

**REGULAR MEETING
BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS OF MUTUAL 14
Tuesday, February 18, 2014**

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 Tuesday, February 18, 2014 at 9:30 A.M.

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

Director Absent: Barbara Palmer

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

Visitors: Pat Leanza, Sharon Moores, Don Pruett, Jackie Rabinow, James Towles, Julie Towles, Kathy Viney, Elinor Walker

1. **Call to Order** – Mr. Radcliffe called the meeting to order at 9:30 A.M.
2. **Welcome Visitors** – Mr. Radcliffe welcomed Pat Leanza, Sharon Moores, Don Pruett, Jackie Rabinow, James Towles, Julie Towles, 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 February 2014. All questions and comments were responded to by Mrs. King.
4. **Adoption of Agenda** – The agenda was approved as amended. Add...to 10. New Business – C. Move In/Move Out Report.
5. **Approval of the Minutes** – The minutes of January 21, 2014 were approved as presented.
6. **President’s Comments** – Mr. Radcliffe noted the impact of the severe weather and the bursting of a sprinkler pipe in Building #11. Noted also was the cooperation from LW, Schindler Elevator, Fire-Mak and Dynalectric in working together to minimize the severity of the situation.

A. Secretary's Report – Glass-

- (1) Status Report – (attachment 1)– Copies of the report were provided to the Board.**
- (2) 4 units on the active listing.**

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 James Moores, the Board agreed,

To approve the payment of the List of Invoices under \$1,000 in the amount of \$3,156.32. Inclusive of said motion is the extraction of Invoice #18 (Goodman) in the amount of \$341.82 to be redirected to PPD-Damage occurred after repair work to roof.

Resolution #61, 2/18/14

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

To approve the payment of \$1,206.61 to Schindler Elevator Corporation- Invoice #:7151905829-Invoice Date: 1/30/14- not level-technician repaired heater/adjusted valve for Building #12.

**Elevator
colder oil at**

Resolution #62, 2/18/14

To approve the payment of \$1,523.54 to Schindler Elevator Corporation- Invoice #:7151904526-Invoice Date: 1/28/14- water damage in pit and machine room floor caused by sprinkler at Building #15.

**Cleaned
frozen**

Resolution #63, 2/18/14

To approve the payment of \$2,267.40 to Fire-Mak, Inc.-Invoice #: S0354M- Invoice Date: 1/16/14-Service call for burst sprinkler pipe, repaired pipe, found broken tee on 2nd floor trash

chute and

replaced cracked fitting, found leaking sprinkler head and air tested system.

Resolution #64, 2/18/14

To approve the payment of \$3,581.00 to Travelers, Inc for the 2014 fidelity bond coverage for Mutual 14. Payment was made on January 23, 2014 to assure meeting the payment time February 1, 2014.

line of

Resolution #65, 2/18/14

To approve the payment of \$1,434.24 to Western Pest Services-Invoice #:12343314-Site ID: 3450085-Yearly Pest Control Service-For Buildings #10, #11, #12, & #13 (Glade), Buildings #14, #15, #16 (Forest Edge Drive).
& #17
Resolution #66, 2/18/14

C. Property Maintenance Committee – Leanza – Copies of the February 6, 2014 PMC meeting minutes were made available to the Board. Mr. Leanza’s report included: (1) Amending the ABM procedure-have ABM application taken directly to PPD by the resident. (2) RFPs for various projects are being reviewed by the Committee.
At this point, Mr. Radcliffe discussed the enclosed balcony at 3500 Forest Edge Drive, Unit #15-2F (Kram). The balcony is causing damage to the building and to the unit below and needs to be removed.

D. Advisory Committee – Glass – Mrs. Glass’ report included:
(1) New Building Representative – Joanna Riggles – Bldg. #14.
(2) Carport issue-assigned spaces are being switched. (3) Rules Committee-after discussion,

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

To acknowledge the establishment of a Rules Committee, that Kathy Viney has been duly appointed as its first Chair by President John Radcliffe of the Mutual 14 Board of Directors. The Committee monitors the rules and prepares drafts for Board approval as the rules are changed by the Board. The Committee will report violations of the rules when brought to its attention to the unit owner, suggesting they are in violation. If a violation requires a penalty, that action will be taken by the Board of Directors.

