

**REGULAR MEETING  
BOARD OF DIRECTORS  
COUNCIL OF UNIT OWNERS OF MUTUAL 14  
Thursday, August 15, 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, August 15, 2013 at 1:30 P.M.

**Directors Present:** John Radcliffe, President; Linda O’Neil, Vice President; Agnes Glass, Secretary; Richard Bambach, Treasurer; Barbara Martin, James Moores, Directors

**Directors Absent:** Barbara Palmer

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

**Visitors:** William Buck, Louise Hajjar, Sharon Moores, Kathy Viney

1. Call to Order – Mr. Radcliffe called the meeting to order at 1:30 P.M.
2. Welcome Visitors – Mr. Radcliffe welcomed William Buck, Louise Hajjar, Sharon Moores and Kathy Viney to the meeting.
3. General Manager’s Report – Jolene King, Asst General Manager, presented the General Manager’s Report for August 2013. All questions and comments were responded to by Mrs. King.
4. Adoption of Agenda – The agenda was approved as presented.
5. Approval of the Minutes – The minutes of August 15, 2013 were approved as presented upon discussion and clarification of the in-house and LWCC Advisory Committees and the appointment of Kathy Viney as Chair of the Mutual 14 Rules Committee at 10. **New Business – A. Committee Volunteer.**
6. President’s Comments – Mr. Radcliffe’s comments included: **A. Currently a busy time within the Mutual to include development of the 2014 budget and revision of the rules. B. In 2014 the robo call program will be available to the entire Leisure World community.**

**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) 5 units listed and 2 unit with contracts pending.**
- (3) Death – Judith Ann Meyers-#16-1B.**
- (4) Move Out - #17-3F – Dorothy Spivak.**

**B. Treasurer's Report –**

- (1) Invoices – Copies of the List of Invoices under \$1,000 were provided to the Board and reviewed by Mr. Bambach.**

**Upon motion duly made by Richard Bambach, the Board agreed,  
By a vote of 4 ayes, 1 nay,**

**To approve the payment of the List of Invoices, dated 7-19-13 through 8-15-13, (under \$1,000), in the amount of \$4, 469.04.**

**Resolution #21, 8/15/13**

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

**To approve the reimbursement of \$64.00 to Linda O'Neil for the purchase of PWE bags for 3 pet stations on Mutual 14.**

**Resolution #22, 8/15/13**

**To approve the payment of \$3,158.00 to LWMC (12794) for the replacement of smoke detector batteries (Proposal Work Order #12005) in Mutual 14. Cost is for 149 units.**

**Resolution #23, 8/15/13**

**To approve the payment of \$1,477.28 to Schindler Elevator Corporation-Invoice #715811865-Invoice Date: 7/11/13 – for necessary repairs to Bldg. #11 elevator after hours on 7/13/13.**

**Resolution #24, 8/15/13**

**To approve the payment of \$2,593.00 to Dynalectric Company for the annual Fire Alarm Testing of Apartment Buildings, #10, #11, #12, #13, #14, #15, #16 & #17. Invoice # T&M47926-Invoice Date: 7/19/13.**

**Resolution #25, 8/15/13**

- C. Property Maintenance Committee – Buck – Mr. Buck's report included: (1) Carpeting project was well done. (2) Automatic Opener project is still being reviewed by the PM committee.**

**Door**

- D. Advisory Committee – Glass – Mrs. Glass’ report included: (1) Currently, Bldg. 14 does not have a Building Representative. (2) Holiday Decorations – Building representatives would like option to decorate the 1<sup>st</sup> floor lobbies based on their individual choice. After discussion, it was stated that the decorations of the lobbies is the responsibility of the ADC. (3) Discussion on lobby poster with misspelling and incomplete information/Mr. Radcliffe will correct the poster. (4) Letter to resident from Kathy Viney-if sanction is necessary letter will be signed by the President.
- E. Landscape Committee – Moores – Mrs. Moores’ report included: (1) Central Park-remove bushes and install wall at a cost of \$4,742.00. (2) Broken drain pipe resulting in a sink hole-7 downspouts from Bldg. #11 draining into Central Park-received McFall/Berry Proposal at \$2,500.00. It is suggested that 5’ to 10’ of drain pipe be repaired (in January 2014) to eliminate the sink hole and corrugated pipes above ground. (3) Reference Central Park proposal-Oversight of work will be done by Jim O’Neil, Barbara Martin, Kathy Viney and/or Sharon Moores. (5) Requested proposal to remove tree limbs off “G” end of Bldg. 15.
- F. Social Committee – Moores – The picnic will be held on Tuesday, September 24, 2013 between the Moores and Gilmour’s units.
8. Grapevine – There was no discussion at this time.
9. Unfinished Business –
- A. McKenzie Engineering Services Report –The structural evaluation of Mutual 14 has been completed and forwarded to Mr. Radcliffe. Mr. Radcliffe will personally deliver copies of the report to the members of the Board. All contemplated projects will have to be integrated with the report.
- B. M 14 Rules – (attachment 2) – Copies of the report were provided to the Board and reviewed by Kathy Viney. Ms. Viney stated that the Proposed Revised Rules will be mailed to all unit owners-only written responses will be accepted by the Rules Committee.
10. New Business –
- A. 2014 Budget – (attachment 3) – Copies of the 2014 Budget were provided to the Board and reviewed by Mr. Radcliffe. After discussion,

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

To approve the proposed Mutual 14 2014 Budget inclusive of an increase of \$7.46 (1.125%) per unit per month.

Resolution #26, 8/15/13

11. LWCC Advisory Committees –
  - A. Education/Recreation-Leanza – There was no report at this time.
  - B. Restaurant-Moores – Mr. Moores stated that the food is good at the restaurant however the service has deteriorated, i.e., at a recent visit,  
Mr. Moores waited 35 minutes before being served in the Bistro with just 4 tables that were occupied.
12. Open Forum – There were no items from the Floor at this time.
13. Next Meeting – Thursday, October 17, 2013 – 1:30 P.M. – Sullivan Room
14. Adjournment – The meeting adjourned at 3:40 P.M.

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John Radcliffe, President

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Agnes Glass, Secretary