

**REGULAR MEETING**

**BOARD OF DIRECTORS**

**COUNCIL OF UNIT OWNERS OF MUTUAL 14**

**Thursday, November 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, November 15, 2012 at 1:30 P.M.

**Directors Present:** Richard Bambach, President; Jacqueline Rabinow, Vice President; Agnes Glass, Secretary; Ann Graham, Treasurer; Linda O’Neil, Director

**Directors Absent:** James Moores, John Radcliffe

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

**Visitors:** William Buck, Charles Kaiser, Beth Leanza, Debby Nixon

1. **Call to Order** – Mr. Bambach called the meeting to order at 1:30 P.M.
2. **Welcome Visitors** – Mr. Bambach welcomed William Buck, Charles Kaiser, Beth Leanza, and Debby Nixon to the meeting.
3. **General Manager’s Report** – Tim Coursen, Asst General Manager, presented the General Manager’s Report for November 2012. All questions and comments were responded to by Mr. Coursen.
4. **Adoption of Agenda** – The agenda was approved as amended. 11. LWCC BOD Report – A. LWCC Advisory Committees –Delete: Emergency Preparedness Advisory Committee and Safety & Transportation Advisory Committees. Add: Golf & Greens and Tennis Advisory Committees.
5. **Approval of Minutes** – The minutes of October 18, 2012, were approved as presented.
6. **President’s Comments** – There was no report 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.

(2) There are 4 units for sale and 2 units for rent on the active list.

B. **Treasurer's Report – Graham –**

(1) **AR Status Report** – Copies of the current report were provided to the Board.

(2) **Invoices** – Copies of the List of Invoices under \$1,000 were provided to the Board and reviewed by Ms. Graham.

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

To approve the payment of the listed invoices (under \$1,000), in the amount of \$3,860.77.

**Resolution #80, 11/15/12**

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

To approve the reimbursement of \$523.94 to Linda O'Neil for the cost of decorations for Buildings #10, #11, #12, #14 & #15.

**Resolution #81, 11/15/12**

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

To approve the 2<sup>nd</sup> installment payment of \$5,972.94 to Camelot Flooring and Design Center for the carpeting project in Building #11 – 15100 Glade Drive – Invoice #23-Invoice Date: 10/10/12.

**Resolution #83, 11/15/12**

(3) **Landscape Proposals** – The Landscape Committee submitted three (3) proposals from McFall/Berry for the installation of brick retaining walls around trees at Buildings #10 and #12 and the installation of 1 stone high low decorative walls in half moon shape in front of Buildings #10 and #12.

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

To approve the (3) proposals submitted by McFall/Berry for the installation of brick retaining walls around trees: (a) Bldg. #10-Proposal #5479-(2) trees @ \$1,350.00. (b) Bldg. #12-Proposal #5480-(3) trees @ \$2,025.00. (c) Proposal #5483-(5) 1 stone high low decorative walls in half moon shape in front of Buildings #10 and #12 @ \$2,250.00. Total Cost of Project: \$5,625.00.

Resolution #82, 11/15/12

- C. Property Maintenance Committee – Buck – Mr. Buck’s report included: Discussion with Ronny Cabrera re: condition of ramps of the apartment buildings – obtain RFPs to do ramps of Bldgs. #16 & #17, to follow with Bldgs. #12 & #13. Color discussion – choice of color will blend with the railings, bricks and paint to be used for the ramps. Preliminary report on the Maintenance Data Base-research work is being done by Ann Graham, and data has been recovered from 1977 through 1985.

1. ABM – Nixon – Two part application has been received from Debby Nixon, 3500 Forest Edge Drive, #15-3G – to replace the front door with one that will be decorated at the top half of the door and to replace the storm door which will be made of full tempered glass. After discussion,

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

To approve replacing and installing the front door @ 3500 Forest Edge Drive, #15-3G (Nixon) with a white, metal clad door to be uniform with all of the front doors in the apartment buildings of Mutual 14. The replacement of the front door as described here will be at Mutual 14’s expense.

Resolution #87,11/15/12

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

To approve the installation of a storm door @ 3500 Forest Edge Drive, #15-3G (Nixon) as described in noted ABM and at the owner’s expense.

Resolution #88, 11/15/12

2. ABM – Kaiser – Application requests elimination of outside door going into dining room, move and center existing window, replace siding with matching siding and install shutters 15143 Vantage Hill Road, #8B (Kaiser).

After discussion,

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

To approve the Application for Building Modification (ABM) submitted by Charles Kaiser, 15143, #8B, to eliminate door going into dining room (formally the enclosed porch). Move and center the existing window in the dining room about three feet towards the front door. Replace the siding to match the existing siding and reinstall the same 6 year old window which is double pane insulated glass. Install shutters on the windows in the porch addition to match the color of the door.

Resolution #84, 11/15/12

3. Driveway Proposal-15121 VHR, #5B (Radcliffe) – The proposal was reviewed by Mr. Buck. It was suggested by the Mutual Board that a professional survey be conducted of the driveway concrete issue. The survey was conducted by Special Projects, PPD and copies of the report were provided to the Board.

