

**REGULAR MEETING
BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS OF MUTUAL 14
Thursday, July 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, July 19, 2012 at 1:30 P.M.

Directors Present: Richard Bambach, President; Agnes Glass, Secretary; Ann Graham, Treasurer; James Moores, Linda O’Neil, John Radcliffe, Directors

Director Absent: Jacqueline Rabinow

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

Visitors: William Buck, Beth Leanza

1. **Call to Order** – Mr. Bambach called the meeting to order at 1:30 P.M.
2. **Welcome Visitors** – Mr. Bambach welcomed William Buck and Beth Leanza to the meeting.
3. **General Manager’s Report** – Tim Coursen, Assistant General Manager presented the General Manager’s Report for July 2012. All questions and comments were responded to by Mr. Coursen.
4. **Adoption of Agenda** – The agenda was approved as amended. 11. New Business, A. Appointment of Sub Committee. B. Apartment Buildings Update Proposal – O’Neil. C. Boundary – M14/Golf Course.
5. **Approval of Minutes** – The minutes of June 21, 2012, were approved as amended – 10. Unfinished Business – A. Motion #33 to read: “When a front door is damaged during an emergency, the Mutual will consider paying for the repair/replacement of the door on a case by case basis”.
6. **President’s Comments** – Mr. Bambach’s comments included: (A). Clarify the responsibilities of the PMC Committee and the Sub Committee chaired by Linda O’Neil. (B). The Reserve Study Special Meeting – was well attended and the information gained will be of help with the development of the upcoming 2013 Mutual budget.

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 3 units on the active listing.

(2) The definition of owner occupied was discussed.

B. **Treasurer's Report – Ann Graham –** Copies of the Treasurer's Report were provided to the Board and reviewed by Ms. Graham. It was stated that the financial status of the Mutual continues to remain in a positive posture.

(1) **AR Status Report** – The AR Status Report was not available at this time.

(2) **Invoices** – After discussion,

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

To approve the payment of the listed invoices (under \$1,000) in the amount of \$2,096.10. It was also agreed Invoices #7, #8 & #14 be redirected for payment to the resident.

Resolution #39, 7/19/12

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

To approve the payment of \$25,518.00 to Contract Carpet Systems – Invoice #:77756 – Invoice Date: 6/30/12 – For tiling project of the 2nd and 3rd floors of all eight (8) apartment buildings.

Resolution #40, 7/19/12

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

To approve the payment of \$1,475.00 to Carpet & Vacuum EXPO – Invoice #: 37368 – Invoice Date: 6/25/12 – for the installation of laminated hallway floor @ Bldg. #13-1B (Powers).

Resolution #41, 7/19/12

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

To approve the request submitted by Sharon Wood (POA) – 15143 Vantage Hill Road, #8B – to waive the payment of the late fee of \$15.00 for the month of June 2012.

Resolution #42, 7/19/12

- C. Property Maintenance Report – William Buck – Mr. Buck’s report included:
(1). Frank Lozupone being released from Rehabilitation Center. (2). Copies of the job assignments of the PMC were provided to the Board and reviewed by Mr. Buck. (3). Copies of Foreman, Carpentry Department, Henry Sheedy’s evaluation of Debby Nixon’s front door @ Bldg. #15-3G were provided to the Board. (4). Completed projects - 2012: (a) Painting of Bldgs. #16 & #17. (b) Reroofing of Bldgs. #10 & #11 and carports. (c) Siding of buildings and carports #14, #15, #16 & #17. (d) Gutters/downspouts of apartment buildings and carports #10 & #11. (e) Floor replacement of carport at Bldg. #10 and lead walks at #4 & #7 Vantage Hill Court. (5). Copies of Proposed Projects for 2013 and 2014 were provided to the Board and reviewed by Mr. Buck.
- D. Advisory Committee – Agnes Glass – Mrs. Glass’ report included:
(1). Aware of Stansbury Services staff change at Glade Drive. (2). Bldg. # 17 Issue – accumulation of leaves and debris – Management to obtain cost of the removal of leaves and debris. (3). Ownership of #11-2D (Waters) – Activity in unit – MA to check. (4) The Committee will not meet in August.
- E. Landscape Committee – Moores – Mr. Moores’ report included:
(1). Storm Damage – It was suggested that if an invoice is presented for storm damage clean up, that it be paid, unless the charges are questionable. (2). The removal of the tree that fell onto the Golf Course will not be charged to the Mutual, however it is anticipated that removal of the stump will be the Mutual’s responsibility. (3). The evaluation survey of McFall/Berry was not received by the Committee, and it was stated that 80% of the mutuals were satisfied with the performance of McFall/Berry. (4). Deferred Invoices – Mr. Moores stated that after speaking with McFall/Berry, referencing the Interlachen landscaping (around the transformer boxes), the project was revisited with satisfactory results.

