

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

Thursday, June 26, 2014

Res. # 13-16

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, June 26, 2014 at 9:25 A.M.

Members Present: Mike Showalter, President; Dora Pugliese, Vice President; Janet Martin, Treasurer; Bob Namovicz, Secretary; Paul Eisenhaur, Leroy Salazar and Dotty VanScoyoc, Directors

Members absent: NONE

Management: Tim Coursen, Assistant General Manager; Jessica Bernal and Marlene Smith Mutual Assistants

1. Call to Order – Mr. Showalter called the meeting to order at 9:25 A.M.
2. General Manager's Report – Tim Coursen, Assistant General Manager, presented the General Manager's Report for June 2014.
3. President's Comments – (1) Mr. Showalter commented on remaining issues with 14626 Kelmscot water main break under slab. Kitchen floor was replaced and Bostic left caulked spacing. Resident is requesting new flooring. The resident may be responsible for replacing flooring. Mr. Showalter will look further into the issue and will let the Board know. (2) Mr. Showalter mentioned that vinyl siding is almost complete – waiting on several remaining shutters. (3) Mr. Showalter stated that a reminder would be placed in the Tidings newsletter regarding ABMs for window replacements.
4. Approval of the Agenda – The Agenda was approved.
5. Approval of the Minutes – The minutes of the May 22, 2014 Board Meeting were approved as presented.

6. Treasurer's Report –

- a. Ms. Martin stated that some extra expenses exist due to maintenance costs.
- b. Ms. Martin also noticed repeated gate latch invoices. Board discussed requesting Bostic to repair latches.
- c. Mr. Namovicz mentioned that current termite treatments seem expensive and that considering another contractor for pest control should be addressed.
  
- d. Invoices –

Upon motion duly made, the following resolution was adopted.

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

To approve payment in the amount of \$1,121.00 to Arbor Landscapers, Inc. for installation of drainage area at 14670 Kelmscot.

To approve payment in the amount of \$60.00 to Arbor Landscapers, Inc. for the purchase of 30 Marigolds.

To approve payment in the amount of \$150.00 to Bostic & Sons for the installation of new vinyl on laundry room floor at 3207 Ludham.

To approve payment in the amount of \$800.00 to CBM (CPAs) for Federal & State tax return preparation.

To approve payment in the amount of \$1,577.00 to Quality Window for Patio Door Replacement at 3300 Densmore.

To approve payment in the amount of \$1,577.00 to Quality Window for Patio Door Replacement at 14715 Lindsey.

To approve payment in the amount of \$1,577.00 to Quality Window for Patio Door Replacement at 3233 Ludham.

To approve payment in the amount of \$1,577.00 to Quality Window for Patio Door Replacement at 14802 Lindsey.

To approve payment in the amount of \$40.00 to LWMC for repair of damaged outdoor fixture & test circuit at 14707 Lindsey.

To approve payment in the amount of \$40.00 to LWMC for checking kitchen fixture for water damage at 14648 Kelmscot.

To approve payment in the amount of \$176.00 to LWMC to meet with contractor & WSSC, shut off water at 3209 Ludham.

To approve payment in the amount of \$68.00 to LWMC to move dryer back in place 3207 Ludham.

To approve payment in the amount of \$17.50 to LWMC to adjust gate latch at 3222 Ludham.

To approve payment in the amount of \$70.00 to LWMC to clear drain in front of garage at 14529 Kelmscot.

To approve payment in the amount of \$76.29 to LWMC to caulked crack in front of garage door at 3232 Ludham.

To approve payment in the amount of \$52.50 to LWMC to clean up insulation caused by leak around exhaust fan at 14628 Kelmscot.

To approve payment in the amount of \$70.00 to LWMC to clean flush storm drain at 14672 Kelmscot.

To approve payment in the amount of \$40.00 to LWMC to repair front faucet at 14658 Kelmscot.

To approve payment in the amount of 35.00 to LWMC to repair gate latch at 14609 Deerhurst.

To approve payment in the amount of \$90.78 to LWMC to replace couplings & sillcock at 3406 Hallatan.

To approve payment in the amount of \$40.00 to LWMC to check for toilet leak because of wet bathroom floor at 3209 Ludham.

To approve payment in the amount of \$345.93 to LWMC to repair ceiling & painting due to roof leak at 14628 Kelmscot.

To approve payment in the amount of \$40.00 to LWMC to check leak causing damage in bedroom at 3209 Ludham.

To approve payment in the amount of \$40.00 to LWMC to tighten leaking valve at 14715 Lindsey.

To approve payment in the amount of \$81.60 to LW Insurance for moisture spot on bedroom wall at 14509 Elmham.



To approve payment in the amount of \$196.38 to LW Insurance for water coming into bonus room at 14508 Elmham.

To approve payment in the amount of \$260.00 to Bostic & Sons for repair to water line breakage damage / to repair kitchen floor at 14626 Kelmscot.

To approve payment in the amount of \$120.00 to Bostic & Sons to repair / replace vent in bathroom at 14702 Bigby.

To approve payment in the amount of \$120.00 to Bostic & Sons to paint 2 coats of paint on door to garage – repaired & painted base at 3201 Ludham.

