

MARYLAND MUTUAL NO. TEN, INC.
BOARD OF DIRECTORS
REGULAR MEETING

Thursday, April 25, 2013

Res. #7 thru #10

Pursuant to notice previously given, a regular meeting of the Board of Directors of Maryland Mutual No. Ten, Inc. was held in the Sullivan Room of the Administration Building, 3701 Rossmoor Blvd, Silver Spring, Maryland on Thursday, April 25, 2013 at 9:30 a.m.

Members Present: Mike Showalter, President; Dora Pugliese, Vice President; Janet Martin, Treasurer; Bob Namovicz, Secretary; Paul Eisenhour, John McMahon and Dotty VanScoyoc, Directors.

Management: Kevin Flannery General Manager; and Sharon Palmer-Hillman, Mutual Assistant.

1. Call to Order: Mr. Showalter called the meeting to order at 9:25 a.m.
2. General Manager's Report: Mr. Flannery presented the General Manager's Report for the month of April. The report was received, noted, and made a part of the record.
3. Approval of Agenda: The agenda was approved as presented.
4. Approval of Meeting Minutes: The minutes of the regular Board Meeting held on March 28, 2013, were approved as amended.
5. Approval of Organizational Meeting Minutes – The minutes of the Organizational Meeting held on April 16, 2013, were approved as presented.
6. President's Comments: Mr. Showalter stated that he was impressed with the attendance of the membership at the Annual meeting. Mrs. VanScoyoc suggested that more time be allotted for the luncheon at the next Annual Meeting. Mr. Showalter reported that WSSC is conducting work on Bigby Court, and will be working at several other locations in M10 as well. The schedule will be provided in the next issue of Tidings.
7. Board Members Report:
 - a. Social Committee: Mrs. VanScoyoc reported that a calendar of events is included in the Newsletter. A flyer with information related to the Italian Dinner will be distributed leading up to the event.
 - b. Treasurer's Report: Mrs. Martin presented a list of bills that was submitted to the Board for approval. Upon motion duly made the Board unanimously agreed –

RESOLVED, that the Mutual 10 Board of Directors approves payment of the following expenses:

To approve payment in the amount of \$750.00 to CBM, CPA Firm for professional services rendered in March 2013 in connection with the preparation of the Federal/Corporate income tax returns for the year ended December 31, 2012 for the Mutual.

To approve payment in the amount of \$225.00 to McFall & Berry Landscape Management Company for tree work conducted in the Mutual as described in the attached proposal.

To approve payment in the amount of \$1,577.00 to Quality Window for replacing sliding patio door at 14646 Kelmscot Drive, unit 273-A (Caplin).

To approve payment in the amount of \$1,577.00 to Quality Window for replacing sliding patio door at 14547 Kelmscot Drive, unit 171-A (Feinberg).

To approve payment in the amount of \$2,296.00 to Western Pest Services for termite treatment conducted at 3308/3306 Densmore Court.

To approve payment in the amount of \$579.60 to LWMC for clearing shower, tub and toilet that was backing up. Area was snaked from the roof that hit hard spots of tree roots at 14601 Kelmscot Drive, unit 239-B (Grill).

To approve payment in the amount of \$712.50 to LWMC for using snake from the roof vent about 60' out to clear the area, the cable had to be cleaned at 14628 Kelmscot Drive, unit 200-B (Leonard).

To approve payment in the amount of \$43.00 to LWMC for replacing rusted bedroom outlet at 14506 Kelmscot Drive, unit 173-A (Oakes).

To approve payment in the amount of \$471.28 to LWMC for cutting kitchen cabinet to replace sillcocks at 14535 Kelmscot Drive, unit 169-A (Ranhart).

To approve payment in the amount of \$100.47 to LWMC for appliances moved to conduct termite treatment at 3308 Densmore Court, unit 205-B (O'Brien).

To approve payment in the amount of \$100.50 to LWMC for appliances moved to conduct termite treatment at 3306 Densmore Court, unit 205-A (Isaacs).

To approve payment in the amount of \$9.66 to LWMC for newsletter mailed to non-resident owner of the Mutual.

To approve payment in the amount of \$71.76 to LWMC for mailing Notice of the Annual Meeting to all unit owner of record that are in good standing with the Mutual.

