

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

Thursday, August 23, 2012

Res. #31 thru #34

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, August 23, 2012 at 9:30 a.m.

Members Present: Dora Pugliese, Vice President; Janet Martin, Treasurer; Paul Eisenhour, Director; John McMahon, Director.

Members Absent: Mike Showalter, President; Joan Byrnes, Secretary; and Dotty VanScoyoc, Director.

Management: Kevin Flannery, General Manager; and Cris Juarez, Mutual Assistant.

1. Call to Order: Ms. Pugliese called the meeting to order at 9:30 a.m.
2. General Manager's Report: The General Manager's Report for August 2012 by Mr. Flannery was well received, noted, and made part of the record.
3. Approval of Agenda: The agenda was approved as presented.
4. Approval of Meeting Minutes: The minutes of the July 26, 2012 Board meeting were approved as presented.
5. Committee Reports:
  - a. Fences & Gates: Ms. Pugliese reported that a gate post broke at 3302 Densmore Ct. Frederick Fence Co was called and the post will be replaced; cost is approximately \$650.
  - b. Roofs/Gutters: Mr. McMahon reported that he received numerous concerns, he referred them to PPD. Because the fall cleaning is coming up, requests for gutter cleaning are being placed on hold.
  - c. Website: Mr. Eisenhour reported that the website is up to date. He will try to duplicate the design of the new Mutual signs.
  - d. Landscape: Ms. Pugliese reported that the large stumps have been removed. She also stated a proposal to remove five trees is still pending. In addition, Ludham Drive was not trimmed, it will be done shortly.
  - e. New Residents: Ms. Pugliese reported that Elizabeth Koller moved into 14509 Kelmscot Dr.

Ms. Pugliese stated that Mrs. VanSocoyoc will not be able to coordinate the Fall Coffee due to health issues. She will ask Mrs. Showalter and Mrs. Eisenhour to coordinate the event.

- f. Treasurer's Report: Mrs. Martin reviewed the invoices requiring payment. Upon motion duly made and seconded, the following resolution was adopted:

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

Amount	Payee	Description
\$ 2,500.00	Bel Pre Aplicators	Remove two white pine trees- 14502 Kelmscot Dr; grind two stumps.
\$ 349.00	Clay Kenney	Install new patio door- 3303 Densmore Ct
\$ 9,101.25	Clay Kenney	Roofing project #10-108-12
\$27,303.75	Clay Kenney	Third installments for roofing project #10-108-12
\$ 200.00	Clay Kenney	Emergency roof repair- 14700/02 Bigby Ct
\$ 185.00	Clay Kenney	Roof repair and evaluation- 14508 Elmhan Ct
\$ 1,245.00	McFall & Berry	Remove pine tree- 14521 Kelmscot Dr
\$ 4,099.00	McFall & Berry	Clean up storm damage
\$ 1,390.00	Peachtree	Purchase of two "Mutual 10" signs
\$ 1,577.00	Quality Windows & Door	Replace sliding glass door- 14613 Kelmscot Dr (Beardreau)
\$ 1,577.00	Quality Windows & Door	Replace sliding glass door- 14703 Bigby Ct (Hummel)
\$ 1,169.00	Travelers	Fidelity Bond coverage for 8/1/12 thru 1/1/13
\$ 80.00	Leisure World	WO# 351724: Moved furniture and washer/dryer for extermination treatment- 3225/27 Ludham Dr
\$ 624.04	Leisure World	WO# 353099: Shut down water supply & installed new main ball valve, re-pipe the 3/4" main line and installed new sillcock- 14707 Bigby Ct (Belt)
\$ 132.00	Leisure World	WO# 353712: Cleaned and repaired downspouts, cleaned drain at front of garage- 14529 Kelmscot Dr (Moy)
\$ 230.50	Leisure World	WO# 359437: Repaired damaged ceiling where roof leak had damaged it- 14702 Bigby Ct (Graham)
\$ 33.00	Leisure World	WO# 359459: Inspected siding by the patio door. It's rusted by the bottom- 14677 Kelmscot Dr (O'Neill)
\$ 39.60	Leisure World	WO# 359704: Filled hole above stove with steel wool to stop mice from coming in- 3406 Hallaton Ct (Crocker)
\$ 613.10	Leisure World	WO# 359845: Replacement of main water shut-off; also replaced shut-off to sillcock- 14626 Deerhurst Terr (Murphy)
\$ 33.00	Leisure World	WO# 359974: Re-attached downspout on garage side of home- 14715 Bigby Ct (Golden)
\$ 37.30	Leisure World	WO# 360905: Filled holes where mice were getting in

