

**REGULAR MEETING**

**BOARD OF DIRECTORS**

**COUNCIL OF UNIT OWNERS OF MUTUAL 14**

**Thursday, December 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, December 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, John Radcliffe, Director

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

**Visitors:** William Buck, Beth Leanza,

1. **Call to Order** – Mr. Bambach called the meeting to order at 1:35 P.M.
2. **Welcome Visitors** – Mr. Bambach welcomed William Buck and Beth Leanza to the meeting.
3. **General Manager’s Report** – Jolene King, Asst General Manager, presented the General Manager’s Report for November 2012. All questions and comments were responded to by Mrs. King.
4. **Adoption of Agenda** – The agenda was approved as presented.
5. **Approval of Minutes** – The November 15, 2012 minutes were accepted as presented.
6. **President’s Comments** – Mr. Bambach’s remarks included: A. Extended his appreciation for the exceptional work of the Board members in dealing with the many issues of the Mutual throughout 2012 – (some very challenging situations) and being able to work together for the betterment of Mutual 14. B. Mr. Bambach stated that the ownership of the Bambach’s unit will revert back to Mrs. Bambach when his tenure as president ends in April 2013.

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) **#11-2G – Elinor Walker (New Resident).**

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 Ann Graham, the Board agreed,

To approve the payment of the listed invoices (under \$1,000), in the amount of \$2,206.10.

**Resolution #95, 12/20/12**

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

To approve the reimbursement of \$216.09 to Linda O'Neil for the purchase of 16 poinsettias, 6 wreaths and 6 wreath holders.

**Resolution #96, 12/20/12**

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

To approve the payment of the Insurance Claim – re: 3500 Forest Edge Drive, #15-1F (Wimberly)-Date of Incident: 8/18/12-Kitchen sink overflowed and damaged cabinets and counter tops. Amount of claim includes: A&A-\$1094.30, LWMC-\$307.50, Rock Englehard-\$160.00, Quesenberry-\$3,827.00, and Georgetown-\$125.00. Total Amount: \$5,513.80. Request of reimbursement of \$5,000 (per Maryland Condo Act) to Mutual 14 be submitted to Micky Wimberly.

**Resolution #97, 12/20/12**

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

To approve the payment of \$2,500.18 to Dynalectric Company for the repair and parts necessary as a result of violations incurred during the annual Fire Alarm testing conducted in October 2012.

**Resolution #98, 12/20/12**

Upon motion duly made by Ann Graham, the Board agreed,  
by a vote of 6 ayes, 1 nay

To approve the payment of the second installment of \$5,927.94 to Camelot Flooring and Design Center –Invoice: #22-Invoice Date: 10/10/12-For carpeting work of Bldg. #10.

Resolution #99, 12/20/12

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

To approve the payment to McFall/Berry for 3 invoices: Invoice #154138-Invoice Date: 12/11/12-Proposal #5479-Supply & install retaining walls around trees behind Bldg. #10. Amount: \$1,350.00. Invoice #154136-Invoice Date: 12/11/12-Proposal #5480-Supply & install retaining walls around trees behind Bldg. #12. Amount: \$2,025.00. Invoice #154137-Invoice Date: 12/11/12-Proposal #5483-Supply & install 1 stone high low decorative walls in half moon shape around trees in front of Bldgs. #10 & #12. Total Amount of 3 Invoices: \$5,625.00.

Resolution #100, 12/20/12

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

1. ABM – Liu – Enclose lower half of Carport #6 storage locker and will ensure that the color gray of the locker will match the color gray of the other storage lockers in the area.

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

To approve the ABM submitted by Valentine Liu, 3511 Forest Edge Drive, #17-3G, to enclose the lower half of the storage locker in Carport #6, to ensure that the color gray will match the color gray of the other storage lockers in the area.

Resolution #103, 12/20/12

2. Review – Nixon’s Work Orders – Mr. Buck reviewed the work order submitted for the installation of the front door and the repair of the ceilings of the kitchen and hallway @ 3500 Forest Edge Drive, #15-3G (Nixon). It was stated that the work was delayed because there was confusion on who was to order the front door and what kind of door was to be ordered. Mr. Bambach stated that the issue has since been resolved after speaking with Ronny Cabrera, Special Projects Manager. The Mutual will pay for the front door and repairs to the ceiling of the kitchen and hallway.

The Property Maintenance Committee will check to insure that Special Projects Department will order the proper door and properly installs the door.

