

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

Thursday, February 28, 2013

Res. #54 thru #55

Pursuant to notice previously given, 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, February 28, 2013 at 9:30 a.m.

Members Present: Mike Showalter, President; Dora Pugliese, Vice President; Paul Eisenhour, John McMahon and Dotty VanScoyoc, Directors.

Directors Absent: Janet Martin, Treasurer and Joan Byrnes, Secretary.

Management: Jolene King Assistant General Manager for Facilities & Services; and Sharon Palmer-Hillman, Acting Mutual Assistant.

Visitors Present: Virginia & John Gist and Bob Namovicz.

1. Call to Order: Mr. Showalter called the meeting to order at 9:25 a.m.
2. General Manager's Report: Mrs. King presented the General Manager's Report for the month of February. The report was well received, noted, and made a part of the record.
3. Approval of Agenda: The agenda was approved as presented.
4. Approval of Meeting Minutes: The minutes of the regular Board Meeting held on January 24, 2013, were approved as presented.
5. President's Comments: Mr. Showalter noted that the Vinyl Siding project will be addressed later in the meeting.
6. Board Members Report:
 - a. Social Committee: Mrs. VanScoyoc reported that the Ball Room is scheduled for an event on June 7th. The hospitality committee will be meeting on March 11th to discuss upcoming events for the year.
 - b. Travel: Mr. Showalter highlighted for the Board how his trip went at the request of Mr. McMahon.
 - c. Treasurer's Report: In the absence of Mrs. Martin, the Mutual Assistant presented a list of bills that was submitted for payment and asked that the Board pass a resolution on funds to be invested. Upon motion duly made the Board unanimously agreed -

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

To approve payment in the amount of \$8.10 to LWMC for postage paid to mail February's Tidings to NRO.

To approve payment in the amount of \$79.24 to LWMC for seams of gutter that was re-caulked to prevent leaking at 14500 Elmhan Court, unit 180-A (Owens).

To approve payment in the amount of \$238.00 to LWMC for bathroom drain that as snaked out from the roof and pulled back small roots that his blockage at 14700 Bigby Court, unit 229-A (Ryder).

To approve payment in the amount of \$897.32 to LWMC Insurance Claim for HWH that had a leak and had to be replaced at 14523 Kelmscot Drive, unit 167-A (Showalter). The Mutual will pay the trust and a letter will be sent to the unit owner to reimburse the Mutual.

To approve payment in the amount of \$268.93 to Law Offices of Corinne G. Rosen, ESQ for legal documents prepared and sent to the bank to collect monies owed to the Mutual, Property 14702 Lindsey Lane, unit # 221-B (Slaymaker Estate).

To approve payment in the amount of \$71.10 to LWMC for postage paid for mailing Call for Candidates letter to all unit owners for 2013.

Resolution #54, 2/28/13

7. Unfinished Business:

- a. Slaymaker Estate Status: The Board had authorized the Mutual Assistant to engage the Law Offices of Corinne Rosen to represent the Mutual in collecting the sum of \$7,571. A 45 day Notice of Intent to Foreclose was sent to SunTrust Bank, Mortgage Holder, advising them of the necessary steps that should be taken to avoid foreclosure. Ms. Rosen was contacted by a local foreclosure law firm upon receipt of her letter, advising that SunTrust is going to foreclose on the unit (which will save the Condominium from the expenses of foreclosing).
- b. Vinyl siding project update, recommendation/decision: Mr. Showalter stated that the siding project preparation has been a challenge to say the least. The committee started out with 5 contractors and was able to narrow it down to two. He noted that he will be contacting the references and check with the suppliers of one of the company. The other company is very familiar with Leisure World and performs a lot of work in the community. A sample of the siding was available for the members of the Board to look at and ask questions. Angie's List and Washington Consumer Check Book were sources used to verify information on the companies. The project is expected to start this year. The color of the homes will remain the same once the vinyl siding is installed. Upon motion duly made the Board unanimously agreed –

RESOLVED, that the Mutual 10 Board of Directors agreed to the following:
To authorized the amount of \$1.3 million to fund the Vinyl siding project for the Mutual regardless of which contractor is chosen.

Resolution #55, 2/28/13

- c. Electrical Sub panel inspection – Mr. Showalter stated that Tim Ohan recommended that the sub panels in the utility closets, where the washer/dryer are located be inspected every 5 years. The Board approved at a previous meeting to have the sub panels to be inspected. However, Mr. Ohan asked that the Mutual provides some guidance on how they would like to coordinate the inspection. Mrs. King stated that the Physical Properties Department will get back to the Board with a proposal and outline on how the job will be scheduled.
 - d. Window Replacement participant update – Mr. Showalter stated that the reason for the window replacement updates is to get an idea of how many residents are interested. This way a special rate can be obtained from a window replacement company. The company that is chosen to do the siding project will have an opportunity to submit a bid for the windows as well. One resident suggested that the Board schedule a presentation with the company that is selected to do the window replacement, so that the residents have an opportunity to see the products and ask questions.
8. New Business:
- a. Deliveries Issue (Paul Eisenhour): Mr. Eisenhour reported that the gate would not allow a delivery for him since it was Presidents' Day. The Board discussed ways to handle this issue. Mr. Showalter stated that he will send a letter to Head of Security regarding the rules for their Mutual.
 - b. Second attempt to recruit participants for QHEC Program: Mr. Showalter reported that the Board is going to invite back the contractor, Ecobeco, to canvas those residents who did not participate last year. Within the next several weeks residents will receive a letter from Ecobeco asking if they would like to participate in the program. If the date for installation is not accommodating, residents will have an opportunity to contact the company if they need to reschedule.
 - c. Insurance Claims: A final request letter was sent to individuals that owes money to the Mutual for insurance claims. Mr. Showalter stated that he will follow up with Ms. Martin and see how she would like to proceed.
 - d. ABMs: None
9. Open Forum: There were no comments.
10. Adjournment – There being no further business to come before the Board, the meeting adjourned at 11:20 a.m.

Mike Showalter, President

ATTEST:

Joan Byrnes, Secretary