

**REGULAR MEETING**

**BOARD OF DIRECTORS**

**COUNCIL OF UNIT OWNERS OF MUTUAL 14**

**Thursday, February 21, 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, February 21, 2012 at 1:30 P.M.

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

**Directors Absent:** Ann Graham

**For Management:** Kevin Flannery, 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** – Kevin Flannery, General Manager, presented the General Manager’s Report for February 2013. All questions and comments were responded to by Mr. Flannery.
4. **Adoption of Agenda** – The agenda was approved as amended. Add: Miscellany to 10. New Business. Note: Miscellany to be part of monthly agenda.
5. **Approval of Minutes** – The minutes of January 17, 2013 were approved as presented.
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. (a) Three units are currently on active listing. (b) Deceased – Helen Lederman - #14-2F.**

B. **Treasurer's Report – Graham – In the absence of Ms. Graham, the Mutual Assistant reviewed the invoices.**

**(1) Invoices –**

**Copies of the List of Invoices under \$1,000 were reviewed and discussed by the Board. Note: Invoices #7 & #22 were extracted for further clarification. After discussion,**

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

**To approve the payment of the invoices on the List of Invoices, (under \$1,000) from January 18, 2013 through February 21, 2013 in the amount of \$3, 973.80.**

**Resolution #115, 2/21/13**

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

**To approve the payment of \$2,825.00 for the Fidelity Bond Coverage of Mutual 14, effective January 1, 2013 through December 31, 2013.**

**Resolution #116, 2/21/13**

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

**To approve payment of the balance of \$7,615.92 to Camelot Flooring and Design Center – Invoice #: 22 – Invoice Date: 10/10/12 for the Carpeting project (taking up, removing and disposing of existing carpet and padding) at Building #10, 15101 Glade Drive.**

**Resolution #117, 2/21/13**

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

**To approve the payment of \$10, 237.50 to Clay Kenny Home Improvement – Invoice #614 – Invoice Date: 1/8/13 for the repair and replacement of the EPDM under carpets at the walkways of Building #11, 15100 Glade Drive.**

Resolution #118, 2/21/13

(a) Clay Kenny Home Improvement Invoice #632 – Remove/replace EPDM under carpets at 2<sup>nd</sup> and 3<sup>rd</sup> floors – Amount: \$25,000. After discussion the Board agreed to defer payment until explanation of project cost is obtained. Mr. Radcliffe agreed to contact Ronny Cabrera, Special Projects, PPD.

- C. Property Maintenance Committee – Buck – Mr. Buck’s report included: (1) Mr. Buck and Mr. Lozupone met with Ronny Cabrera on February 12, 2013: (a) Inspection of the interior of all apartment buildings. (b) Insulation of all apartment units/current standard amount of insulation and compared to past standard amount and cost. (c) Welding contract is in place, location unknown at this time. (d) Inspection conducted of the brick work of all the apartment buildings. (e) Mr. Cabrera will provide a full report to the PM Committee at its March meeting.
  
- D. Advisory Committee – Glass – The Advisory Committee met on February 20, 2013, all Building Representatives were in attendance with the exception of Building #13. Mrs. Glass’ report included: (1) Harold Crisp, Chair, Nominating Committee requesting assistance to encourage unit owners to run for the Board of Directors. (2) Introduction of new Building Representatives: Building #11 – Allyne Ike has resigned and Paulina Garner and Maureen Ross have agreed to be the building representatives. Building #14: Barbara Palmer replaces Shirley Martin as Building Representative. (3) Sample copies of a pet registration form were provided to the Board. It was suggested that all pets be registered. (4) Holiday delivery – Contractor not allowed access to LW on Monday, February 18. MA to provide correct information to Mr. Coursen. (5) Bldg. #14 – Child living in unit/Obtain visitation policy procedures. (6) Speeding in area is major concern of the Committee.
  
- E. Landscape Committee – Moores – Progress.
  
- F. Social Committee – Moores – Social event planned for March, at this time no other information is available.
  
