

MARYLAND MUTUAL NUMBER TEN, INC.
BOARD OF DIRECTORS REGULAR MEETING

Thursday, July 24 – 9:30 a.m.

Res. # 17-19

A regular meeting of the Board of Directors of Maryland Mutual Number Ten, Inc. was held in the Sullivan Room of the Administration Building, 3701 Rossmoor Blvd, Silver Spring, Maryland on Thursday, July 24, 2014 at 9:26 a.m.

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

Management: Tim Coursen, Assistant General Manager; Marlene Smith, Mutual Assistant

1. Call to Order – Mr. Showalter called the meeting to order at 9:30 A.M.
2. General Manager's Report – Tim Coursen, Assistant General Manager, presented the General Manager's Report for July 2014, a copy of which is appended. He responded to several questions from Members regarding turnover and potential staffing changes as well as security matters.
3. President's Comments – (1) Mr. Showalter thanked Ms. Pugliese and Mr. Namovicz for the inspection of siding installation of Phase II residences for any corrections needed. (2) Mr. Showalter thanked Mr. Namovicz for volunteering to make gate latch adjustments. (3) Mr. Showalter presented the WSSC update – waiting for reimbursement from WSSC. (4) Mr. Showalter mentioned he is waiting for bids from Brothers for parts of Kelmscot. The Brothers contract is ready but amendments will need to be made. It may be over budget and a portion of the contract may need to be cut out. (5) Mr. Showalter reported that Clay Kenney was asked to conduct an inspection of roofs last year. The roofs were rated good, fair or poor. Clay Kenney prepared a list of the poor and set priority levels. The poor roofs will be prioritized for next year. (7) Center line repainting for Kelmscot Dr. is planned, and will cost \$824.00. The re-lining has been rescheduled. (8) Mr. Showalter talked about the Welcome Package and contents. Ms. Eisenhour has volunteered to do Welcome Packages. Mr. Namovicz recommended that all Board members review the Welcome Package and decide what documents should be included in the Official Welcome Package. Mr. Showalter asked Mr. Namovicz to prepare an introductory letter for an ABM explanation packet. Mr. Showalter wants the ABM to be included in the Welcome Package. He will be making an adjustment in distributing ABM instructions to new residents.
4. Approval of the Agenda – The Agenda was approved.

5. Approval of the Minutes – The Minutes of the June 26, 2014 Board Meeting were approved as presented.
6. Treasurer's Report –
 - a. Ms. Martin reported the Mutual is within \$147.00 of budget.
Delinquencies are back in line.
 - b. Invoices – -

One submitted invoice will be returned to resident; several will be discussed with PPD before payment. Upon motion duly made, the following resolution was adopted.

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

To approve payment in the amount of \$2975.00 to Bel Pre Applicators for the removal of dead trees.

To approve payment in the amount of \$399.00 to Bochinski for rotorooter service for drain clogged by roots at 3226 Ludham.

To approve payment in the amount of \$150.00 to Bostic and Sons for repairing 3 gate latches.

To approve payment in the amount of \$3,240.00 to Clay Kenney for gutter cleaning.

To approve payment in the amount of \$6,818.50 to Clay Kenney for excess wood and gable vents as part of siding project.

To approve the payment in the amount of \$274.00 for garage door spring repair at 14606 Deerhurst (Loebach).

To approve the payment in the amount of \$822.03 to LWPP to locate & shut off water valve at 14626 Kelmscot (Kirschner).

To approve the payment in the amount of \$35.00 to LWPP to inspect fire panel at 14619 Deerhurst (Lynt).

To approve the payment in the amount of \$302.93 to LWPP to repair ceiling damage caused by roof leak at 3227 Ludham (Senall).

To approve the payment in the amount of \$149.00 to LWPP to replace rotted molding at base of front post at 14800 Lindsey (Benjamin).

To approve payment in the amount of \$985.84 to LW Insurance for water clean-up from broken water pipe at 14626 Kelmscot (Kirschner).

To approve payment in the amount of \$659.32 to LW Insurance for floor repair from water leak to be paid by resident at 3209 Ludham (Perron).

