

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

Thursday, July 25, 2013

Res. #20 thru#23

Pursuant to notice previously given, 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 25, 2013 at 9:30 am.

Members Present: Michael Showalter, President; Janet Martin, Treasurer; Bob Namovicz, Secretary; Paul Eisenhaur, John McMahon and Dotty VanScoyoc, Directors.

Members Absent: Dora Pugliese, Vice President

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

Visitors: Mrs. Betty Eisenhaur

1. Call to Order: Mr. Showalter called the meeting to order at 9:30 am.
2. General Manager's Report: Mr. Flannery presented the General Manager's Report for the month of July, a copy of which is made a part of the Record. He answered several questions regarding the service being provided by PPD. A member of the Board asked Mr. Flannery what his intentions were, in regards to a response to a letter sent to the LWCC Board on behalf of the 3M Club. Mr. Flannery stated that the letter had no value to this discussion, and he had no intentions on responding to the letter. Mr. Flannery indicated that a question regarding the imbalance of service between the high rises and 3M Mutuals should be further discussed at the 3M meeting. He requested that Mr. Eisenhaur, representative for the Mutual on the 3M Club asked the Chair to add "Additional hire for 3M Mutual" to the next meeting agenda and invite Management to come and speak on that topic.
3. Approval of Agenda: The Agenda was approved as presented.
4. Approval of Minutes: The minutes of the regular Board meeting held on June 27, 2013, were approved as amended. Mr. Namovicz identified a correction made to the minutes.
5. Discussion: The last issue of Tidings was briefly discussed, as well as formatting. Mr. Namovicz suggested that if the editor's computer skills are lacking, rather than relying on computer communications, relative to the Tidings hard copy of the final draft be given to the editor for proofreading instead of an electronic copy. Mr. Namovicz suggested that the Board states more formally what the specifications/limits are on how the Tidings should be presented. With clarification and appropriate constraints and guidance he stated that he would be more than happy to reassume responsibilities as Editor.
6. President's Comments: Mr. Showalter thanked the Board for carrying on during his absence.

He indicated that he is in the process of catching up on pending business, and has no further report at this time.

7. Board Member Reports:

- a) Social Committee: Mrs. VanScóyoc reported on the success of the July 21st Ice Cream Social/ Book Swap, which was well attended. The members again commended her on it.
- b) Treasurer: Mrs. Martin reported that July had been a good month, financially and the mutual is operating a head of budget by \$31,000. Efforts at foreclosure on the Slaymaker residence are preceding are moving very slow. Mrs. Martin would like for the mutual to move forward with the foreclosure process, since the bank is not taking any actions but the Attorney advised otherwise. Account 10-067 has finally paid arrears in full, but is behind again for the month of July. Use of automatic pay option will be suggested if the account goes late for another month. Bills were presented for payment, objection was made to an excessive charge for gutter cleaning by PPD; that bill will not be paid, pending investigation by the President. Upon motion duly made the Board unanimously agreed –

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

To approve payment in the amount of \$130.00 to Arbor Landscapers for planting 1 Crepe Myrtle at 14622 Deerhurst Terrace, unit 217-B (vacant).

To approve payment in the amount of \$1,850.00 to Bel-Pre Applicators for removing two trees plus branches, grind stumps and backfill with soil and sod as well at 14503/14500 Kelmscot Drive, 14552/3233 Ludham.

To approve payment in the amount of \$500.00 to Bel-Pre Applicators for removing Bradford Pear tree that was damaged during the storm at 14800 Kelmscot. Stump was grind and area backfill with soil and seed.

To approve payment in the amount of \$4,945.75 to McFall & Berry Landscape for storm damage clean up done in the Mutual.

To approve payment in the amount of \$40.00 to LWMC for assisting resident with garage door at 14539 Kelmscot Drive, unit 170-B (Jordan).

To approve payment in the amount of \$304.00 to LWMC for running 7/8" of cable with K-60 cutter head to a distance of 80ft and cut away hard spots and tested bathroom drains at building 224. 14715 Lindsey Lane, unit 224-A (Donovan/Gray).

To approve payment in the amount of \$40.00 to LWMC for repairing marks and stains on wall that appears to be roof leaks at 14601 Deerhurst Terrace, unit 210-B (Green).

Resolution #20, 7/25/2013

- c) Secretary's Report: Mr. Namovicz indicated that he would be assuming the full responsibilities as Secretary, stated in the bylaws. He will henceforth be working with the Mutual Assistant in preparing meeting minutes for Board review, shortly after the meetings.