### **Resolution #13, June 26, 2014**

- e. Ms. Martin mentioned that there are a lot of delinquencies. Ms. Martin will keep the Board informed on delinquency trends.
- f. Mr. Showalter discussed Ms. Martin looking carefully at the reserves and prepare for the next year. Mr. Namovicz suggested that a subcommittee be formed to look over reserves. A subcommittee was selected to look at reserves: Bob Namovicz, Paul Eisenhour, and Ms. Martin will be the subcommittee. (Subsequently modified to consist of Mr. Showalter, Ms. Pugliese, Ms. Martin and Mr. Namovicz.)
- g. Mr. Showalter and Mr. Salazar will look over streets for repairs. They will inform the Board after a complete inspection.

#### 7. Other Board Member Reports-

- a. Upcoming Events – Ms. Vansoyoc discussed preparing for upcoming events. Ice Cream social will be planned for the Summer. A date will be selected in August.
- b. Rain Tax – Mr. Namovicz mentioned that a Rain Tax is paid by each property. Mr. Namovicz is going to seek clarification on how payment of the rain tax is made per Mutual. He will examine implications of the “Rain Tax, including use of Permeable vs. Non-Permeable surfaces.

#### 8. Old Business –

- a. Vinyl siding – Previously discussed in meeting.
- b. Roofing – 2 homes had leaks. Roofs are being inspected for problems with trim – for those homes where siding was installed, or roof was repaired. Repairs to the 2 homes were completed.

- c. Rules – Ms. Martin distributed rules updates to the Board. The Board Members will review and let Ms. Martin know of any needed modifications. Mr. Showalter will put together a cover letter for the residents. Marlene Smith (Mutual Assistant) will handle distribution.
- d. WSSC – Mr. Showalter discussed bids for paving repairs. Brothers was the contractor selected. All of Bigby will be done. Mr. Showalter passed the information to Jolene King to have it put into a contract. WSSC-promised to expedite the process. Mr. Showalter stated it should be done by early Fall.
- e. 4<sup>th</sup> of July Parade – Ms. Martin will check for the availability of the “1920 Mercedes” Kit car. If the Kit car is available - it will be decorated the day before the parade. If there is no car available, it will be decided to drop out of the parade.

9. New Business –

- a. Robo Calls – Mr. Eisenhour mentioned that the database used for Robo Calls is not being kept current. The Mutual Assistant (Marlene Smith) was assigned the duty to maintain the database. She will update and send the information to the Board once a month.
- b. Gutters – Mr. Showalter stated that some gutters have apparently been cleaned. Mr. Showalter suggested modifying the Spring-cleaning list to include homes that are surrounded by trees. Ms. Pugliese will create a list. Mr. Showalter recommended doing a survey of homes with trees. Overall cleaning will occur in the Fall. Mr. Showalter is having a meeting with Steve Wischmann from Montgomery Mutual to look at gutter guards.
- c. Gutter trims – Mr. Showalter said many of the trims are looking really dirty. He is going to discuss with Clay Kenney incorporating cleaning into Spring gutter cleaning. Mr. Showalter will ask for price difference.
- d. Recreation Policies & Budgets – The Board discussed planning and budgeting for recreational activities. Ms. Pugliese will work with Ms. VanScoyoc, and the committee recommends future funding options for these activities. She will request a “special” meeting with the Recreation Committee to discuss topic. Budget and source will be discussed.

e. New Resident Welcoming – The Board discussed what the package should include and in what order, and what procedures will be followed. A method for identifying new residents and scheduling a visit will be determined. The recommended contents for the package is as follows:

- Cover letter (welcome letter) to be written by Mr. Showalter
- ABM Form and policy
- Fitness Center and other activities Info
- Welcome bag
- List of Contacts
- Board Info – copy of Tidings
- Current Rules

f. ABM(s) for New Residents – Mr. Showalter will talk to Ann Henson about putting an ABM Form into the orange folder @ settlement.

g. Paint Line – Mr. Showalter will request a bid to paint line for Kelmscot Dr.

**RESOLVED**, that the Mutual 10 Board of Directors send a letter to Keller at 14612 Deerhurst Dr. requesting the removal of Patio Bench & blocks from common (ground) area and restore to original condition.

**Resolution #14, June 26, 2014**

10. Open Forum – no residents were present.

11. ABMs –

Upon motion duly made, a resolution to approve submitted ABMs was adopted:

Harold & Marilyn Boosch (14706 Bigby Court) removal of old air conditioner part and replace with Bryant heat pump 213BN024000 and air handler FX4DMF025T00.

Leroy & Peggy Salazar (14809 Lindsey Lane) 4 existing windows to be replaced – (2) in living room (1) in each bedroom.

**Resolution #15, June 26, 2014**

Elizabeth & Paul Eisenhour (14620 Deerhurst Ter.) requesting removal of flagstone and base from patio. Replace with base of poured cement, crushed stone – trenched downspout

**Action without meeting of the Board of Directors to be signed.**

**Resolution 16, June 26, 2014**

12. Adjournment - there being no further business to come before the Board, the meeting adjourned at 11:33A.M.