

**REGULAR MEETING
BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS OF MUTUAL 14
Thursday, April 18, 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, April 18, 2013 at 1:30 P.M.

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

Directors Absent: Ann Graham, James Moores

For Management: Jolene King, Asst General Manager; Ronny Cabrera, Special Projects Supervisor; Gloria Robar, Mutual Assistant

Visitors: William Buck, Kathy Viney

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 Kathy Viney to the meeting.
3. **General Manager’s Report** – Jolene King, Asst General Manager, presented the General Manager’s Report for April 2013. All questions and comments were responded to by Mrs. King.
4. **Adoption of Agenda** – The agenda was approved as amended. Add:
11. A. LWCC Advisory Committee – (5) 3M Meeting – Rabinow.
5. **Approval of Minutes** – The minutes of March 21, 2013 were approved as presented.
6. **President’s Comments** – Mr. Bambach’s report included: A. New slate of officers/leaving as President-Annual Meeting – April 25th. B. Questions were presented to Mrs. King, referencing Property Maintenance Management for Mutual 14. C. Suggested that Ronny Cabrera’s time be included with all proposals.

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. Contract pending on Unit #10-2A.

(2) Death – Betty Fanning -#13-1E – April 7, 2013.

(3) Mary Louise Howard – Bldg. Rep - #12 – Moved.

B. Treasurer's Report –

(1) Invoices – Copies of the List of Invoices under \$1,000 were provided to the Board and reviewed by the Mutual Assistant.

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

To approve the payment of the List of Invoices in the amount of \$5,592.86.

Resolution #142, 4/18/13

Upon motion duly made by Richard Bambach, the Board agreed,

To approve the 1/3 deposit payment of \$16, 531.02 for the siding contract to Clay Kenny Home Improvement-Invoice #654-Invoice Date: 3/25/13-Siding replacement for Bldgs. #10, #11, #12 and #13. Contract #14-106-13.

Resolution #143, 4/18/13

To approve the 1/3 deposit payment of \$33, 477.84 for the roofing contract to Clay Kenny Home Improvement-Invoice #653-Invoice Date: 3/25/13-Roof replacement @ Bldgs. #13 and #14. Contract #14-108-13.

Resolution #144, 4/18/13

To approve the 1/3 deposit payment of \$4, 968.81 for the gutter/downspout replacement contract to Clay Kenny Home Improvement-Invoice #652-Invoice Date: 3/25/13-Gutter and downspout replacements @ Bldgs. #13 and #14. Contract #14-107-13.

Resolution #145, 4/18/13

C. Property Maintenance Committee – Buck – Mr. Buck's report included: 1. Extended his appreciation of the efforts of Jackie Rabinow and Richard Bambach as members of the Property Maintenance Committee. 2. Copies of the current planned projects were provided to the Board. It was stated that the PPD Supervisory

Oversight charges should be reflected within all proposals when submitted to the Committee and the Mutual Board of Directors.
(a) **H&H Concrete Construction, Inc** – remove/replace carport concrete in Bldg. #16/remove stone under steps and install concrete in Bldgs. #15, #16, & #17.

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

To accept the H&H Concrete Construction, Inc concrete proposal as presented to remove/replace the carport concrete in Bldg. #16/remove stones and install concrete under the stairwells of Bldgs. #15, #16 and #17 at a cost of \$46,690.00, inclusive of said motion is the added supervisory oversight charge of \$350.00.

Resolution #146, 4/18/13

(b) **Paintworx** – Painting Project of Bldgs. #12 and #13.

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

To accept the Paintworx Painting Proposal for the painting of Bldgs. #12 and #13 at a cost of \$41, 583.10 per building, inclusive of said motion is the added supervisory oversight charge of \$1,000.00.

Resolution #147, 4/18/13

(c) **Mid-Atlantic** – Carpeting Project of 2nd/3rd Floors of Bldgs. #16 and #17 and Clay Kenny EPDM Proposal – 2nd/3rd Floors of Bldgs. #16 and #17.