He pointed out that he should be the repository for records as well. Mrs. Martin noted that all resident information obtained by the Board can be found on the Google shared drive created for the mutual. Mr. Showalter asked that Mr. Namovicz compile a list of items that he find necessary for him to undertake. Mr. Showalter stated that once the data collected from the survey is entered, he will pass that responsibility on to Mr. Namovicz.

8. Unfinished Business:

- a) Vinyl Siding Contract Update - Mr. Showalter reported that he first phase of the siding project is completed, with the exceptions of a few punch list/minor corrections that needs to be address. There were some issues with latches and other items that Clay Kenney has already taken care of. Mr. Showalter noted that overall H & H performance and response to his concerns have been exceptional. One member of the Board asked the process under which siding and shutter colors had been selected.
- b) Roof replacements for 2013 (Recommendations from R. Cabrera/Clay Kenney - President Showalter stated that reports on needed roof replacements are still pending. Clay Kenny has promised his for July 26. However he identified one flat roof that needs to be replaced soon. Mrs. Martin suggested that approval be given for that one roof this year, at a price not to exceed \$30,000. Upon motion duly made and seconded, the Board unanimously agreed -

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

To authorize replacement of one flat roof located at 14506/14508 Elmhan Court, unit 179-A/B (Heine/Ivan) in the amount not to exceed \$30,000.

Resolution #21, 7/25/13

- c) Slymaker residence status - This item was covered under Treasurer's Report.

9. New Business:

- a) Cleaning of dirty/stained trim above gutters of garages and or flat roof - Mr. Showalter suggested that the Board concentrate on cleaning the trim above the gutters to the 28 units where the vinyl siding is completed at the moment. The Board agreed. Mr. Namovicz indicated that cleaning with a detergent scrub worked well on his; the idea of hiring an individual for the job was rejected on the basis of liability concerns. Mr. Showalter will seek input from Clay Kenney on doing the work. Having the areas cleaned as a part of the siding and gutter replacement contract will be pursued.
- b) Decision of gutter cleaning for buildings without new vinyl siding - Mr. Showalter suggested that some additional gutter cleaning should be approved as needed; since the spring cleaning did not take place, however an alternate source will be sought; the Board approved. Upon motion duly made the Board unanimously agreed -

RESOLVED, that the Mutual 10 Board of Directors agrees to the following:

To clean the gutters of the buildings without new vinyl siding on a case by case basis, where residents are experiencing overflow, the Board opt not to use PPD.

Resolution #22, 7/25/13

- c) Add rules regarding attachments to fences and vinyl siding into Rules/Regs – Mr. Showalter suggested that he Board adopt guidelines regarding attachment to the fences and vinyl siding as part of the existing Rules/Regulations for the Mutual. Mr. Showalter stated that he will draft language for the amendment. Mrs. Martin what the requirements were for adopting a change in the rules. The Mutual Assistant stated that the must approve the proposed amendment with the intent to mail to all unit owners of record for 15 days comment, giving them an opportunity to a hearing then adopt the rule. Mr. Namovicz suggested that an article be placed in the Tidings regarding this issue.
- d) Discuss lowering quorum to 40% - In the absence of Ms. Pugliese this item was postponed.

10. ABMs Approval: Upon motion duly made the Board unanimously agreed -

RESOLVED, that the Board of Directors of Maryland Mutual No. Ten, Inc., approves an application for Building Modification to have the existing windows replaced with new efficient ones at 14709 Lindsey Lane, unit 223-A, (Steele). All work must be done at the owner's expense. Work to be performed by Thompson Creek.

RESOLVED, that the Board of Directors of Maryland Mutual No. Ten, Inc., approves an application for Building Modification to install a heat pump at 14715 Lindsey Lane, unit 224-A (Showalter). All work must be done at the owner's expense. Work to be performed by Physical Properties Department.

RESOLVED, that the Board of Directors of Maryland Mutual No. Ten, Inc., approves an application for Building Modification to replace the existing window at 14622 Deerhurst Terrace, unit 217-B (Reiss), with more energy efficient ones. All work must be done at the owner's expense. Work to be performed by Quality Window and Door.

Resolution #23, 7/25/13

11. Open Forum: Mrs. Eisenhaur commented positively on the siding project.

12. Adjournment: There being no additional business to come before the Board, the meeting was adjourned at 11:15 am.

Mike Showalter, President

ATTEST:

Bob Namovicz, Secretary