Upon motion duly made by Jacqueline Rabinow,

To accept the Driveway Proposal-15121 VHR, #5B (Radcliffe) as reviewed and presented.

Resolution #85, 11/15/12

After discussion, the Board by a show of hands – 3 ayes, 1 nay, 1 abstention defeated Resolution #85.

4. Structural Report-#15-3G-(attachment 2) – Copies of the McKenzie Engineering Services structural report referencing #15-3G were provided to the Board and was reviewed by Mr. Bambach.

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

To approve repairing the kitchen and hallway ceilings at 3500 Forest Edge Drive, #15-3G (Nixon) as stated in subject Structural Report – Project No. 2-1204-U (McKenzie Engineering Services) to be paid by Mutual 14.

Resolution #86, 11/15/12

- D. Advisory Committee – Agnes Glass – Mrs. Glass stated that the next Advisory Committee will be held on December 19, 2012.
- E. Landscape Committee – Moores – There was no report at this time.
- F. Social Committee – Moores – There was no report at this time.

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

9. **Unfinished Business** –

A. **Who Pays List-(attachment 3)** - Copies of the Who Pays List were previously provided to the Board.

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

To approve the Who Pays List as submitted by the Mutual 14 Property Maintenance Committee, to mail the Who Pays List to all Mutual 14 residents and to add the Who Pays List to the Welcome Packet.

**Resolution #89, 11/15/12**

B. **Pet Policy-Radcliffe-(attachment 4)**- Copies of the Pet Policy had been provided previously to the Board.

Upon motion duly made by Linda O’Neil, the Board agreed,

To approve the acceptance of the Pet Policy as written.

**Resolution #90, 11/15/12**

C. **Mutual Readiness Program-Rabinow-(attachment 5)**- Ms. Rabinow announced that Donald Pruett is the contact person for the Mutual Readiness Program for Mutual 14.

D. **One Call-Graham**- Ms. Graham’s report included: (1) All residents have been entered into the Database and is accessible on the Website. (1) Standard announcement has been developed. It was suggested that the Mutual President, Mutual *Assistant* and a third person (currently Ms. Graham) have access to One Call and to provide monitoring of the system.

E. **Management & Operating Agreement-2013-(attachment 6)**- Copies of the Management & Operating Agreement-2013 and the 2013 Contract Management Services were provided to the Board.

(1) Upon motion duly made by Ann Graham, the Board agreed,

To approve the Management & Operating Agreement-2013 with the Leisure World Management Corporation as submitted.

**Resolution #91, 11/15/12**

**(2) Contract Management Services** – The contract had been discussed at a special meeting of the Board.

Upon motion duly made by Ann Graham, the Board agreed,  
To approve the 2013 Contract Management Services with Leisure  
World Management Corporation as revised and submitted.

**Resolution #92, 11/15/12**

- F. **Nixon Concerns-(attachment 7)** - Copies of Debby Nixon's email expressing her concerns were provided to the Board. The email was reviewed by Mr. Bambach.
- (1) **After Hours** – The Board agreed to allow Deliveries and Contract Work from Monday through Saturday from 7:00 A.M. to 7:00 P.M. It was also agreed that Move In/Move Out is restricted to Monday through Friday from 8 A.M. to 5 P.M. and must be scheduled with the Mutual Assistant.
  - (2) **Access of Workers into LW** – The resident is responsible to obtain passes for the employees they hire, which is done at the receptionist's office in the Administration Office.
  - (3) **Removal of Old Humidifiers** – Resident's responsibility – (Mr. Bambach will make announcement).
  - (4) **Legal Employees** – It was stated that contractors must assure Leisure World that all their employees are entitled to legally work here.
  - (5) **Breaker Boxes** – Upgrading of breaker boxes are the responsibility of the residents in Mutual 14.
  - (6) **Front Door** – Residents are allowed to do what they choose within the interior of their units, but the exterior is under the authority of the Board of Directors.
  - (7) **Engineering Cost** – Mr. Bambach suggested that Ms. Nixon's consulting fees should be paid by the Mutual, because inclusive in the findings were legitimate Mutual maintenance issues. No decision was made at this time.

**10. New Business** –

- A. **Warning Signs for Stairwells-** Mr. Bambach will address this issue with Anne Marie Martinez.

11. **LWCC BOD Report** –
  - A. **LWCC Advisory Committees:**
    - (1) **Budget & Finance-Graham-** Ms. Graham stated that there are planned changes influencing the development of the Budget.
    - (2) **Education/Recreation-Leanza (attachment 2)** – Copies of the report were provided to the Board.
    - (3) **Golf & Greens-Graham-** There was no report at this time.
    - (4) **Restaurant-Moores-** There was no report at this time.
    - (5) **Tennis-Graham-** There was no report at this time.
12. **Open Forum** – There were no items from the Floor.
13. **Next Meeting** – Thursday, December 20, 2012 – 1:30 P.M. – Sullivan Room
14. **Adjournment** – The meeting adjourned at 4:30 P.M.

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Richard Bambach, President

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Agnes Glass, Secretary