

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

Thursday, July 26, 2012

Res. #28 thru #30

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, July 26, 2012 at 9:30 a.m.

Members Present: Mike Showalter, President; Dora Pugliese, Vice President; Joan Byrnes, Secretary; Janet Martin, Treasurer; Paul Eisenhour, Director; John McMahon, Director; Dotty VanScoyoc, Director.

Management: Tim Coursen, Assistant General Manager for Community Management; Ronny Cabrera, Special Projects Manager; and Cris Juarez, Mutual Assistant.

1. Call to Order: Mr. Showalter called the meeting to order at 9:30 a.m.
2. General Manager's Report: The General Manager's Report for July 2012 by Mr. Coursen was well received, noted, and made part of the record.

Mr. Cabrera introduced himself as the new Special Projects Manager. He gave a brief overview of his background and experience.

3. Approval of Agenda: The agenda was approved as presented.
4. Approval of Meeting Minutes: The minutes of the June 21, 2012 Board meeting were approved as presented.
5. Committee Reports:
 - a. Fences & Gates: It was noted that a problem was reported on a gate post. Frederick Fence Co was called to repair it.
 - b. Roofs/Gutters: Mr. McMahon reported that he had a few calls for gutter cleaning; some will be postponed until the entire Mutual is cleaned.
 - c. Website/Robocall: Mr. Eisenhour reported that he used the robo-call system to ask residents to lower electricity use during an energy curtailment period.
 - d. Landscape: Ms. Puglise reported that the Mutual should be cleaned up by the end of next week. She also stated that Bel Pre will be removing two leaning pine trees. She noted that the Mutual did not have major damage after the storm; only a couple of gutters were damaged.

- e. New Residents: Mrs. VanScoyoc reported that a new Resident Directory will be published with the next Tidings.

Mrs. VanScoyoc also reported that the Ice Cream Social was a success, 56 residents attended. The Social Committee will schedule the event annually. She also noted that the Committee will discuss a Wine and Cheese event in the future.

- f. Treasurer's Report: Mrs. Martin reported that the Mutual continues to have a surplus. She then presented the invoices requiring payment. The Board reviewed the invoices. 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
\$ 700.00	CBM	Preparation for 2011 Tax Return
\$ 852.50	McFall & Berry	Correct drainage problem- 14660 Kelmscot Dr
\$ 474.00	Montgomery County	Common Ownership Communities Registration Fee
\$ 2,196.00	Western Pest Services	Termite treatment- 14501 & 14503 Kelmscot Dr (Byrnes/Finnegan)
\$ 3,510.39	Leisure World	WO#354546: grind and caulk sidewalks throughout the Mutual
\$ 130.75	Leisure World	WO# 357650: replaced front frost-proof hose bib.
\$ 39.60	Leisure World	WO# 357917: Sealed hole under threshold at front door where mice were getting in- 3202 Ludham (Smith)
\$ 36.10	Leisure World	WO# 358346: tightened hose connection & hose bibb- 14533 Kelmscot Dr (Strahan)
\$ 33.00	Leisure World	WO# 358381: Inspected roof found nothing wrong- 14506 Elmhan Ct (Heine)
\$ 35.00	Leisure World	WO# 358396: fixed gate latch- 3234 Ludham Dr (Nullmeyer)
\$ 35.00	Leisure World	WO# 357641: filled in holes where mice were getting into the dwelling around the stove vent fan- 3406 Hallatan ct (Crocker)
\$ 11.25	Leisure World	Postage Invoice: Mail July Tidings to Non Resident Unit owners

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Mrs. Martin reported that legal counsel was obtained to address two delinquent accounts. A retainer was signed with Corinne Rosen, Esq. She has done work for other Mutuels in the Community. Ms. Juarez added that the information regarding the accounts as well as the Mutual Bylaws will be mailed to her this week. The Board reviewed the remainder of Delinquency Report.

Mrs. Martin reported that she received a breakdown of the Community Facilities Fees paid to Leisure World from the LW Yahoo Group; she will include it in the Tidings.

6. Unfinished Business:

- a. Exterior Door/ Benches Painting Update: It was reported that all the benches have been completed.
- b. Road Repair/Replacement Update: Mr. Cabrera reported that he has been in contact with Brothers Paving & Concrete regarding the contract for the Mutual. He submitted a few revisions to the contract and is waiting to hear back from them. He hopes for the work to begin in late August or early September.
- c. Sidewalks- Grinding & Caulking Update: It was reported that an invoice was received for the work; it was noted that it was well under the \$5,000 allowance.
- d. Kelmscot Village Signs Update: Mrs. Puglise reported that a design has been chosen. She will email the draft to the Board for their review. She noted that the two signs will cost \$1,390.

7. New Business:

- a. Resignation of Cornelius Heine, Representative to S&T Committee: Mr. Showalter stated that Mr. Heine has resigned from the Security and Transportation Advisory Committee. He asked if any Board member would like to volunteer; Mr. Eisenhaur agreed to join the Committee.

Mr. McMahon stated that he would also like to resign from the PPD Advisory Committee; Dora Pugliese volunteered to replace him.

- b. ABM-14513 Elmhan Ct (Rasmussen): Ms. Juarez stated that Ms. Rasmussen had submitted an ABM previously for adding a heat pump in the Bonus Room using another contractor. She obtained all of the required signatures on that application. Due to having difficulties with the contractor, she decided to use another company. The Board reviewed the application that included the new company. Upon motion duly made and seconded, the following resolution was adopted:

RESOLVED, that the Mutual 10 Board of Directors approves the ABM for Joan Rasmussen (14513 Elmhan Ct) to add a heat pump system in the Bonus Room. All costs of labor and material shall be the responsibility of the unit owner.

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- c. ABM- 14706 Lindsey Ln (Fitzpatrick): The Board reviewed the ABM for Ms. Fitzpatrick to replace the windows and sliding glass door. It was noted that the Mutual is responsible for replacement of the sliding glass doors when deemed necessary. Mrs. Showalter agreed to inspect the door and speak to Ms. Fitzpatrick regarding the matter. It was also

noted that the Certificate of Insurance (COI) submitted with the ABM did not have the Mutual or Leisure World as additional insured. It was agreed that a corrected COI will be requested. Upon motion duly made and seconded, the following resolution was adopted:

RESOLVED, that the Mutual 10 Board of Directors approves the ABM for Colleen Fitzpatrick (14706 Lindsey Ln) to replace the windows and sliding glass door. All costs of labor and material shall be the responsibility of the unit owner.

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8. Open Forum: There were no comments.
9. Adjournment – There being no further business to come before the Board, the meeting adjourned at 10:56 a.m.

Mike Showalter, President

ATTEST:

Joan Byrnes, Secretary