

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

Thursday, August 25, 2011

Res. #40 thru #44

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, August 25, 2011 at 9:30 a.m.

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

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

Visitors: John & Virginia Gist; Helen McDonald, Jack Ryan.

1. Call to Order: Mr. Showalter called the meeting to order at 9:30 a.m.
2. General Manager's Report: The General Manager's Report for August 2011 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 28, 2011 Board meeting were approved as presented.

It was noted that notice had not been sent to unit owners regarding changing the rules for the dryer vent cleaning. Ms. Juarez stated that she would as soon as possible.

5. Committee Reports:
 - a. Fences/Gates: No report.
 - b. Roofs/Gutters: Mr. McMahan reported that since the Newsletter was issued, he has received one comment regarding a stopped up gutter. He also reported that he has looked into obtaining other proposals to clean the gutters annually. He has received a competitive bid from a Clay Keeny Home Improvement Co; a written proposal will be submitted. Mr. Showalter stated that he has spoken to Leisure World Management and they will try to obtain a proposal from PPD as well. Mr. McMahan's report was accepted.
 - c. Website: Mr. Eisenhour reported that the website is up to date on everything that was included in the Newsletter. He asked if any Board member had information they would like posted to send it to him along with a suggestion as to where to place the information. Mr. Showalter mentioned that he would like Mr. Eisenhour to coordinate with the new Editor of the Newsletter so that the same information is presented.

- d. Landscape: Mrs. Pugliese reported that McFall & Berry will be re-seeding throughout the Mutual next month.
- e. New Residents: Mrs. Dunn reported that she included a list of new residents in the Newsletter. She also reported that two units are currently under contract. Ms. Juarez will forward the information of the new resident when it becomes available.
- f. Treasurer's Report: Mrs. Martin reviewed the delinquencies. She noted that the property located at 14715 Lindsey Ln will go to foreclosure in September. She will contact the bank after the foreclosure is held. She noted that Ms. Juarez will inquire with legal counsel so that they can determine if the Estate is open and if funds are available. Mrs. Pugliese stated that we only have six months from the date the owner dies to submit any claim; Mrs. Amatucci died in July of 2010. Mrs. Martin reported that Mrs. Hawes has come in and paid.

Mrs. Martin presented the invoices needed approval. 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
\$ 36.00	Leisure World	Replaced hose sillcock- 14509 Elmhan Ct (Patterson)
\$ 31.00	Leisure World	Renailed loose siding- 14803 Lindsey Ln (Doxie)
\$ 36.50	Leisure World	Caulked around the kitchen vent- 14702 Bigby Ct (Graham)
\$ 67.50	Leisure World	Caulked seam in roof of garage- 14646 Kelmscot Dr (Clappin)
\$ 34.50	Leisure World	Installed one elbow on downspout by the garage- 14512 Kelmscot Dr (Martin)
\$ 36.50	Leisure World	Caulked around vents- 14539 Kelmscot Dr (Jordan)
\$ 61.30	Leisure World	Repaired hot side of master shower valve- 14701 Bigby Ct (Douglas)
\$ 3,154.00	Quality Window & Door	Replaced sliding patio door and sill plate- 14803 Lindsey Ln (Doxie)
\$ 1,520.00	McFall & Berry	Removed pine tree, dead wood and limb- various locations.

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6. Old Business:

- a. Gutter Cleaning Proposal: Item was discussed under Reports.
- b. Resident Database Update & Status: Mrs. Pugliese stated that the database should include emergency contact information. That information is especially important for vacant homes. Mr. Showalter noted that he asked residents to notify the Board if someone moves out. Mrs. Dunn and Ms. Juarez will work on keeping the information up to date.

- c. Tidings- Board Member List & Duties: Mr. Showalter stated that the last Tidings included a column with the name and list of duties for all Board members. Ms. Juarez asked if anyone had comments to submit them to her and she will pass the along to the Editor.

