

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

Thursday, January 23, 2014

Res. #42 thru #44

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 23, 2014 at 9:30 a.m.

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

Directors Absent: Janet Martin, Treasurer.

Management: Kevin Flannery General Manager; Ronny Cabrera, Special Projects Manager; and Sharon Palmer-Hillman, Mutual Assistant.

1. Call to Order: Mr. Showalter called the meeting to order at 9:28 a.m.
2. General Manager's Report: The General Manager's Report for January 2014 by Mr. Flannery was well received, noted, and made part of the record.
3. President's Comments: Mr. Showalter reported that McFall & Berry Landscape did a great job with the snow removal. He stated that it has been a fairly quiet month; however, things may change once the snow starts to melt and leaks and frozen pipes are discovered.
4. Ronny Cabrera – Mr. Showalter introduced Ronny Cabrera and noted that he was invited to the meeting for a Q & A session for those in attendance at the meeting. Mr. Cabrera outlined his job description/responsibilities as a Project Manager for the community. He noted that he provide service for the Master Meter Mutuals as well as the High-rises. He explained the (ABM) application for building modification process and his involvement. Mr. Cabrera mentioned that he only handles contracts/ bid specifications at the request of the Mutual Board. He pointed out that his department handles a lot of high demand projects.

Bids – One member of the Board stated that they did not receive the proposal they requested to conduct roof replacement for the Mutual. Mr. Showalter stated that he received 3 proposals from Clay Kenney. Mr. Cabrera stated that the he went over the proposals with Clay Kenney before it was submitted to the Board; therefore they will not receive a separate proposal from his department.

Update on WSSC – Mr. Cabrera stated that all negotiations with WSSC were turned over to Jolene King.

5. Approval of Agenda: The agenda was approved as presented.

6. Approval of Meeting Minutes: The minutes of the December 12, 2013, Board meeting were approved as presented.

7. Board Member Reports:

- a. President – Mr. Showalter reported that one of the proposals received from Clay Kenney for roof replacement only involves the garage roofs in the amount of \$20,188. Buildings 182/224 flat roof replacement in the amount of \$42,786 and chimney repairs in the amount of 7,800. Clay's company took care of all the inspection.
- b. Paul Eisenhour: Mr. Eisenhour will send a robocall to the residents on Densmore Court informing them of the main water shut-off.
- c. Social: Mrs. Vanscoyoc reported that reservations have been made for the annual meeting.
- d. Treasurer's Report: Mrs. Martin emailed a copy of the financial report and five year plan for the mutual to the members of the Board. 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:

To approve payment in the amount of \$130.00 to LWMC for running snake from the roof about 40ft., no breaks or roots were found. They opened the manhole to check the sewer flow at 14620 Deerhurst Terrace, unit 217-A (Eisenhour).

To approve payment in the amount of \$204.17 to LWMC for replacing main water supply shut-off valve per Mr. Showalter at 3300 Densmore Court, unit 204-A (Dickey).

To approve payment in the amount of \$2,911.00 to Travelers Insurance Services for liability insurance renewal for the Mutual.

To approve payment in the amount of \$50.00 to LWMC for ceiling trim that was fixed at 3308 Densmore Court, unit 205-B (O'Brien).

To approve payment in the amount of \$17.50 to LWMC for gate latch that was adjusted at 14607 Deerhurst Terrace, unit 211-B (McDonald).

To approve payment in the amount of \$52.50 to LWMC for gate latch that was repaired at 14609 Deerhurst Terrace, unit 211-A (Courtney).

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8. Unfinished Business:

- a. Gutter Cleaning: Mr. McMahon reported that the gutter cleaning project is completed.

9. New Business:

- a. 2014 roofing projects: Upon motion duly made, the following resolution were adopted:

RESOLVED, that the Mutual 10 Board of Directors approves roof work for the Mutual not to exceed \$80,000.

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- b. Revised ABM Form: Physical Properties Department is still working on a revised version of the ABM application.
- c. New LW-wide "Robocall": The Mutual will have access to their sub-section by way of an identification/pin number provided by Tim Coursen. Mr. Eisenhour will be responsible for any updates to the system as well as sending automated messages personalized for their Mutual.
- d. Rules & Regulations Progress: This item was placed on hold.
- e. Resale Packet New information: No action at this time.
- f. Approval of ABM Application: Upon motion duly made and seconded, the Board agreed:

RESOLVED, that the Board of Directors of Maryland Mutual No. Ten, Inc., approves an application for Building Modification to have the kitchen in your unit remodeled per the scope of work described in the attached document at 14602 Deerhurst Terrace, unit 209-B (Huyck). All work must be done at the owner's expense. Work to be performed by Physical Properties Department.

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- g. Annual Meeting: It was reported that he annual meeting is scheduled for April 15, 2014.

10. Open Forum: There were no comments.

11. Adjournment – There being no further business to come before the Board, the meeting adjourned at 11:38 a.m.

Mike Showalter, President

ATTEST:

Bob, Namovicz, Secretary