To approve payment in the amount of \$556.52 to LW Insurance for drywall and painting repairs done in 2 closets at 14642 Kelmscot (Sims). -

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7. Other Board Member Reports –

- a. The Board discussed the main database structure. Mr. Namovicz discussed the consolidation of the existing databases. The database updates will assist with Robo-calls by making resident phone numbers up to date and accurate. There was discussion on the Portal access in 6 months and the benefits of Portal access.

8. Old Business -

- a. Rules Committee Recommendations – The Board discussed the new Rules Booklet and its content. The Board decided on proper wording and layout. Mr. Namovicz gave a synopsis the Rules Committee report, at Mr. Showalter’s request. The Rules will be sent out to all residents with a cover letter. Residents will have 30 days to respond with comments and the Board will determine if modifications need to be made. Ms. Marlene Smith (Mutual Assistant) will make necessary word, format and spelling changes to the Rules Booklet before distribution. There was discussion of where sign may be displayed under the new rules. Mr. Salazar suggested adding the ABM form and instructions to the rules.

Distribution to Residents was approved by unanimous vote of the Board.

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- b. Recreation policy and budget – Mr. Showalter opened discussion on “what should the Board decide on the outlay of funds?”

- Ms. VanScoyoc recommended putting \$700.00 in the budget. That is an option. Ms. Martin disagreed with allocating this amount.
- Mr. Namovicz mentioned there are 3 issues (1) Appropriation in the budget? (2) How the events are paid for? (3) How to determine the actual cost?

- Mr. Showalter talked about using Club House II and asking for volunteers to reduce the cost substantially.
 - The Board discussed the option of using a Caterer as a cheaper option.
 - Mr. Namovicz mentioned it would be good to have the social committee look at various options and approaches and come back with a proposal to the Board.
 - Ms. Martin recommended a committee of the Board to look over costs and options.
 - Mr. Showalter recommended moving the Ice Cream Social and Coffee events to Club House II and reducing the overall cost.
 - Mr. Showalter is against removing the Annual Formal dinner and feels that it is an important event and allows residents to socialize and blend.
 - Mr. Eisenhower, Mr. Namovicz and Ms. VanScoyoc will be the members of a Board committee to review social activities and they will report at the August Board meeting. The committee will poll the Board members and get feedback. Dotty will explore an alternative Ice Cream Social for this year.
- c. Developing process for making upcoming residents aware of ABM procedures – The Board previously discussed in the meeting to add ABMs to the Welcome Package.
- d. Reserve Committee Recommendations – Ms. Martin does not have anything to report at this time. The Committee only met once another meeting is needed. Ms. Martin mentioned she has targeted a \$10-12 increase in dues where \$1.50 would go to Leisure World.

9. New Business

- a. Roof leak data 2014 & condition of roofs (copy provided) – Mr. Showalter reported on roof repairs. There is approximately \$80,000 left over to go toward the remaining “poor” roof repairs. Other repairs associated with water line breaks in the Perrine residence, involving insurance and vendor repairs were discussed. Implications for similar situations were also discussed.
- b. Presentation to mutual residents about “Living Wills” – nothing reported at this time. Ms. Martin will explore arranging session to discuss this.
- c. Grass & Weeds on sidewalks: Removal & Caulking – nothing reported at this time.

- d. Committee to screen ABMs before formal submission? Mr. Showalter suggested that a Board member should look at ABMs to see if they have been completed correctly before submission. Mr. Showalter recommended that he and Ms. Pugliese be the individuals to look at ABMs. The Board agreed.
- e. Prep and repaint park benches. Should we use Behr deck product advertised in current commercials? – Mr. Showalter asked Ms. Pugliese to look into a contractor. Ms. Pugliese volunteered to paint the benches.
- f. ABMs –
 - (1) Rosemary McHugh – *Approved by the Board.*

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(2) Ravenell & Margaret Keller (incomplete) – *Not approved by the Board; Kellers will be requested to submit their contract, or otherwise submit sufficient detail for action on the ABM.*

- 10. Open Forum – There were no Residents present, so there were no comments.
- 11. Adjournment The meeting adjourned at 11:26 A.M.