale.

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

to accept the Landscape Committee’s recommendation to have McFall/Berry install a drain – (either a 4” or 6”) whichever is necessary to remove the standing water in the area behind Building #3 at a cost not to exceed \$4,500.

Resolution #20, 5/18/12

- F. Social Committee – Moores – A written report was submitted.
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 – (attachment 2)
A written report was submitted by Mrs. Leanza.
- (2) Emergency Preparedness Committee – Rabinow – A Senior Safety Summit will be held on June 14, 2012.
- (3) Restaurant Committee – Moores - Progress.
- (4) Safety/Transportation Committee – Moores – Progress.
- (5) Golf & Greens Committee – Graham – There was no report at this time.

10. Unfinished Business –

- A. Recycling – Brad Kline – Mr. Kline provided information on the recycling process and responded to all questions and comments from the Board. After discussion,**

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

to accept the recommendation of Brad Kline, to place 8-90 gallon comingle containers in the apartment buildings and to provide “Baby Blue Bins” for the 25 Plaza Homes.

Resolution #8, 5/18/12

- B. PMC Chair – Member of BOD – It was suggested that the PMC Chair be directly connected to the Board of Directors. Possibilities to be considered: (1) Amend the Bylaws to add the PMC Chair as an ex officio member of the Board. (2) Require that a member of the Board become the Chair of the PMC. The subject has been postponed until the return of Ann Graham.**
- C. Establish Time Limit for Continuous Membership on BOD – Postpone to a later date.**
- D. Action w/o Meeting – Approval of Tiling Contract – Approval of the Contract Carpet Systems, Inc. contract to tile the 2nd and 3rd floor lobbies of each of the eight apartment buildings was approved on April 26, 2012 prior to the Annual Meeting. An Action Without A Meeting minutes was created to document the above action, to be formally approved at the next regularly scheduled Board meeting.**

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

to formally approve the Minutes of an Action Without a Meeting, dated April 26, 2012, Resolution #106, to accept the Contract Carpet Systems, Inc. for the tiling of the 2nd and 3rd floors of all eight (8) apartment buildings in Mutual 14 in the amount of \$25,518.00.

Resolution #21, 5/18/12

- E. Nixon Update – Letter to Resident – (attachment 3) – A copy of Mr. Bambach’s response to Mrs. Nixon was included in the agenda package. The subject will be discussed at the June meeting.**
- F. Pet Policy Revision – Radcliffe – Mr. Radcliffe stated that**

regulations regarding the pet policy may be incorporated into the rules of Mutual 14 and not require any change to the Bylaws. This subject will be placed on the June 2012 agenda.

G. Wounded Warrior Golf Days – (attachment 4) – After discussion,

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

to approve the contribution of \$100.00 from Mutual 14 to the Leisure World Wounded Warrior Golf Days project as stated in the

April

17, 2012 edition of the Leisure World News.

Resolution #22, 5/18/12

11. New Business –

- A. Action w/o Meeting – John Radcliffe – Alternate to LWCC BOD Meeting – Due to the absences of the President and Vice President on May 11, 2012, which is the date of the Special Meeting of the LWCC Board of Directors – Mr. Bambach requested by email and telephone call to approve the appointment of John Radcliffe as second alternate representing Mutual 14 at the LWCC BOD Special Meeting on May 11, 2012. A vote of 6 ayes was received. An Action Without A Meeting minutes was created to document the stated action, to be formally approved at the next regularly scheduled Board meeting.**

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

to formally approve the Action Without A Meeting Minutes, dated May 1, 2012, Resolution #7, to appoint John Radcliffe as second alternate representing Mutual 14 to the LWCC BOD Special Meeting of May 11, 2012.

Resolution #23, 5/18/12

- B. Rental Restrictions – It was stated that rentals have increased to approximately 15% in Mutual 14. It is suggested that restrictions be put in place to restrict investment purchases and that landlords be made aware of and adhere to regulations that are already in**

place.

Mr. Bambach stated that this subject will need to be revisited.

- C. 3 Members on PMC Committee – Discussed @ 10.B.**

- D. **Informal Meeting – Review of Reserve Study** – The Board will be notified of proposed dates for subject meeting.
- E. **#17-3E – Carolyn Rice** – Hoarding issue maybe recurring.
Tim Coursen will contact APS and report to Mr. Bambach.
- 12. **Open Forum – Discussion:** (1) Lengthy Board meetings. (2) Place reports at end of meeting/submit written reports. (3) Move In Policy.
- 13. **Next Meeting** – Thursday, June 21, 2012 – 1:30 P.M. – Sullivan Room
- 14. **Adjournment** – The meeting adjourned at 4:30 P.M.

Richard Bambach, President

Agnes Glass, Secretary