

MARYLAND MUTUAL NUMBER TEN, INC.  
BOARD OF DIRECTORS REGULAR MEETING

Thursday, January 22, 2015 – 9:27AM

A regular meeting of the Board of Directors of Maryland Mutual Number Ten, Inc. was held in the Sullivan Room of the Administration Building, 3701 Rossmoor Blvd, Silver Spring, Maryland on Thursday, January 22, 2015 at 9:27AM.

Members Present: Dora Pugliese, Vice President; Bob Namovicz, Secretary; Paul Eisenhour, Dotty VanScoyoc, and Leroy Salazar, Directors

Present via Telephone Conferencing: Janet Martin, Treasurer

Absent: Mike Showalter, President

Management: Kevin Flannery, General Manager; Marlene Smith, Mutual Assistant

1. **Call to Order** – Ms. Pugliese called the meeting to order at 9:27AM.
2. **General Manager's Report** – Kevin Flannery, General Manager, presented the General Manager's Report for January 2015. It was received, noted and made part of the record.
  - The Audit process is now more automated and makes the entire process much faster and easier.
  - The fiber optics installation is under way at Leisure World and will enhance cell phone and computer usage.
  - Property transfers continue to increase, contributing to the Resale's Fund, an expected \$1.3 million for the year; this facilitates implementation for the FEP. It is expected that Ballroom updates will begin this summer. Improved processing of sale closings has also contributed income.
  - Tennis courts are being updated to improve drainage.
  - There were questions about whether fiber installation can help improve cell phone coverage.
3. **President's Comments** – Mike Showalter is away and he will be gone for about 2-3 months, due to family commitments. Ms. Pugliese will be able to stay in daily contact with Mike for the benefit of the Mutual.
4. **Approval of the Agenda** – The Agenda was approved as presented.

5. **Approval of the Minutes** - The Minutes of the December 11, 2014 Board Meeting were approved as presented.
6. **Treasurer's Report & Invoices** –
  - The Mutual ended 2014 with a variance of +\$22,000. The \$22,000 variance actually equates to a loss of \$27,000. Although \$27,000 more than our income was spent. There was a plan to spend \$50,000 from reserves, and allow it to come out of accumulated surplus from prior years so that we could build the reserve funds faster. We are \$30,000 ahead in our reserves. There have been very low maintenance expenses for the past few months. Ms. Martin will update the projections for the February meeting or perhaps before. Due to the additional money available in the reserves, Mr. Namovicz asked if some of the maintenance projects could be completed in 2015. Upscaling patio doors could be one of the maintenance projects to be completed. More will be determined with maintenance projects at the February meeting. LeRoy mentioned that about 30 patio doors need updating. We might consider reimbursing for resident up-graded patio doors.
  - Delinquencies are low.
  - SunTrust paid \$5000.00 to bring the Slaymaker account up to date.

**Invoices** -

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

To approve payment in the amount of \$702.77 for water clean-up (Insurance Claim) 14626 Kelmscot & 14628 Kelmscot.

To approve payment in the amount of \$36.00 for street repair (Ludham Drive).

Mr. Namovicz made a motion to approve the invoices listed.

The Board unanimously agreed.

**Resolution #39 - January 22, 2015**

7. **Other Board Member Reports** – None
8. Old Business
  - A. Welcome Bags – Mr. Namovicz will be discussing contents for the bag with Ms. Smith. Ms. VanScoyoc has some bags left over. Mr. Namovicz wants to determine which current residents will get a bag. Mr. Namovicz will meet with Ms. Smith to determine the contents for each bag and preparation details.

9. New Business

- A. Annual Meeting – April 21, 2015. Ms. VanScoyoc will take care of the food preparations for the Annual Meeting. The Board will make sure that information gets out to the community regarding the Annual Meeting and candidate selections. Mr. Salazar reiterated the need for a “check list” of clean-up procedures upon completing use of a meeting room. Mr. Eisenhour was asked to look into the requirement for supplying a deposit check in advance for use of rooms by a Mutual.
- B. Janet Martin (Plane Fare) - Ms. Pugliese suggested that the Mutual pay up to \$300 of the plane fare if Mrs. Martin needs to return from Florida for a Board Meeting. Mr. Namovicz feels teleconferencing is working and plane travel will not be necessary. Ms. Martin is fine with teleconferencing. If the Board requires Ms. Martin’s presence, the Board will pay toward the airfare in the future. In addition, Ms. Smith will explore possibilities of using Skype, or another teleconferencing system.
- C. O’Leary Letter – We have not received a response back from Mrs. O’Leary. She has a deadline and she will be warned of a lien if she does not reply. The Board will wait until the cutoff date and then proceed with further action.
- D. Gazebo – Ms. Pugliese mentioned that a concrete base is needed for the Gazebo. The cost for the material and work will be about \$7000.00. The Gazebo would be good for social events during the warm months. There will be an article in the Tidings to get feedback from the Mutual 10 residents and determine how they feel about the installation of a Gazebo.
- E. Energy Subcommittee Audit – Mr. Salazar & Mr. Namovicz are discussing plans for an E-rating audit. Doors, Windows, Bonus Rooms and Air Conditioning units will be the subject of the audit. This will determine who is eligible for E-rating credit as well. There are some cases where ABMs were never submitted for work done in some of the homes.
- F. Preparations for the Annual meeting and the Board elections were discussed.

10. ABMs -None

11. Adjournment - 10:50AM

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Bob Namovicz, Secretary

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Dora Pugliese, Acting President