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

To rescind Motion #32, 6/21/12 – not to pay Invoice #:147967- Installation of Summer Annuals @ \$729.00 and Invoice #:14833- Watering of new plantings @ \$9.00, until the Landscape Committee determines that the Interlachen landscaping has been done properly.

Resolution #43, 7/19/12

- F. Social Committee – Moores – An Ice Cream Social with Bingo will be held on Tuesday, August 14, 2012 at 7:00 P.M. Sign up sheets will be placed in all of the lobbies.

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

9. **LWCC Report** – Copies of the report were provided by Jackie Rabinow and attached to the agenda. (attachment 2)

A. **LWCC Advisory Committees:**

(1) **Education/Recreation Committee – Leanza** – Copies of the report were provided to the Board and reviewed by Mrs. Leanza.

the
(2) **Emergency Preparedness Committee – Rabinow** – Copies of the report were provided by Jackie Rabinow and attached to agenda. (attachment 3)

(3) **Restaurant Committee – Moores** – Plans have been approved to move the Cascade Room to the Stein Room, the Stein Room to the Chesapeake Room and the proposal will need to be forwarded to the LWCC BOD.

(4) **Security/Transportation Committee – Moores** – The 2013 budget was discussed by the Committee.

Centers
(5) **Golf & Greens Committee – Graham** – (a) The 2013 budget was discussed and \$4.84 of the condo fee per unit will fund Cost

time.
80 and 81. (b) The LWCC BOD approved the proposal to repair the 3rd hole. (c) Proposals for future projects and renovations are being developed by the Golf Architect for presentation to the LWCC BOD. (d) The geese problem appears to be controlled at this

10. **Unfinished Business** –

A. **PPD Evaluation – Nixon** – (attachment 4) – After discussion, Upon motion duly made by John Radcliffe, the Board agreed, 4 ayes, 2 nays

To approve the replacement of the front door @ 3500 Forest Edge Drive, #15-3G (Nixon), to be paid by Mutual 14.
Resolution #44, 7/19/12

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

To deny the request to pay for the replacement of a storm door @ 3500 Forest Edge Drive, #15-3G (Nixon).

Resolution #45, 7/19/12

B. PMC Chair/BOD Member – After discussion,

Upon motion duly made by John Radcliffe,
2 ayes, 3 nays, 1 abstention, 1 absent

That a member of the Mutual 14 Board of Directors shall be a
Co-Chair of the Mutual 14 Property Maintenance Committee.

Resolution #46, 7/19/12 The motion failed.

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

That the Mutual 14 Board of Directors requires that one of the Co-
Chairs of the Mutual 14 Property Maintenance Committee
attend

Resolution #47, 7/19/12

**C. Pet Policy Rules – Radcliffe – Subject will be placed on the August
agenda.**

**D. Rental Restrictions – Draft Letter – Radcliffe – Subject will be placed
on the August agenda.**

E. One Call Now – (attachment 5) – After discussion,

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

To implement the One Call Now system in Mutual 14 – providing
a high speed and dependable service in getting messages to all
residents particularly in emergency situations.

Resolution #48, 7/19/12

11. New Business –

A. Appointment of Sub Committee – After discussion,

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

To approve the formal appointment of the Architectural Design
Committee as a sub committee [reporting to the] Property
Maintenance Committee and to include the current
members
in same said formal appointment.

Resolution #49, 7/19/12

B. Apartment Buildings Update Proposal – O’Neil (attachment 6)

Copies of the updated proposal were provided to the Board and it was suggested that the proposal be presented to the Property Maintenance Committee.

- C. Boundary Survey – Mutual 14/Golf Course – Mr. Radcliffe has obtained a survey which may assist in the determining of the boundary between the Golf Course and Mutual 14; in order to determine responsibility for the trees. Measuring of the area will be done by Mr. Radcliffe and Mr. Buck.**

- 12. Open Forum – Items from the Floor: (1) Margaret Cross/Kevin Vincent. (2) Marge Steffen – Decorations in Lobby.**

- 13. Next Meeting – Thursday, August 16, 2012 – 1:30 P.M. – Sullivan Room**

- 14. Adjournment – The meeting adjourned at 3:55 P.M.**

Richard Bambach, President