

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

Thursday, July 28, 2011

Res. #33 thru #39

A regular meeting of the Board of Directors of Maryland Mutual No. Ten, Inc. was held in the Sullivan Room, 3701 Rossmoor Blvd, Silver Spring, Maryland on Thursday, July 28, 2011 at 9:30 a.m.

Members Present: Mike Showalter, President; Dora Pugliese, Vice President; Janet Martin, Treasurer; Joan Byrnes, Secretary; Paul Eisenhaur, Director; Pat Dunn, Director; John McMahan, Director.

Management: Tim Coursen, Assistant General Manager for Community Management; Sharon Palmer-Hillman, Acting Recording Secretary.

Visitors: John & Virginia Gist;

1. Call to Order: Mr. Showalter called the meeting to order at 1:00 p.m.
2. General Manager's Report: The General Manager's Report for July 2011 by Mrs. King 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:
 - a. Special Meeting Minutes of June 14, 2011: The minutes of the June 14, 2011 Special Board meeting were approved as presented.
 - b. Regular Board Meeting Minutes of June 23, 2011: The minutes of the June 23, 2011 Board meeting were approved as presented.
5. Committee Reports:
 - a. Fences: Mrs. Byrnes reported that currently, there were no changes.
 - b. Roofs/Gutters: Mr. McMahan reported that there is still residual damage from the snow storms from last winter. The Board discussed the increase of price for cleaning the gutters. It was noted that the expense has increased significantly during the last two years. The Board considered requesting bids from outside contractors to clean the gutters. It was mentioned that similar Mutuals can be contacted and ask if they would like to be included in the bid process. Mr. Showalter stated that he has access to the Washington Consumer Checkbook and it would be a good starting place to identify possible contractors. Mr. Showalter agreed to look for contractors and provide that list to Mr. McMahan so he can pursue possible bids. Mrs. King stated that she will look into the matter with PPD to ensure that their prices are competitive.

- c. Website: Mr. Showalter stated that important messages can be placed on the homepage of the website immediately on a scroll. Mr. Eisenhour stated that the website is being used a lot. He also reported that he has received positive phone calls pertaining to the insulation project. Mr. Showalter stated that a few Board members will meet later on to discuss the progress of the insulation project.
- d. Landscape: Mrs. Pugliese reported that two trees have been removed. She also noted that she had sent letters to a few residents asking them to maintain their foundation plantings, she has received positive results. She noted that the unit at 14715 Lindsey Ln (Amatucci) needs to be taken care of, because the unit will be foreclosed on and no one is taking care of the property, she may have McFall & Berry take care of the foundation plantings.
- e. New Residents: Mrs. Dunn stated that she was unable to obtain a roster of new residents prior to the mailing of the database. She will work with Ms. Juarez to obtain new unit owner information and contact them. Ms. Juarez stated that she is working on updating the Membership List, she will add to the list a point of contact information for each unit owner.
- f. Treasurer's Report: Mrs. Martin reported that currently, the Mutual currently has a surplus of approximately \$5,000. She also distributed the bills to be paid. Upon motion duly made and seconded, the following resolution was adopted:

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

Amount	Payee	Description
\$ 104.50	Leisure World	Had to replace outside faucet for a pin hole leak inside the wall- 3402 Hallaton Ct (Kennedy)
\$ 52.10	Leisure World	Checked for roof leak and caulked an open seam by the garage flat roof- 14713 Lindsey Ln (Barrios)
\$ 46.50	Leisure World	Re-attached gutter by patio area- 14631 Deerhurst Terr (Weisman)
\$ 77.50	Leisure World	Re-secured gutter by the porch and garage area- 14529 Kelmscot Dr (Moy)
\$ 4,837.00	Leisure World	Cleaned gutters on all units.
\$ 59.00	Leisure World	Checked for water leak in garage and first floor of unit. Tightened packing nut on main supply, could not find any leak- 3232 Ludham Dr (Carr)
\$ 84.00	Leisure World	Inspected roof, made repair and sealed gutter- 14503 Elmhan Ct (Dunn)
\$ 225.50	Leisure World	Repaired lifted shingles and siding. Repaired gutters, sealed gutters and area of possible roof leak- 14527 Kelmscot Dr (Freeman)
\$ 3,817.94	Leisure World	Installed drainage, cut swail, installed 2 catch basins, ran 4" of PVC to front bldg. to drain fence line- Bldgs 184 and 239
\$ 930.00	Leisure World	Dug up water line for shut off valve to bldg. to check for possible water leak. Filled hole and cleaned up valve box- Bldg 215
\$ 502.10	Leisure World	Cleaned shingles of entire bldg- Bldg #197