			the house, near electrical panel- 3233 Luham Dr (Blumenthal)
\$	42.21	Leisure World	WO# 361231: Put temporary patch on the roof to stop leak and protect garage door motor- 14646 Kelmscot Dr (Clappin)
\$	16.90	Leisure World	Postage Invoice: mailing August 2012 Tidings to non resident owners.
\$	68.85	Leisure World	Postage Invoice: mailed Mutual Name Ballot
\$	486.99	Leisure World	Insurance Claim: Hot water heater leaked on 6/30/12- 14700 Lindsey Ln (Morse)
\$	50.00	R.B. Kessinger	Repaired trim around garage door- 14547 Kelmscot Dr
\$	468.00	R.B. Kessinger	Replaced porch post- 3225 Ludham Dr

**Resolution #31, 8/23/12**

Mrs. Martin reported that she will obtain information from Quality Window for the sliding glass doors that have been replaced by the Mutual and submit it for an e-rating adjustment to the Energy Advisory Committee.

Mrs. Martin reported that the Mutual continues to have a surplus. She noted that she will compare this year's electric usage with that of last year; she will provide that information to the Board.

Mrs. Martin reviewed the delinquencies. She noted that the property at 14715 Lindsey Ln is in possession of the bank as it was foreclosed. It is expected that the Bank will pay for the condominium fees once the property is sold. With respect to the property at 14702 Lindsey Ln, the attorney is still researching the estate. The Board discussed account #10060. The resident is in automatic payments but still is missing a month. Mrs. Martin agreed to contact her and ask her to increase her monthly payments until the account is brought current.

6. Unfinished Business:

- a. Road Repair/Replacement Update: It was reported that WSSC plans to do major repairs on Hallaton Ct; the concrete and asphalt contract is currently on hold until it is determined when WSSC plans to do the work.
- b. Kelmscot Village Signs Update: Mrs. Puglise reported Mr. Martin will assemble the signs. She will stake the location of the signs for Leisure World to confirm that it will not interfere with Miss Utility.

7. New Business:

- a. Approval of 2013 Draft Budget: Mrs. Martin reviewed the proposed 2013 draft budget. She noted that the budget includes a reduction for electricity. She also noted that the bad debt line item has been increased and the reserve contributions have been increased by



\$4,000. Unit owners will have an average decrease of approximately \$8 per month. Upon motion duly made and seconded, the following resolution was adopted:

**RESOLVED**, that the Mutual 10 Board of Directors approves the 2013 Draft Budget for mailing to all unit owners for a 30 day review.

**Resolution #32, 8/23/12**

- b. ABM-14512 Kelmscot Dr (Martin): Upon motion duly made and seconded, the following resolution was adopted:

**RESOLVED**, that the Mutual 10 Board of Directors approves the ABM for Dan and Janet Martin (14512 Kelmscot Dr) to remove the atrium. All costs of labor and material shall be the responsibility of the unit owner.

**Resolution #33, 8/23/12**

- c. ABM- 14608 Deerhurst Terr (Finch): The Board reviewed the ABM for Mr. and Mrs. Finch to add a window in the garage. Upon motion duly made and seconded, the following resolution was adopted:

**RESOLVED**, that the Mutual 10 Board of Directors approves the ABM for Nathan and Shirley Finch (14608 Deerhurst Terr) to add a window in the garage. All costs of labor and material shall be the responsibility of the unit owner.

**Resolution #34, 8/23/12**

8. Open Forum: There were no comments.
9. Adjournment – There being no further business to come before the Board, the meeting adjourned at 10:26 a.m.

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Mike Showalter, President

ATTEST:

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Joan Byrnes, Secretary