

**REGULAR MEETING  
BOARD OF DIRECTORS  
COUNCIL OF UNIT OWNERS OF MUTUAL 14  
Thursday, October 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, October 17, 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, Barbara Palmer, Directors

**For Management:** Kevin Flannery, General Manager; Gloria Robar, Mutual Assistant

**Visitors:** Betti Goodman, Sharon Moores, Jackie Rabinow, Sylvia Schecter, Suzanne Schust

1. Call to Order – Mr. Radcliffe called the meeting to order at 1:25 P.M.
2. Welcome Visitors – Mr. Radcliffe welcomed Betti Goodman, Sharon Moores, Jackie Rabinow, and Kathy Viney to the meeting.
3. General Manager’s Report – Kevin Flannery, General Manager, presented the General Manager’s Report for October 2013. All questions and comments were responded to by Mr. Flannery.
4. Adoption of Agenda – The agenda was approved as presented.
5. Approval of the Minutes – The minutes of September 19, 2013 were approved as amended. Add: Barbara Palmer to Directors Present list.
6. President’s Comments – There were no comments at this time.
  - 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) 4 units listed with 3 contracts pending.

**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,**

**To approve the List of Invoices, dated 9-20-13 through 10-17-13, (under \$1,000), in the amount of \$4,281.00.**

**Resolution #31, 10/17/13**

**To approve the payment of \$4,188.00 to Mid Atlantic Floors – Invoice #: 3564-3, Invoice Date: 10/16/13 – For the Carpeting Project of the 1<sup>st</sup> floors of Bldgs. #16 & #17.**

**Resolution #32, 10/17/13**

**To approve the payment of \$3,979.00 to McFall/Berry – Invoice #:161033-Invoice Date: 9/30/13 – Proposal # 13444 – (1) Remove large Junipers in rock bed on east side of Bldg. #11. Regrade & mulch disturbed area. (2) Supply and install prefabricated stone wall along sidewalk with height of 18" above grade level, using same product style and type used on Vantage Hill Road. Wall tapers into soil grade on both sides. Drainage system behind wall will exit from 2 points.**

**Resolution #33, 10/17/13**

**To approve the payment of \$1,449.39 to Schindler Elevator Corporation – Invoice #: 7151833678 – Invoice Date: 8/30/13 – electrical power dip, elevators at 3500 and 3501 Forest (Bldgs. #14 & #15) shut down. Technician reset both**

**Due to  
Edge Drive  
processors.**

**Resolution #34, 10/17/13**

**To approve action on Insurance Claims of Starlet Barber and Amelia Wilson under one resolution. To approve payment of the Barber (#14-2C) Insurance Claim – Guest bathroom assembly leaked into unit below on 9/16/13.**

**Starlet  
tub drain**

**Amount of claim: \$367.31**

**to LWMC – Invoice #: 13700061.**

**To approve payment of the Amelia Wilson (#12-1G) Insurance Claim – Hall bathroom plastic nut cracked and leaked onto carpet on 9/11/13. Amount of claim: \$478.06 to A&A Water/Fire Restoration – Invoice #: 3617. Request reimbursement claim amounts from Barber (\$367.31) and from Wilson Mutual 14 per the Maryland Condo Act.**

**Damage  
of Insurance  
(\$478.06) to**

**Resolution #35, 10/17/13**

**Invoice** To approve the reimbursement of \$64.00 to Linda O’Neil for the purchase of Pet Waste Eliminator bags – Invoice #: 3748185 –  
Date: 9/30/13.  
Resolution #36, 10/17/13

**Revision** To approve the reimbursement of \$74.71 to Kathy Viney for the purchase of cards and ink cartridge relative to the Rules project.  
Resolution #37, 10/17/13

**C. Property Maintenance Committee** –In the absence of Bill Buck, Linda O’Neil reported the following: (1) List of the 2014 projects were presented to the PM committee, includes a new roof for Bldg. #11, replacement of downspouts and gutters, replacement of carpeting in Bldgs. #14 & #15, painting of Bldgs. #10 & #11, and EPDM work in Bldgs. #16 & #17. (2) Special Meeting-10/15/13-subject: Carport repairs-Committee received 3 proposals – Bill Bostic, Clay Kenny and Chris Collins. It was also stated that the oversight of the carport repair project will be done by the McKenzie Engineering Services.