Resolution #67, 2/18/14

(4) Bldg. #11-2A (Engle) – Unit owned by Fannie Mae, up for sale with contract by potential investor. (5) Bldg. #14-snow removal issue.

E. Landscape Committee – Moores – Mrs. Moores’ report included:
(1) McFall/Berry Proposal-\$2,950.00-complete work in Central Park.
(2) Broken drain behind Bldg. #11-none receipt of proposal.
(3) Behind Bldg. #14-need for drainage system/proposal has been requested. (4) Repair of curb (by Unit #1-A) damaged by WSSC. (5) 6 patches of lawn requiring sodding. Mr. Radcliffe will check on Items 4 & 5. (6) McFall/Berry Water Contract-\$700.00-\$428.00 was for Trust plantings/flower beds have been reduced (check with Tim Coursen).

(7) One of the pet stations at Glade and Interlachen was damaged- station will be relocated to Vantage Hill Road between Bldgs. #12 and #13.

F. Social Committee – Moores – Mrs. Moores’ report included:
(1) 3 members have resigned/need help for individual functions. It was suggested an article be placed in the Grapevine, posting be placed in the lobbies and the building representatives be made aware of the need for volunteers to join the Social Committee. (2) The Committee enjoyed time together at lunch. (3) \$500.00-balance in the Social fund. Mr. Radcliffe stated that a sign up list will be circulated at the Annual Meeting.

G. Rules Committee – Viney – Ms. Viney’s report included: (1) Pet registrations-minimal response. A “Play Date” is being planned-bring your pet and registration. (2) Grapevine-article for publishing should be forwarded to Beth Leanza by the Friday after the Tuesday Board meeting. (3) Website update- Change to an ABM application requires signatures of approval from the 3 “nearest” neighbors.

8. Grapevine – There was no report at this time.

9. Unfinished Business – There were no items of Unfinished Business at this time.

10. New Business –

A. Action without a Meeting Procedure-Radcliffe – Mr. Radcliffe stated that this procedure requires the approval signatures of all 7 members of the Board for any action taken without a meeting. After discussion,

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

To approve the requirement of five (5) signatures of the Mutual 14 Board of Directors on an action taken without a meeting solely prior Board discussed/approved projects and financial on transactions.

Resolution #68, 2/18/14

B. 4th of July Parade – Mr. Radcliffe will contact the individual who has volunteered to handle Mutual 14’s participation in the 4th of July Parade.

C. Move In/Move Out – The subject of charging a move in/move out fee

for apartment building residents was discussed. The fees would be directed to a repair fund established by the Board. The subject was postponed to the March meeting.

11. LWCC Advisory Committees –

- A. Education/Recreation-Leanza – (attachment 2) – Copies of the report were provided to the Board.
- B. Restaurant-Moores – Due to the Restaurant contractor taking on a partnership, vast improvements have been noted.
- C. Emergency Prep-Pruett – It is the intent of the Committee to encourage the development of an emergency plan for all of the mutuals.
- D. Security/Transportation-Pruett – There was no report at this time.

12. Open Forum – Items from the Floor: A. Change to PM Committee-Appropriate recognition of Frank Lozupone and Bill Buck at the Annual Meeting – presentation of gift cards.

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

That appropriate recognition of the services provided by Bill Buck and Frank Lozupone as Property Maintenance Co-Chairs take place at the Mutual 14 Annual Meeting, Thursday, April 24, 2014. That said recognition be in the form of gift cards of choice-The Outback and Starbucks.

Resolution #69, 2/18/14

13. Next Meeting – Tuesday, March 18, 2014.

14. Adjournment – The meeting adjourned at 11:30 A.M.

John Radcliffe, President

Agnes Glass, Secretary