7. New Business:

- a. Insulation Project Status Update:

- i. Project Progress Report: Mr. Showalter reported that 50 units have been completed. He noted that there were two issues during the last reporting period. One was an alleged theft of jewelry. Security and Montgomery County Police was involved; the missing jewelry was found within a week. The other issue was regarding the time it would take to complete the project. The Contractor notified the Board that the original completion date was not going to be met and that the project would not be completed until December. It presented an issue because the application for the grant stated that the work would be completed in November; there would have been a need to file for an extension. He spoke to the Contractor and verified that the November 5, 2011 deadline will be met.
- ii. Summary of Ecobeco Energy Audit "pre-intallation" report findings: Mr. Showalter stated that he is still waiting for the report.
- iii. Resident's feedback on installation: Mr. Showalter stated that he has received favorable comments from residents. The Contractor was clean and efficient.

- b. Roads- WSSC impact for 2012: Mrs. Martin reported that WSSC will be replacing main water lines throughout the community, including Mutual 10. She noted that WSSC will not send a definite list of locations until December. The planned street repairs will be placed on hold until WSSC's work is complete in the Mutual.

- c. Discussion and Decision on Appointing Paul McDonald as the Editor of Tidings: Mr. Showalter reported that in the last issue, the Board asked for a volunteer to edit the Tidings; Mr. McDonald volunteered. Upon motion duly made and seconded, the following resolution was adopted:

RESOLVED, that the Mutual 10 Board of Directors appoints Paul McDonald as the new Editor of the Tidings Newsletter.

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- d. Appointment of Sub-Committee to Work with Paul McDonald: Mr. Showalter stated that at this time, it was not necessary to appoint a subcommittee. Anyone wishing to make a contribution to the newsletter can email Mr. McDonald or drop it off in his mailbox.
- e. Limit on number of rentals permitted: Mrs. Pugliese reported that currently there are 15 rental homes. She noted that issues arise with the foundation plantings. She recommended a limit of 10%. Ms. Juarez stated that it would require a Bylaw amendment. A question arose regarding obtaining copies of leases. Ms. Juarez

stated that tenants are required to submit their lease when they register; she also keeps a list of all the rental units and submits that information to the county annually. She will provide a copy of other Mutual's bylaw pertaining to rental units to Board members.

- f. Establish practice of having periodic committee member reports: Mrs. Pugliese recommended that all of the Mutual 10 representatives to the LW Advisory Committees come in to provide a report at least twice a year. Mr. Showalter mentioned that nominations for next year need to be submitted by September 30, 2011. He will contact each current representative and ask if they would like to continue and advise them that they are expected to give a report.
- g. Limit parking on spare parking aprons: Mrs. Puglise reported that there are a few places where there is an extra concrete apron by the end of the driveways. There are some residents that choose to park their vehicles on that apron on a regular basis. She recommended placing a sign designating those places for Visitors Only. It was noted that in some instances, depending of the layout of the units, that apron is needed to back up and get out. The Board discussed whether those aprons were designated for parking and what sign they could place. It was agreed that a flyer can be placed on the vehicles notifying residents that it is not a designated parking space and discourage them from parking.
- h. ABMs:
 - i. James & Rita Loebach (14606 Deerhurst Terr): Upon motion duly made and seconded, the following resolution was adopted:

RESOLVED, that the Mutual 10 Board of Directors approves the ABM for James & Rita Loebach (14606 Deerhurst Terr) to replace the storm door. All costs for the work shall be at the unit owner's expense.
Resolution #42, 8/25/11
 - ii. Delores & Mike Showalter (14523 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 Delores & Mike Showalter (14523 Kelmscot Dr) to replace concrete patio. All costs for the work shall be at the unit owner's expense.
Resolution #43, 8/25/11
- i. Discuss Chimney Cleanings: Mrs. Pugliese stated that notice should be placed on the website for residents to check their chimney for cracks and do periodic cleaning. Mr. Showalter stated that he will ask Mr. McDonald to include it in the Tidings.
- j. Mice Infestation: Mrs. Pugliese reported that the Mutual pays for mice but only in common areas, which would only include the garage. The Board discussed limiting paying for this service for the first time only. Upon motion duly made and seconded the following resolution was approved:

RESOLVED, that the Mutual 10 Board of Directors approves changing the rules to note that the Mutual will only pay for the first extermination of mice and chipmunks effective October 1, 2011.

Resolution #44, 8/25/11

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