

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

Thursday, August 25, 2016 – 9:30 am

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, August 25, 2016 at 9:30am.

Resolutions: #32-34

Members Present: Dora Pugliese, President; Leroy Salazar, Vice President; Janet Martin, Treasurer; Paul Eisenhaur, Secretary; Sara Gordon, Dotty VanScoyoc, & Peggy Salazar, Director.

Management: Tim Coursen, Assistant General Manager; Roberta Carter, Mutual Assistant; Gloria Robar, Mutual Assistant

Visitors: Michael Showalter, Carolyn Barnett, Virginia Gist, Stanley Labovich, Barbara Labovich, Bob Namovicz

1. **Call to Order**- Ms. Pugliese called the meeting to order at 9:30 am.
2. **General Manager's Report**- Tim Coursen presented the General Manager's report for August 2016. The report was received, noted, and made part of the Record.
3. **President's Comments**- None at this time.
4. **Approval of Agenda** – The agenda was approved as amended.
5. **Approval of Minutes**- The Minutes of the Regular Board Meeting held on July 28th, 2016 were approved as presented.
6. **Treasurer's Report & Invoices** - Ms. Martin reported:

A. The Mutual is in excellent position with another very good month. There is a surplus of \$22,568 and is aware of a higher than normal electric bill for this month, but the mutual will still be in good standings for the remaining of the budget for the rest of the year. Ms. Martin also info the board about two water clean-up invoices & two roofing projects, in which one of the water clean-up has already been paid by the resident, but the mutual have to pay Leisure World. And the other will be billed to the resident. Also stated that there are two delinquent accounts from last month in which both have been paid and we now have two accounts that are only one month behind and will keep an eye out on them. Mr. Salazar inquire about the issue we having to pay Leisure World insurance, because we have to pay it and then get reimburse, which could take months to resolve. Ms. Martin stated that it was a topic of talk at the 3M meeting, and that Ms. Jolene provided a two-page procedure claims

as such. Ms. Martin pointed out the downfall of such procedure to Ms. Jolene, that in her procedure that as soon as the claim comes over that insurance rep: Susan Galbraith will notify the Mutual Assistant, so that they can send a letter out to the resident to inform them of the pending claim you may or may not be responsible for this. Ms. Martin stated that hopefully this letter will help us solve the problem with the resident being billed months later when they are not expecting this. But they are trying to make changes to the procedures.

B. Upon motion duly made and seconded, the Board agreed:

To approve payment of \$442.08 to Leisure World for water damage clean-up. (14550 Kelmscot Dr. Unit 186-A.

To approve payment of \$1,109.65 to LW Insurance for water clean-up from a main water line (to be billed to resident) at 3213 Ludham Road.

RESOLUTION #32, August 25, 2016

7. **Reports- Board of Director**- Mrs. Peggy Salazar & Mr. Paul Eisenhour stated no information to report at this time.
8. **Unfinished Business**- No unfinished business to report.
9. **New Business** –
 - A. **E Ratings**- Mr. Paul Eisenhour stated that the board decided last spring that PPD/Management will continue doing what they are doing until November, based on what the 3M Group comes up with. But the concern is that at this time we have nothing; far as having a general census stating will it be continued and if so, how and who will be doing it? Mr. Eisenhour stated that because it's getting close and we don't meet that often it would be a good idea that our mutual to come up with a position. Ms. Martin informed the committee that there is a proposal in place stating that each mutual can handle their own, the problem with that is there would be too many discrepancies and everybody would use a different method of approach or different rate and so on. Ms. Martin also stated currently the way it's being done this year is only PPD is handling it but it's only been change to living space & heat pumps that they are making adjustments for. So she suggested to support continuing the way it is with the changing the living space & heat pumps or the other one was Mutual white project. Mr. Leroy Salazar asked what do we do in the meantime, like if someone added and addition to their place, how do we make that correction? What's the process, does the homeowner or mutual initiate the process with the ABM Form to be filled out. Ms. Martin stated that she will forward the procedures to the board that PPD has put out and within the next 30days the listing of the 2017 E Rating adjustments will be by unit, which

will list what has been done this calendar year then she will compare that to the 2016 listing. And anything will be retroactively access.

