

**REGULAR MEETING**

**BOARD OF DIRECTORS**

**COUNCIL OF UNIT OWNERS OF MUTUAL 14**

**Thursday, January 17, 2013**

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, January 17, 2012 at 1:30 P.M.

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

**Directors Absent:** James Moores

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

**Visitors:** William Buck, Kathy Viney, Elinor Walker

1. **Call to Order** – Mr. Bambach called the meeting to order at 1:30 P.M.
2. **Welcome Visitors** – Mr. Bambach welcomed William Buck, Kathy Viney and Elinor Walker to the meeting.
3. **General Manager’s Report** – Jolene King, Asst General Manager, presented the General Manager’s Report for January 2013. All questions and comments were responded to by Mrs. King.
4. **Adoption of Agenda** – The agenda was approved as amended. Add: 10. New Business...C. Pest Control/Timely Response.
5. **Approval of Minutes** – The minutes of December 20, 2012 were approved as amended. 7. B. Resolution #96 – Change 2 wreath holders to 6 wreath holders. 7. D. 3. Correct: poinsettias to *poinsettias*.
6. **President’s Comments** – Mr. Bambach stated that the Nominating Committee has been restructured and Mr. Harold Crisp has once again agreed to Chair the Committee.

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.

(a) Rental Procedure – an in depth discussion ensued on the rental concerns of the Mutual. Mr. Bambach appointed an ad hoc Rental Committee consisting of Jacqueline Rabinow, Linda O'Neil and John Radcliffe as Chair of the Committee – the Committee is to explore options and develop rules to better monitor the rental process of the Mutual.

B. Treasurer's Report – Graham –

(1) AR Status Report – Copies of the current report were provided to the Board and reviewed by Ms. Graham.

(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 invoices on the List of Invoices, January 13, 2013 through January 17, 2013 in the amount of \$652.30.

Resolution #109, 1/17/13

C. Property Maintenance Committee – Buck –

(1) ABM – Martin – Kitchen renovation @ 3501 Forest Edge Drive, #14-1A. After discussion,

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

That the Mutual 14 Board of Directors approve the Martin ABM in principle, and upon receipt of Mutual 14 Property Maintenance Committee's approval of said same ABM by Richard Bambach, Board President – he is authorized to sign and approve the forward progress of the ABM.

Resolution #110, 1/17/13

(2) Building #10 Carpet Project – The carpet project in Building #10 has been completed and post Mutual inspection was conducted by Barbara Martin and Linda O'Neil and the work considered satisfactory.

- D. Advisory Committee – Glass – The next meeting of the Advisory Committee (consisting of all Building Representatives) will be held on Wednesday, February 20, 2013.  
The recently revised Move In/Move Out Policy and the newly adopted Pet Policy will be included in the Welcome Packet.
  - 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 for publication in the next edition of the Grapevine were reviewed and discussed by the Board.
9. Unfinished Business –

- A. Website Update-Rabinow-(attachment 2) – Copies of the email from Scott Schumacher (Holisticgeek.com) were provided to the Board and reviewed by Mrs. Rabinow. After discussion,

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

To approve payment to Scott Schumacher, HolisticGeek.com, for 20 hours of prepaid time for the web design, consulting, and editing of the Mutual 14 Website in the amount of \$895.00

Resolution #111,1/17/13

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

To approve the payment to Tiger Technologies for the yearly hosting of the Mutual-14.org site in the amount of \$83.40. It is being noted that payment will be sent to Scott Schumacher for forwarding to Tiger Technologies.

Resolution #112, 1/17/13

- B. Executive Session Action-(attachment 3) – Copies of the minutes of the Executive Session were provided to the Board.

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

At an Executive Session held on December 20, 2012, following the regular Board meeting on said same date, the Mutual 14 Board of Directors unanimously agreed to present Christmas bonuses to:

Gloria Robar, Mutual Assistant	\$250.00
Raymond Lee, Mutual Accountant	\$125.00

Resolution #113, 1/17/13

10. New Business –

A. ABM-Martin-(attachment 4) – Subject was discussed at 7.B.

B. Audit Presentation-(attachment 5) – After discussion,

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

That the 2012 Audit Report be presented to the Mutual 14 Board of Directors by a representative of the Leisure World Accounting Department at its April 18, 2013 regular Board meeting.

Resolution #114, 1/17/13

C. Pest Control/Timely Response – Mr. Bambach reported on the mice problem of Barbara Palmer-Mice in a unit are the responsibility of the owner in Mutual 14. It was stated that the Grounds Department does not handle mice problems, but will set traps (if available) in extreme situations. However, if the resident chooses, they may contact the Western Pest Services Company, a contractor used by Leisure World, that is regularly scheduled to come onto the property every Monday. If that schedule is inconvenient, then the resident may call Western Pest to come when needed at cost to the resident. Mr. Bambach will call Ms. Palmer after the Board meeting.

11. LWCC BOD Report –

A. LWCC Advisory Committees

(1) Budget & Finance-Graham- There was no report at this time.

(2) Education & Recreation-Leanza- (attachment 6) – The E & R Report is attached to the agenda.

(3) Golf & Greens-Graham- The Golf Architect will present the plans for the Golf Course to the LWCC Board on Tuesday, January 22, 2013.

(4) Restaurant – Moores – There was no report at this time.

12. Open Forum – Items from the Floor: (1) Mutual 14 Property Boundary – trees belong to the Golf Course. (2) Availability of Leisure World maps. (3) Development and distribution of Mutual Telephone Directory.

13. Next Meeting – Thursday, February 21, 2013 – 1:30 P.M. – Sullivan Room

14. Adjournment – The meeting adjourned at 3:30 P.M.

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Richard Bambach, President

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Agnes Glass, Secretary