

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

Thursday, January 24, 2013

Res. #48 thru #53

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, January 24, 2013 at 9:30 a.m.

Members Present: Mike Showalter, President; Dora Pugliese, Vice President; Janet Martin, Treasurer; Paul Eisenhaur, Director; John McMahan, Director; and Dotty VanScoyoc, Director.

Directors Absent: Joan Byrnes, Secretary.

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

1. Call to Order: Mr. Showalter called the meeting to order at 9:27 a.m.
2. General Manager's Report: The General Manager's Report for January 2013 by Mr. Flannery was well received, noted, and made part of the record.
3. Approval of Agenda: The agenda was approved as amended. Item 8(h) Request from Mr. Belke was added.
4. Approval of Meeting Minutes: The minutes of the November 29, 2012 Board meeting were approved as presented.
5. President's Comments: None
6. Board Member Reports:
 - a. Social Committee: Mrs. VanScoyoc reported that the Committee will meet next month to discuss the annual dinner.
 - b. Landscape: Mrs. Pugliese reported that she has obtained proposals from Bel Pre and McFall & Berry to cut three trees. She will obtain other proposals to replace the trees.
 - c. Treasurer's Report: Mrs. Martin reported that the Mutual ended the year with a surplus. She also reviewed the delinquencies.

Mrs. Martin presented the invoices requiring payment. Upon motion duly made and seconded, the following resolution was adopted:

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

Amount	Payee	Description
\$ 190.20	Leisure World	WO #371989: Re-flash the top of the rear patio door-14703 Lindsey Ln (Gagliano)

\$ 3,159.00 Travelers

Fidelity Bond Coverage
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7. Unfinished Business:

- a. Vinyl Siding Project Update: Mr. Showalter reported that he has received one bid from Clay Kenney. They expect to obtain three more bids. Once all bids are obtained, Mr. Showalter will develop a comparison spreadsheet to ensure that the bids have the same specifications.
- b. Shared Databases on Google Drive Update: Mr. Eisenhaur reported that he has included a folder for the siding project on the shared database so that everyone has access to the information. It was noted that the Resident Database was updated. The Board agreed to include a tab in the Resident Database that list the changes with the date of the change so as to easily identify any updates.

8. New Business:

- a. Electrical Subpanel Inspection: Mr. Showalter reported that there was a small fire at 3221 Ludham Dr that involved the hot water heater. PPD advised that the sub-panel box in the utility closet will most likely need to be replaced. He noted that if the fire was caused by a defect of the water heater, then it will be the unit owner's responsibility; if the fire was caused by a wiring issue then the Mutual would be responsible. The Board agreed to obtain PPD's opinion on how the fire originated.

Mr. Showalter stated that Mr. O'Han recommended that the Mutual inspect the sub-panel in all the units. He added that the charge would be \$40 per hour. Upon motion duly made and seconded, the following resolution was adopted:

RESOLVED, that the Mutual 10 Board of Directors authorizes Physical Properties Department to inspect the electric sub-panel of all units and provide a report.

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- b. Luncheon Before Annual Meeting: The Board discussed providing a lunch before the Annual Meeting. Mrs. VanScoyoc agreed to coordinate the food. Upon motion duly made and seconded, the following resolutions were adopted:

RESOLVED, that the Mutual 10 Board of Directors approves providing lunch at the Annual Meeting this year.

Resolution #50, 1/24/13

RESOLVED, that the Mutual 10 Board of Directors approves issuing a deposit check in the amount of \$200 to LWMC to reserve the Activities Room in Clubhouse II.

Resolution #51, 1/24/13

Ms. Pugliese recommended that the Mutual consider planning a Pot Luck Dinner in the fall instead of the Annual Dinner. After a lengthy discussion, it was agreed to defer the issue to the Social Committee

- c. Adjust Procedures for Mutual-Approved Work Requests: Mr. Showalter reminded the Board that any work that is expected to be covered by the Mutual must be approved by Ms. Pugliese or him and that any work that is approved is tracked in the shared database. The Board agreed to remind PPD of the policy as well.
- d. Update Front Page of Tidings Newsletters: Mr. Showalter recommended changing the first page of the newsletter by removing the duties and listing Mrs. Martin as the Editor. The Board agreed.
- e. ABMs: None
- f. Filing of 2012 Tax Return: Upon motion duly made and seconded, the Board agreed:

RESOLVED, that the Mutual 10 Board of Directors approves filing the 2012 tax return as a Corporation.

Resolution #52, 1/24/13

- g. IRS Tax Ruling 70-604: Mr. Showalter explained that the tax ruling 70-64 indicated that any surplus not returned to the members can be subject to tax. Ms. Juarez explained that one of the ways to return those funds is through the budget process. The surplus can be applied against the expenses to lower condominium fees. Upon motion duly made and seconded, the following resolution was approved:

RESOLVED, that the Mutual 10 Board of Directors approves applying any surpluses for the year ended on December 31, 2012 against the subsequent tax year member assessments as provided by IRS Revenue Ruling 70-604.

Resolution #53, 1/24/13

- h. Request to Rescind Reimbursement Request Re: Mr. Belke: The Board discussed Mr. Belke's request to rescind the resolution passed at the November meeting requesting that he reimburse the Mutual for cleaning the gutters. Mr. Belke noted on his letter that he did not request the work to be done. Upon motion duly made and seconded, the following resolution was adopted:
9. Open Forum: There were no comments.
10. Adjournment – There being no further business to come before the Board, the meeting adjourned at 10:45 a.m.

ATTEST:

Mike Showalter, President

Joan Byrnes, Secretary