- 8. Grapevine – Items for publication in the next edition of the Grapevine were reviewed and discussed by the Board.
  
- 9. Unfinished Business –
  - A. Pet Policy-Final Draft – After discussion,

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

To defer action on the Pet Policy to the March meeting.

Resolution #119, 2/21/13

- B. Ad Hoc Rental Committee Report – Mr. Radcliffe provided a status report to the Board – the Committee will look at and combine rental clauses from other mutuals, then develop a defined rental policy, a cover letter will be attached to the policy, which will then be mailed to the unit owner and realtor handling the sale.
- C. Website Update – after discussion, it was agreed that a Board member be responsible for the interaction between the Mutual and the Web Manager. It was suggested that the position of Vice President be considered for this assignment.

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

That the Vice President of the Mutual 14 Board of Directors be assigned the job of informing the Web Manager of changes pertinent to the update of the Website.

Resolution #120, 2/21/13

10. New Business –

- A. Night Board Meeting – Mr. Bambach stated that consideration of night board meetings had been brought to his attention. After discussion, it was suggested that an article regarding this subject be published in the Grapevine. Linda O’Neil agreed to write the article.
- B. Dennen Request – (attachment 2) – Copies of the Dennen request were provided to the Board. The request made by Marvin and Judith Dennen is to allow their daughter Sheri Beth, 50 years old, with medical issues to live in Mutual 14.

Upon motion duly made by James Moores,

To approve the Dennen Request (at attachment 2) as submitted by Marvin & Judith Dennen.

By a vote of 1 aye, 4 nays – the motion failed.

- C. ADC Responsibilities – (attachment 3) – Copies of the ADC proposal were provided to the Board and reviewed by Mrs. O’Neil. It was stated that the proposal be published in the Grapevine.

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

To approve the Architectural Design Committee's Proposal as submitted and allowing for full dissemination to all Mutual 14 residents including publication of the proposal in the Grapevine.

Resolution #121, 2/21/13

- D. Annual Meeting – Term History (attachment 4) – Copies of the Term History were provided to the Board for information only. The Mutual 14 Annual Meeting will be held on Thursday, April 25, 2013 at 3:00 P.M. in the CH II Auditorium.
- E. 3M Report – Mrs. Rabinow's report included: 1. Discussion of overcharge by PPD. 2. EcoBeco Program – Overall participation by Master Meter Mutuals, 60% and 55% of Mutual 14's residents participated in the program. 3. Discussion on Reverse Mortgages.

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

To approve the appointment by the Mutual 14 Board of Directors of an Ad Hoc Committee to investigate the contracting of work outside of Physical Properties Department.

Resolution #122, 2/21/13

Mr. Bambach appointed James Moores and John Radcliffe as co-chairs of the Ad Hoc Committee as stated in Resolution #122.

- F. Miscellany – 1. Mice Issues – Problems were localized to certain units and buildings. Western Pest will respond to trouble calls other than the scheduled Mondays at a cost to the resident. 2. Resident Issues – (possible danger to themselves or others) – Provide documentation of incidents/notarization/MA to maintain a file. 3. Birkett's Suggestion – The Mutual purchase a unit to be used as a guest house. For various reasons the answer is no. 4. Resident Concern – Several workers (7) walk from VHR, between the houses toward Clubhouse I, present a threat. Trespassing?

11. LWCC BOD Report –

A. LWCC Advisory Committees

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

(2) Education & Recreation-Leanza- (attachment 5) – The E & R Report is attached to the agenda.

(3) Golf & Greens-Graham- There was no report at this time.

(4) Restaurant – Moores – It was agreed that the Committee will meet on a monthly basis.

12. Open Forum – There were no items for discussion from the Floor.
13. Next Meeting – Thursday, March 21, 2013 – 1:30 P.M. – Sullivan Room
14. Adjournment – The meeting adjourned at 4:40 P.M.

\_\_\_\_\_  
Richard Bambach, President

\_\_\_\_\_  
Agnes Glass, Secretary