- D. Advisory Committee –Glass – The Advisory Committee met on Tuesday, December 19, 2012 and Mrs. Glass’ report included:
1. Bldg. #14 – The Building Representative has noted strangers and children in the area. It was suggested that the Security Department be alerted that there are strangers in the area and the possibility for Security to be called to check. It was also suggested that the Building Representative contact the resident regarding the children that are often seen coming and going into the unit.
  2. Trash Room Issue – Residents not using proper containers for the disposal of the trash. It was suggested that an article be published in the Grapevine regarding this issue. Mrs. Glass will inform the Building reps not to clean the trash bins.
  3. Decorations – The subject of the placing of *poinsettias* and wreaths in the apartment building lobbies and Christmas decorating was discussed in depth. It was suggested that the Building reps be invited to the next Board of Directors meeting or have a special meeting with the ADC. Mrs. Glass will contact the Building reps to find out what they would prefer to do.
- E. Landscape Committee – Moores – Progress.
- F. Social Committee – Moores – The Christmas Party was a major success and the social events are finished for this year.
8. Grapevine – Items to be published in the next edition of the Grapevine were reviewed by Beth Leanza.
9. Unfinished Business –
- A. Engineering Consultant Fee-Nixon-(attachment 2)– Copies of the paid receipt from Louis & Associates, LLC for the roof inspection of Unit #15-3B were provided to the Board. After discussion,

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

To approve the reimbursement of \$350.00 to Debby Nixon for cost incurred to Louis & Associates, LLC, Structural Engineering Consultants for the roof framing inspection of Unit #15-3G (Nixon).

Resolution # 102, 12/20/12

- B. **Move In/MoveOut Information-(attachment 3)** – Copies of the Move In/Move Out information sheet were provided to the Board. After discussion,

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

To approve deliveries and contract work be scheduled between 7:00 A.M. and 7:00 P.M. Monday through Saturday. Also, Mutual 14 has established the hours of 8:00 A.M. to 5:00 P.M. – Monday through Friday as time for moving in and moving out.

**Resolution #104, 12/20/12**

- C. **Notification Program-One Call Now-(attachment 4)** – Copies of the information on One Call Now were provided to the Board. The information will be published in the Grapevine. Implementation of the program is in place.
- D. **Website Changes-(attachment 5)** – Copies of the website changes were provided to the Board. It was announced that Ms. Kathy Viney will monitor the Website upon the retirement of Ms. Rabinow.
- E. **Driveway-15121 Vantage Hill Road-#5-B** – After discussion,

Upon motion duly made by Jacqueline Rabinow, the Board agreed,  
By 6 ayes, 1 nay

To approve with the proceeding of the concrete work to repair the driveway @ 15121 Vantage Hill Road, #5B (Radcliffe) when the weather has improved.

**Resolution #105, 12/20/12**

10. **New Business** –

- A. **Smoke Detector Battery Replacement Proposal-(attachment 6)** – Copies of Smoke Detector Battery Proposal from Ronny Cabrera, Special Projects Manager were provided to the Board. After discussion,

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

To accept the Mutual 14 Smoke Detector Battery Replacement, dated December 10, 2012, as submitted by Ronny Cabrera, Special Projects Manager for the replacement of the hard-wired smoke detector batteries. Total amount of proposal for base work: \$3,763.50 and additional charges for supervision and contract execution not to

exceed five (5) hours of billable time (\$330.00). Proposal includes scope of work which will be adhered to as stated.

Resolution #106, 12/20/12

- B. CBM-Auditors-New Procedures-(attachment 7) – Copies of the procedures as submitted by Raymond Lee, Mutual 14 Accountant was provided to the Board. Procedure calls for a resolution to allow a Board member or small group of the Board authority to review and approve the payment of all invoices received between December 20, 2012 and January 10, 2013. Procedure will negate need for Minutes of an Action without a Meeting in case of absent Board members.

Upon motion duly made Jacqueline Rabinow, the Board agreed,

That Ann Graham, Mutual 14 Treasurer be authorized to review and approve payment for all invoices received between December 20, 2012 through January 10, 2013.

Resolution #107,12/20/12

11. LWCC BOD Report –

A. LWCC Advisory Committees:

- (1) Budget & Finance-Graham- There was no report at this time.
- (2) Education & Recreation-Leanza- 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. Executive Session – The Board of Directors will meet at the close of the the regular meeting for an executive session.

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

14. Adjournment – The meeting adjourned at 4:00 P.M.

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Richard Bambach, President

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Agnes Glass, Secretary