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

To accept the Bill Bostic contract as presented to do the required carport repairs of the carports in Mutual 14.  
Resolution #39, 10/17/13

**D. Advisory Committee – Glass** – Mrs. Glass’ report included: (1) Listing of building representatives/elevator problem-Mr. Radcliffe to take care of issue. (2) Directive signs on trash bins-it was suggested that signs be painted on the bins. (3) Use of empty carport spaces by unregistered individuals-place article in the Grapevine.

**E. Landscape Committee – Moores** – Mrs. Moores’ report included: (1) The Central Park project has been completed and an additional 7 bushes were added to the project at a cost of \$180.00. (2) Removal of a diseased Maple tree in Central Park- after discussion,

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

To approve the verbal proposal to remove the diseased Maple tree in Central Park at a cost of \$650.00.  
Resolution #40, 10/17/13

- F. **Social Committee – Moores** – Mrs. Moores’ report included: (1) Smaller attendance for the picnic, but event considered successful. (2) Holiday Party-Tuesday, December 10, 2013/Greek catering/D.J.
8. **Grapevine** – There was no discussion at this time.
9. **Unfinished Business** –
- A. **Approval-2014 Budget-(attachment 2)** – After discussion,  
 Upon motion duly made by James Moores, the Board agreed,  
 To approve the 2014 Budget as presented and distributed by mail to all unit owners of Mutual 14.  
Resolution #41, 10/17/13
- B. **Revised Rules-** Kathy Viney’s report included: (1) Article and caregiver/occupant registration form will be published in the Grapevine. Individuals without decals will need to fill form, and with proper identification see James Moores, and a card for display on the dashboard will be provided to the individual. (2) A pet registration form will be attached to the upcoming Grapevine.  
 (3) New column to be added to the Grapevine – “Important Notes from the Board”.  
 Upon motion duly made by Barbara Martin, the Board agreed,  
 To accept the Mutual 14 2014 Revised Rules as presented.  
Resolution #42, 10/17/13
10. **New Business** –
- A. **Contract Management Services-2014-(attachment 3)** – The Board Services to agreed to postpone action on the Contract Management the November meeting.
- B. **Parking Space Request-(attachment 4)** – After discussion,  
 Upon motion duly made by James Moores, the Board agreed,  
 By 4 ayes, 1 nay, 1abstention,  
 To approve the request of Sylvia Schecter, who resides in Unit #11-3A, to maintain use of Carport Space #11, which had been assigned to Unit #11-1F, formerly owned by Sylvia Schecter.

**Carport Space #20, originally assigned to Unit #11-3A, is now assigned to Unit #11-1F.**

**Resolution #38, 10/17/13**

**C. Waiver-Late Fee-(attachment 5) – After discussion,**

**Upon motion duly made by Barbara Martin, the Board agreed,**

**To deny the request of Nancy Oleksa, owner of Unit #10-1C, to waive the July 2012 late fee of \$15.00.**

**Resolution #43, 10/17/13**

**11. LWCC Advisory Committees –**

**A. Education/Recreation-Leanza – There was no report at this time.**

**B. Restaurant-Moores – Mr. Moores’ report included: (1) Restaurant-new contract with LW. (2) Mr. Moores will discuss subject of gratuity the next Restaurant meeting.**

**12. Open Forum – Items from the Floor: A. EPAC-Mutual Readiness Plan. B. No representative to 3 M Committee. C. Board Meeting date and time change.**

**13. Next Meeting – Thursday, November 19, 2013 – 9:30 A.M. – Sullivan Room**

**14. Adjournment – The meeting adjourned at 3:35 P.M.**

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**John Radcliffe, President**

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**Agnes Glass, Secretary**