

**REGULAR MEETING  
BOARD OF DIRECTORS  
COUNCIL OF UNIT OWNERS OF MUTUAL 14  
Thursday, September 20, 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, September 20, 2012 at 1:30 P.M.

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

**For Management:** Jolene King, Asst General Manager; Gloria Robar, Mutual Assistant

**Visitors:** William Buck, Beth Leanza, Sharon Moores, Kathy Viney

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, Sharon Moores and Kathy Viney to the meeting.
3. **General Manager’s Report** – Jolene King, Asst General Manager presented the General Manager’s Report for September 2012. All questions and comments were responded to by Mrs. King.
4. **Adoption of Agenda** – The agenda was approved as amended. Add...10. Unfinished Business, E. Pet Policy. 11. New Business, C. Committee Job Descriptions. Item 7, Reports; Item 8, Grapevine; and Item 9, LWCC BOD Reports to be discussed after Item 10, Unfinished Business and Item 11, New Business.
5. **Approval of Minutes** – The minutes of August 16, 2012, were approved as amended: 11. New Business – D. “...lenders consider vacant units as rental units and when added to units that do not have residents (considered vacant) at this time...”.
6. **President’s Comments** – There were no comments at this time.

7. Reports: Officers'/Committee Chairs –

A. Secretary's Report – Glass

(1) Status Report – (attachment 1) – Copies of the report were provided to the Board and reviewed by Mrs. Glass. The report is to be adjusted to reflect 16 vacancies instead of 17.

B. Treasurer's Report – Graham – Ms. Graham's report included:

(1) AR Status Report – There are two serious delinquents accounts: #14115 (two liens in place) and #14104 (Letter of Intent to File Lien has been sent to the resident owner).

(2) Invoices – After discussion,

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

To approve payment of the listed invoices, (under \$1,000), in the amount of \$5,440.60.

Resolution #66, 9/20/12

To reimburse Linda O'Neil in the amount of \$2,972.50 for the purchase of 10 chairs (Teak), art, plants, flowers, pictures, vase decals, 4 chairs and cushions (Ikea), picture frames, and mats

for the

refurbishing of the apartment buildings in Mutual 14.

Resolution #67, 9/20/12

To reimburse Dorothy Powers, 15121 Glade Drive, #13-1B, in the amount of \$225.00 for the removing, cleaning and reassembling of the

grandfather clock damaged by *dust from repair work related to the water leakage into the concrete floor of the unit.*

Resolution #70, 9/20/12

To approve the payment of \$1,669.50 to McFall/Berry – Invoice #: 149952 – Invoice Date: 7/18/12 – Proposal #5128 – For the cost of removing, installing of plants/shrubs, seeding, and sodding @ Buildings #11, #12, #14, #16 & #17. Proposal calls for initial watering

and a one-year one time guarantee.

Resolution #71, 9/20/12

To approve the payment of \$2,533.00 to Dynalectric Company –  
Invoice #T&M45007 – Invoice Date: 8/24/12 – Purpose:

Conduct the

Annual Fire Alarm System Testing of Apartment Buildings, #10, #11,  
#12, #13, #14, #15, #16 and #17 on 6/22/12.

Resolution #72, 9/20/12

- (3) Two Certificates of Deposits were rolled over at below 1% interest rate.
- (4) Ms. Graham reviewed the financial statements and the Mutual's financial posture remains positive.

C. Property Maintenance Committee - Buck - Mr. Buck's report included:

- (1) The regular meeting time of the PMC has been changed from 1:30 P.M. to 2:00 P.M.
- (2) Correction – Only one building is scheduled to be carpeted in 2013 instead of two as previously announced.
- (3) Carpeting Project – Bldg. #10 & #11 – Four proposals were received for the carpeting of Buildings #10 & #11. After

discussion,

Upon motion duly made by William Buck, the Board agreed,

To approve the open ended contract submitted by Camelot Flooring and Design Center @ \$19,759.80 per building and the color of the carpeting – Brown Tweed.

Resolution #73, 9/20/12

- (4) H & H Proposal – 15121 Vantage Hill Road, #5B, Driveway – After discussion, it was recommended that a decision on this subject be postponed until PPD is contacted to evaluate the problem provide its recommended actions to the Board.

and

D. Advisory Committee – Agnes Glass – The next meeting is scheduled for October 2012.

E. Landscape Committee – Moores – An article regarding the responsibility of plant beds will be published in the Grapevine.

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

That Mutual 14 through the Landscape Committee, will hire a contractor to correct the landscaping needs @ 15143 Vantage

Hill  
\$100.00 to

Road (Wood), at the expense of the unit owner @ a cost of  
be collected at the settlement on sale of said property.  
Contractor: Kirk Hughes, 14603 Edelman Drive, Silver Spring, MD,  
20906.

Resolution #74, 9/20/12

- F. Social Committee – Moores – Casino Night will be held on Tuesday,  
October 16, 2012.
8. Grapevine – Items to be published in the next edition of the Grapevine were  
reviewed by Beth Leanza.
9. LWCC Report – There were no reports at this time.
- A. LWCC Advisory Committees:
- (1) Education/Recreation Committee – Leanza – There was no report  
at this time.
- (2) Emergency Preparedness Committee – Rabinow – There was no  
report at this time.
- (3) Restaurant Committee – Moores – A luncheon will be held on  
November 11, 2012 to honor all Leisure World veterans.
- (4) Security/Transportation Committee – Moores – It was stated that  
a change in the bus schedule and a traffic study is being  
considered by the Committee. Also, renovation of  
the LW Plaza Gate has been deferred.
- (5) Golf & Greens Committee – Graham – There was no report at  
this time.
10. Unfinished Business –
- A. Action – 2013 Budget – (attachment 3) – Copies of the proposed  
budget were provided to the Board. After discussion,  
Upon motion duly made by Jacqueline Rabinow, the Board agreed,  
To approve the proposed 2013 Budget as presented.  
Resolution #63, 9/20/12
- B. EPAC –Mutual Readiness Program – (attachment 2) – Copies of the



13. **Next Meeting** – Thursday, October 18, 2012 – 1:30 P.M. – Sullivan Room
14. **Adjournment** – The meeting adjourned at 4:35 P.M.

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**Richard Bambach, President**