- B. **Garage Doors** – Ms. Pugliese stated that Mrs. Salazar will be in charge of checking on different contractors and the styles we want for the garage doors. Mrs. Salazar inform the board that we need some community members, stake holders, board members, and homeowners involved, because this is a big project with so many choices. Mrs. Salazar suggest that we should have a smaller committee to work with the community to make those type of decisions. She stated to make a motion to put a notice in the Tidings for those that want to be a part of that committee to contact her and she will keep the board informed once the committee has been formed and what has been decided on. And to inform the board of the decision that the committee has worked on.
- C. **Roof Payments** – Ms. Pugliese and Ms. Martin both stated that the payment to Mr. Kenny was approved in the invoices.
- D. **Letter- Rental Lease** – Ms. Pugliese stated that she got a copy of everyone rental lease, but one. The resident has not been cooperating with her, so she called the Montgomery County office to get a copy of the rental permit if the resident had one but the office has moved, so won't get an answer until next week. Ms. Pugliese also stated that if the resident continues to not cooperate which is stated in the bylaws that we have to have a copy of the lease; she will take action to send out a written letter. Ms. Martin stated that the main concern is that if the resident has a permit; not so much what is written in the lease. That is between the resident and their tenant, so lets wait to hear back from Montgomery County to see if the resident does in fact have a permit. If they do not have one, then we can find out and send the letter stating that they will be reported to Montgomery County Offices. Ms. Gloria Robar informed the board that the Mutual Assistant can go online to check the resident account information as well.
- E. **2017 Budget** – Ms. Janet Martin stated that Leisure World has increase the residents monthly fee by \$5, which will be including in the current budget increase. She also stated that there is nothing unusual in the budget; other than standard increases like the electric which is the biggest expense which was left at the same \$380,000 that was budgeted this year because right now we are running 10% below actual of last year. The water & sewer are expecting rate increases, so we have increase that by 3.63% and also the property insurance has gone up to 6.2%. Ms. Martin informed the board that with these rate increases the base fee per unit will go up to \$6.50 and this will be adjusted by all the E Ratings adjustments. Ms. Martin also stated that the combined mutual operations are going up by \$10,000 for the year. She also stated that the next step on the budget is to send a letter out to the residents stating that they have a 30day comment period, and any comments will be brought to the board for final approval. This motion was approved by the board to temporary approve the budget.

RESOLUTION #34, August 25, 2016

- F. **ABM:** Sims- 14640 Kelmscot Dr.- the Board approves ABM (Application for Building Modification) with the exception of the replacement and removal for the new storm door.

RESOLUTION #33, August 25, 2016

10. **Open Forum-**

Mrs. VanScovoc- stated that the Wine & Appetizer social turned out to be a great success, even though many didn't attend. But those that did, enjoyed themselves. She also informed the board that the event stayed under budget and actually made a total of \$42.40, and not much supplies were bought due to having most of the items already on hand, which saved even more money on the social. Mrs. VanScovoc also stated that there were three new couples/resident that attended the event and they enjoyed it.

Ms. Pugliese- informed the board that the Ash trees are dying. There are three more that will be cut down this week or week after, and six more next year that will also be cut down. All the Ash trees in Montgomery County Maryland are dying because of the boars in the area and there is nothing we can do to save them. So a budget has been put in place for trees to be cut down and replace with something that the boars will not destroy.

Mr. Namovicz- Mr. Namovicz discussed the E-rating that are missing from the 2016/2107 quickly and see whether the August 3^{1st} deadline is firm and see whether PPD are willing to make some exceptions cause these several units are costing us money and the board would see about getting this task finished. Ms. Martin stated she would look over this task at hand.

Aluminum Wiring- A discussion regarding the aluminum wiring within Mutual 10 and if it is necessary all of the homes inside of Mutual 10, to have this process done. Mrs. Salazar stated that even though a letter was sent out stating that this is recommended, residents have the option to have this aluminum wiring done at their leisure.

11. **Next Meeting** -The Next board of Directors Meeting will be held on in the Sullivan Room of the Administration Building, on September 22nd, 2016 at 9:30 am.
12. **Adjournment** - There being no additional business, the meeting was adjourned at 10:45 am.

Paul Eisenhour, Secretary

Dora Pugliese, President