Resolution #7, 4/25/13

8. Unfinished Business:

- a. Slaymaker Residence Status: An email was received from Attorney Rosen stated that, she placed a call to the law firm which contacted her on behalf of SunTrust to advise that they would be filing the foreclosure. As soon as she received an update she will inform the Board. Attorney Rosen stated in her email that she did not see a foreclosure case for Slaymaker on MD Judiciary Case Search; since the owner is deceased, she believes the bank may have to first re-open her estate and have an executor appointed to be served with the foreclosure lawsuit. The process can be time-consuming.
- b. Vinyl siding contract update: Mr. Showalter reported that Clay Kenny Home Improvement Company has begun working on the siding project. The first two buildings are just about finished and their goal is to complete one building per day. Once several buildings are completed, they will bring the gutter crew in to start installation. All shutters will be ordered shortly for installation.
- c. Electrical Sub panel inspection – Mr. Showalter updated the Board that he is yet to receive a response from Tim Ohan, Head Electrician regarding the subpanel inspection; therefore the project will be postponed. Mr. Namovicz suggested that the Board considered hiring an independent electrician to contract the inspection at a reasonable rate. Mr. Eisenhaur suggested that an independent licensed electrician might be found to do the work. Upon motion duly made with 6 in favor and 1 abstention, the Board agreed -

RESOLVED, that the Board of Directors of Maryland Mutual No. Ten, Inc., asked Mr. Eisenhaur to collect data about available Certified Electricians, even if the person has retired, with consideration of conducting the sub meter panel inspection of the Mutual at a reasonable rate.

Resolution #8, 4/25/13

- d. Window Replacement participant update: – Mr. Showalter stated that approximately 28 residents have begun to contact different contractors regarding having their windows replace.
 - e. Second Mutual Attempt for QHEC Program: – There has been a second attempt to recruit participant for the QUEC energy program. Mr. Showalter noted that a letter was mailed to the residents of the Mutual. He contacted Ecobeco and was told that some interest has been expressed. The 3M Committee Chair, requested that Mr. Showalter send a letter to the other master meter participants as well.
9. New Business:
- a. By-Law change(s): Discussion (Fuzzy) Wording – Article IV Section 8, of the bylaws addressed one vote per unit; however Mr. Eisenhaur thinks the wording is not very clear and the Board should consider a bylaw amendment of that section. Mr. McMahon suggested that an article be placed in the newsletter addressing the question that was raised at the Board meeting regarding voting. Make it known that there is one vote per unit.

- b. By-Law change: Percentage required for a quorum at the Annual Meeting – The Board discussed the importance of lowering the percentage required for a quorum to hold the Annual Meeting. Mr. Showalter noted that the high-rise associations required a 25% vote to hold the meeting. After discussion the Board agreed to postpone action on this item until next year when a permanent Assistant is assign to their Mutual.
- c. Defining Board Secretary Duties: Mr. Showalter asked Mr. Namovicz to accept responsibility of editing the newsletter and to create an emergency/point of contact survey to be sent to all resident of the Mutual.
- d. Communication with residents: Mr. Namocicz suggested that the Board think of ways to enhanced open communication with the residents and ways to develop a Mutual that is more proactive.
- e. Mutual Board issues on LWCC BOD: Mr. Namovicz stated that consideration is being given to projects to be completed within the next five years in various parts of the community. The projects are estimated at about \$10 million. Mr. Namovicz asked that the Board of Directors of Mutual 10 share their ideas/thoughts about the projects.
- f. ABM Approval Busch Residence: Upon motion duly made the Board unanimously agreed –

RESOLVED, that the Board of Directors of Maryland Mutual No. Ten, Inc., approves an application for Building Modification to replace the existing door at 3219 Ludham Drive, unit 191-B, with more energy efficient one. All work must be done at the owner's expense. Work to be performed by Quality Window & Door.

Resolution #9, 4/25/13

- g. Approval of Funds: - Upon motion duly made the Board unanimously agreed -

RESOLVED, that the Board of Directors of Maryland Mutual No. Ten, Inc., approved the amount of \$350.00 for Andy to perform work at the crosswalk of Deerhurst Terrace and the entrance to Kelmscot Drive.

Resolution #10, 4/25/13

10. Open Forum: There were no comments.

11. Adjournment – There being no further Business to come before the Board, the meeting adjourned at 11:10 a.m.

Mike Showalter, President

ATTEST:

Bob Namovicz, Secretary