\$ 31.00	Leisure World	Inspected and lubed gate latch- 14609 Deerhurst Terr (Courtney)
\$ 62.00	Leisure World	Cleaned gutters and blew down all downspouts- 3202 Ludham Dr (Smith)
\$ 35.00	Leisure World	Opened garage door so customer could get garage door out- 14539 Kelmscot Dr (Jordan)
\$ 116.31	Leisure World	Replaced front hose bibb- 14523 Kelmscot Dr (Showalter)
\$ 31.00	Leisure World	Re-attached siding to unit, left a callback card informing resident- 14601 Kelmscot Dr (Pavay)
\$ 67.60	Leisure World	Cleared and removed old caulking and re-caulked joint. Also checked downspout- 3402 Hallaton Ct (Kennedy)
\$ 41.20	Leisure World	Replaced two outlets in dining room- 14626 Kelmscot Dr (Kirschner)
\$ 167.40	Leisure World	Shut down unit, replaced old leaking hose bibb and shut off valve. Installed frost free hose bibb and ball valve. Water back on- 14620 Deerhurst Terr- (Eisenhaur)
\$ 119.10	Leisure World	Clean out joints and installed a green rod to caulk the driveway- 14500 Elmhan Ct (Owens)
\$ 80.10	Leisure World	Secured gutter back and front. Replaced a section of downspout- 14503 Kelmscot Dr (Kaszynski)
\$ 121.10	Leisure World	Cleared water off of roof, after it dried made repairs to stop leak- 14646 Kelmscot Dr (Clappin)
\$ 31.00	Leisure World	Nailed rake board back on the house- 14606 Deerhurst Terr (Loebach)
\$ 52.00	Leisure World	Extended downspout out past the patio- 14509 Elmhan Ct (Patterson)
\$ 77.88	Leisure World	Mail May 2011 Tidings
\$ 77.88	Leisure World	Mail memo re: 2011 Energy Conservation Project.
\$ 78.32	Leisure World	Mail July 2011 Tidings.
\$ 550.00	Paulo Correia	Painting on various locations.
\$ 425.00	Herbert Jordan	Reimbursement for garage door repairs.
\$ 30.00	Western Pest	Treatment for bees at 14670 Kelmscot Dr
\$ 30.00	Western Pest	Treatment for bees at 14712 Kelmscot Dr
\$ 850.00	Bel Pre Applicators	Removed dead woo/limbs
\$ 1,257.50	McFall & Berry	Various tree work per proposal #4315
\$ 1,975.00	McFall & Berry	Removed red oak tree by 14709 Bigby Ct
\$ 474.00	Montgomery County, MD	Common Ownership Communities registration fee
\$ 380.18	Frederick Fence Co	Purchase 158 ornamental gate handles

Resolution #33, 7/28/11

The Board reviewed an invoice from LWMC for an insurance claim for Estelle Barrios occurring on October 31, 2010. The invoice was for a total of \$2,381.92. The Board agreed that the cause of the claim was a broken toilet tank and should be the unit owner's responsibility. The Board agreed to request payment from the unit owner.

Mrs. Martin reported that she has contacted the mortgage company for Mrs. Amatucci's unit. The bank notified her that it is moving towards foreclosure; Mrs. Martin will contact them next week. Ms. Juarez will contact legal counsel and ask if there are additional options that can be taken.

6. Old Business:

- a. Status of Expenditure Guidelines: The Board reviewed the Expenditure Guidelines. Upon motion duly made and seconded, the following resolution was adopted:

RESOLVED, that the Mutual 10 Board of Directors approves the Expenditure Guidelines as presented.

Resolution #34, 7/28/11

- b. Dryer Vent Cleaning Decision: The Board discussed paying for cleaning the dryer vents on all the units this year. Upon motion duly made and seconded, the following resolution was adopted:

RESOLVED, that the Mutual 10 Board of Directors disapproves cleaning the dryer vents for all of the units this year.

Resolution #35, 7/28/11

The Board also agreed to remove the dryer vent cleaning from the Who Pays list of the Mutual rules. The Board agreed to send notice to all unit owners of the change in the rules. Upon motion duly made and seconded, the following resolution was approved:

RESOLVED, that the Mutual 10 Board of Directors approves sending notice to all unit owners of a change in Mutual Rules to remove occasional dryer vent cleaning.

Resolution #36, 7/28/11

- c. Revised and up-to-date Resident Database: Mr. Showalter stated that it is important that the Board maintain up to date information. This is particularly important in events such as the insulation project since the Board needs access to the unit.

7. New Business:

- a. Announcement: No Security Incidents for past month: It was reported that there were no security incidents for the past month in the Mutual.
- b. Discussion of How to Track Vacancies: The Board will continue discussion at the next Board meeting. They will speak to Mrs. Dunn regarding her responsibilities.
- c. Discussion of Whether to Include Recurring Sheets in every Tidings: The Board agreed to include in the Tidings a recurring item page listing all the duties of the Board members and also occasional notices. The Board also agreed to include a

list of vendors residents can use for various needs such as the dryer vent cleaning or landscaping.

d. Discussion and Decision on Whether to Have August Meeting: The Board agreed to hold an August Board meeting.

e. ABMs:

a. Joan Rasmussen (14513 Elmhan Ct): Upon motion duly made and seconded, the following resolution was adopted:

RESOLVED, that the Mutual 10 Board of Directors approves the ABM for Joan Rasmussen (14513 Elmhan Ct) to replace the entry and storm door. All costs for the work shall be at the unit owner's expense.

Resolution #37, 7/28/11

b. Horatio Freeman (14527 Kelmscot Dr): Upon motion duly made and seconded, the following resolution was adopted:

RESOLVED, that the Mutual 10 Board of Directors approves the ABM for Horatio Freeman (14527 Kelmscot Dr) to Replace the window at the garage. All costs for the work shall be at the unit owner's expense.

Resolution #38, 7/28/11

c. Joan Patterson (14509 Elmhan Ct): Upon motion duly made and seconded, the following resolution was adopted:

RESOLVED, that the Mutual 10 Board of Directors approves the ABM for Joan Patterson (14509 Elmhan Ct) to remodel the kitchen. All costs for the work shall be at the unit owner's expense.

Resolution #39, 7/28/11

8. Open Forum: The Board responded to questions and comments.

9. Adjournment – There being no further business to come before the Board, the meeting adjourned at 11:15 a.m.

Mike Showalter, President

ATTEST:

Joan Byrnes, Secretary