

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

Thursday, February 27, 2014

Res. 45# thru #47

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 27, 2014 at 9:30 a.m.

Members Present: Mike Showalter, President; Dora Pugliese, Vice President; Bob Namovicz, Secretary; Paul Eisenhaur, John McMahon, and Dotty VanScoyoc, Directors.

Directors Absent: Janet Martin, Treasurer.

Management: Kevin Flannery General Manager; Jessica Bernal, Sharon Palmer-Hillman, Mutual Assistants.

Visitors: Leroy Salazar

1. Call to Order- Mr. Showalter called the meeting to order at 9:28 a.m.
2. General Manager's Report- Kevin Flannery, General Manager, presented the General Manager's Report for February 2014. He mentioned that the annual audit is nearing completion, and that new accounting software is operational; that a new Life Line contract is being implemented; that a review of the Replacement Fund will be done; the snows have caused increased chemical costs; and that several retirements of staff will be coming. Mr. Flannery responded to questions and comments from Members.
3. President's Comments- Mr. Showalter considered the last snow removal to be atypical and inadequate. He had expressed concern to Mr. Flannery, and is hopeful of improved service in future storms.
4. Approval of Agenda- The agenda was approved as amended, adding "G. Bylaws" under "10. New Business."
5. Approval of Meeting Minutes- The minutes of the January 23, 2014 meeting were approved as presented
6. Treasurers Report- Copies of the report were provided to the Board by Janet Martin and reviewed by Mr. Showalter. Increased electricity costs, due to harsh weather were noted.
7. Other Board Member Reports-
  - a. Budget- Mrs. Pugliese stated that contact has been made with the daughter of the former unit owner of 14620 Kelmscot Drive. Trust executor contact information has been obtained. Mrs. Martin will contact the trust executor regarding late condo fees.

- b. John McMahon- Mr. McMahon reported that Clay Kenney's work on gutters and downspouts have been delayed due to inclement weather, but will be completed soon. Roof repairs will be done when work in Mutual 9 is completed; the next group of siding installations will begin in April
  - c. Dotty VanScoyoc- Mrs. VanScoyoc reviewed a proposed Welcome Package with the Board. The possibility of purchasing a Mutual pen or tote bag to include as a gift in the Welcome Package is being explored. Information from new residents will be obtained. The distribution of the Welcome Package will be discussed at the Hospitality meeting on March 17. The annual dinner will be held on June 20, 2014 with the same entertainment that was provided last year.
8. Emergency Preparedness Subcommittee- Mr. Eisenhaur provided copies and reviewed the Mutual 10 Emergency Preparedness Plan. The Board made suggestions and corrections, which will be incorporated into the plan. The report was accepted by vote.

Upon motion duly made, the following resolution was adopted:

**RESOLVED**, that the Board of Directors of Maryland Mutual No. Ten, Inc., approves the submission of the revised version of the Mutual 10 Emergency Preparedness Plan to the Hospitality Committee to be included in the Welcome Package.

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9. Unfinished/Old Business-

- a. 2014 Roofing Project update - Project has been delayed due to the inclement weather. The date for the project will be determined by Clay Kenney's availability.
- b. Emergency Preparedness Committee Report - Emergency Preparedness Committee Report. Covered under 7.b., above.
- c. New LW-wide "Robocall Service Status"- Subject addressed during 8. Emergency Preparedness Committee.
- d. Downspouts- Mr. Showalter will talk to Clay Kenney about the use of plastic elbows at the bottom of the downspouts rather than aluminum elbows.

10. New Business-

- a. Upcoming Events- Subject discussed under 7. C.
- b. Kirschner (14626 Kelmscot Dr.) Water Problem Status- Information received by Mr. Showalter from Ronny Cabrera indicates that there will be coordination between WSSC and H&H Concrete in order to simultaneously shut down the water and search for the pipe that needs to be repaired. Excavation would be necessary although the exact location

of the pipe is unknown. Mr. Showalter stated that there are Contractors that use different methods which would not require excavation. The Board agreed to obtain proposals from such companies.

- c. 3302 Densmore Ct. situation (Beaudoin) (slab cracks)- Ms. Beaudoin requested that the Mutual pay half of the cost of the repair and that she will pay the other half.

Upon motion duly made, the following resolution was adopted:

**RESOLVED**, that the Board of Directors of Maryland Mutual No. Ten, Inc., agrees for the resident to pay half and the Mutual to pay half the cost to repair the slab cracks for 3302 Densmore Court, unit 204-B (Beaudoin).

**Resolution #46, 02/27/14**

- d. Welcoming Committee discussion & responsibilities- Subject discussed under 7.C
- e. Bylaws- The Board is concerned about two units that have placed padlocks on the patio door. Item was postponed until the next Board Meeting.
- f. Invoices-

Upon motion duly made, the following resolution was adopted:

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

To approve payment in the amount of \$200.00 to LWMC for extracting water from carpet in the garage and sanitizing at 14626 Kelmscot Drive, unit 200-A (Krischner).

To approve payment in the amount of \$529.21 to LWMC for an Insurance Claim that caused water damage due to a hose that was not placed in the dehumidifier, which the resident is responsible for reimbursing to the Mutual. 14707 Bigby Court, unit 232-B (Belt).

To approve payment in the amount of \$1,247.29 to LWMC for a leaking humidifier that caused water damage in the unit, which the resident is responsible for reimbursing to the Mutual. 14502 Elmhan Court, unit 180-B (Matson).

Approve payment in the amount of \$52.50 to LWMC for a fence repair at 3403 Hallaton Court, unit 163-A (Hollifield).

To approve payment in the amount of \$79.26 to LWMC for removing the old caulking and re-caulking the gutter at 14658 Kelmscot Drive, unit 235-A (Powell).

To approve payment in the amount of \$35.00 to LWMC for adjusting and lubing the gate latch at 14626 Kelmscot Drive, unit 200-A (Krischner).

To approve payment in the amount of \$17.50 to LWMC for aligning and lubing the gate latch at 14708 Bigby Court, unit 230-B (Perrell).

To approve payment in the amount of \$40.00 to LWMC for turning the water off in the street to the entire Court at 3300 Densmore Court, unit 204-A (Dickey).

To approve payment, in the amount of \$83.52 to LWMC for mailing of the Call for Candidates letter.

To approve payment, in the amount of \$8.64, to LWMC for mailing of the Tidings.

To approve payment, in the amount of \$83.52 to LWMC for mailing of the Call for Candidates letter to all unit owners (second notice due to rescheduled meeting).

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g. ABMs - No items at this time.

11. Open Forum- No items from the Floor at this time.

12. Adjournment- There being no further business to come before the Board, the meeting adjourned at 11:22a.m.

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Mike Showalter, President

ATTEST:

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Bob, Namovicz, Secretary