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

To accept the Mid-Atlantic Proposal for the carpeting of the 2nd and 3rd floors only of Bldgs. #16 and #17 at a cost of \$11,068 per building. To accept the Clay Kenny EPDM Proposal for the 2nd and 3rd floors only of Bldgs. #16 and #17 at a cost of \$25,000 per building.

Resolution #148, 4/18/13

D. **Advisory Committee – Glass** – Mrs. Glass’ report included: 1. Mary Louise Howard – Associate Bldg. Representative, Bldg. #12, has moved out of Mutual 14. 2. Bldg. #16 – Associate Building Representative-Ann Clark.

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

To approve the appointment of Ann Clark as Associate Building Representative of Bldg. #16, 3510 Forest Edge Drive.

Resolution #151, 4/18/13

- 3. Cigarette butts – an issue of concern.
- 4. Mice problem – 1st floors of Bldgs. #14 & #15-holes in trashroom.

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 should be submitted as soon as possible.

9. Unfinished Business –

A. Delinquent Accounts-Radcliffe- Title searches have been done on delinquent accounts #14104, #14115 and #14125. Mr. Radcliffe has suggested considering civil action on Account #14115, judgment against Account #14104 to have rental fee paid to the Mutual and filing lien against Account #14125.

B. Ad Hoc Rental Committee Report- There was no report at this time.

C. Contract Approval-Board Action-Bambach-(Handout 1)- After discussion,

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

That when requested by PPD, the Mutual 14 Board of Directors authorize the partial (incremental) payments of a Board approved contract and the signature of a Board member authorizing invoice payment without a Board meeting and resolution.

Resolution #152, 4/18/13

10. New Business –

A. Audit Presentation-Dawn Gaynor-Accounting Supervisor- (attachment 2) – Copies of the draft Audit report were provided to the Board. Ms. Gaynor, Accounting Supervisor, reviewed the report and responded to all questions and comments. After discussion,

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

To approve the Mutual 14 2012 Audit report with the recommended changes as presented by Dawn Gaynor, Accounting Supervisor.

Resolution #149, 4/18/13

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

To file Mutual 14's 2012 taxes as a Corporation.

Resolution #150, 4/18/13

B. Recycling Bins-Viney-(attachment 3) -

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

To approve the posting of a notice and a sign-up sheet in the lobbies of the apartment buildings, requesting a recycling basket to carry items from the unit to the trashroom.

Resolution #153, 4/18/13

C. Request for Reimbursement-McCarty (attachment 4) –

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

To approve the reimbursement of \$40.00 to Vickie McCarty for the repair of a stained ceiling @ #16-1F, 3510 Forest Edge Drive.

Resolution #154, 4/18/13

D. 2014 Budget Planning-Bambach (attachment 5) – Copies of the General Manager’s memorandum was provided to the Board as a for information only – suggestions requested if Mutual had additional services for consideration of the 2014 budget.

E. Miscellany – There were no items at this time.

11. LWCC BOD Report –

A. LWCC Advisory Committees

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

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

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

12. Jackie Rabinow – Ms. Rabinow’s report included: A. Electric carts. B. Government Affairs-Limiting rentals. C. Corroded telephone lines in Mutual 8. D. Insurance concerns.

Ms. Rabinow said goodbye and thanked everyone for their cooperation and enjoyed the 19 years spent on the Board of Directors.

Upon motion duly made by Richard Bambach,

The Board of Directors formally thanked Ms. Rabinow for the 19 years of service she provided to the Mutual as a Board member, as President of the Mutual, as Webmaster and as Editor of the Grapevine.

Resolution #155, 4/18/13

13. Open Forum – (1) M14 Rules & Rules Digest-Review and consolidate. (2) Pet Policy – Policies to be mailed to unit owners prior to implementation. (3) Letter to Unit Owner-caretaker residing in unit.
14. Next Meeting – Thursday, May 16, 2013 – 1:30 P.M. – Sullivan Room
15. Adjournment – The meeting adjourned at 4:30 P.M.

Richard Bambach, President

Agnes Glass, Secretary