

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

Thursday, June 23, 2011

Res. #28 thru #32

A regular meeting of the Board of Directors of Maryland Mutual No. Ten, Inc. was held in the Sullivan Room, 3701 Rossmoor Blvd, Silver Spring, Maryland on Thursday, June 23, 2011 at 1:00 p.m.

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

Members Absent: Pat Dunn, Director; John McMahon, Director.

Management: Tim Coursen, Assistant General Manager for Community Management; Sharon Palmer-Hillman, Acting Recording Secretary.

Visitors: John & Virginia Gist; Elliot Schantz.

1. Call to Order: Mr. Showalter called the meeting to order at 1:00 p.m.
2. General Manager's Report: The General Manager's Report for June 2011 by Mr. Coursen was well received, noted, and made part of the record.
3. Introduction of Visitors: The visitors introduced themselves.
4. Approval of Agenda: The agenda was approved as presented.
5. Approval of Board Meeting Minutes: The minutes of the May 26, 2011 Board meeting were approved as presented.
6. Committee Reports:
 - a. Fences: Mrs. Byrnes reported that the gate handle are being installed. She thanked Mrs. Puglise for installing the majority of them.

Mrs. Puglise reported that she only has 7 plastic hangers left. She asked if she should order another box (25 hangers); the Board agreed.
 - b. Landscape: Mrs. Puglise reported that a big tree on Bigby Ct will be removed. She also reported that she spoke to Mr. Kayal (14501 Elmhan Ct) regarding his foundation plantings; he will come to the property and trim them. She also spoke to him regarding the replacement of the sliding glass door. She notified him that the Mutual pays for the replacement of the sliding glass door. She noted that there was also a lot of rotten wood around it; Mr. LaClere will inspect it.

She also reported that Mrs. Mizell's unit (14806 Lindsey Ln) had ivy growing in the patio; she spoke to her daughter and they will take care of the issue.

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Mrs. Puglise reported that there is also a unit on Kelmscot Dr that has ivy growing on her unit. She sent the unit owner a notice giving her three weeks to address the issue. Should she not take care of it, she will ask McFall & Berry to take care of it and charge the unit owner.

- c. Website: Mr. Eisenhaur reported that he received the first suggestion through the website. A resident suggested publishing the name and address of new residents. The Board discussed the issue. Mr. Showalter stated that he receives from Ms. Juarez the name and address information for new residents. The Board agreed to issue a resident directory with the Tidings and also publish every month the name and address of new residents. They also discussed the Master Membership list which includes the names of Non-Resident Unit Owners; the Board will speak to Ms. Juarez and ask to update the list.
- d. Treasurer's Report: Mrs. Martin reported that currently, the Mutual currently has a small surplus. She also distributed the bills to be paid. Mrs. Puglise reported that Mrs. Carr (3232 Ludham Dr) gave her a bill for \$59.00 she received from PPD and wanted to know if it was her responsibility. When she returned from a trip, she had water in the garage; PPD could not find the leak. The Mutual was charged \$194.70 for the same issue. Mrs. Martin agreed to contact PPD. Mrs. Martin reported that an invoice from PPD was received in the amount of \$4,837 for the spring cleaning of the gutters. She noted that this bill was 20% higher than the bill paid in December of last year and it was over 100% higher than the amount paid in 2009. Mr. Coursen will look into it. The Board agreed not to pay the invoice and gather further information. Upon motion duly made and seconded, the following resolution was adopted:

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

Amount	Payee	Description
\$ 151.13	Leisure World	Unable to repair screen, ordered a new one, transferred lock to new frame- 3215 Ludham Dr (Petersen)
\$ 356.00	Leisure World	Checked all gutters after storm, removed gutters, reattached fascia board, gutter and soffit- 14807 Lindsey Ln (Smith)
\$ 194.70	Leisure World	Installed a main cutoff after bleeding line & disconnecting old valve. Had to move washer- 3232 Ludham Dr (Carr)
\$ 314.00	Leisure World	Cleared main line to both A&B unit & tested drainage. Ran 110' from foot with a spade cutter- 3201 Ludham Dr (Lacey)
\$ 78.32	Leisure World	Mailed June Tiding
\$ 380.18	Frederick Fence	Purchase of 158 ornamental gate handles.

Resolution #28, 6/23/11

It was noted that Mr. Nullmeyer (3234 Ludham Dr) had work performed from PPD to repair guest bathroom sink. The invoice he received was for \$163.50. The Board had agreed that \$73.50 was his responsibility; he therefore submitted a

check for that amount. Upon motion duly made and seconded, the following resolution was adopted:

RESOLVED, that the Mutual 10 Board of Directors approves payment of \$163.50 to LWMC for: Leak at guest bath sink. Cut line out of wall. Repaired & installed a new trap & aerator at 3234 Ludham Dr (Nullmeyer). The Board accepts payment from the unit owner in the amount of \$73.50 to cover his share of the costs.

Resolution #29, 6/23/11

Mrs. Martin reported that she is still working on the Reserve Study. She will have an update next month.

Mrs. Martin spoke regarding the attic insulation project. She noted that 34 residents had paid for the insulation in 2010. She recommended reimbursing their expense less the Montgomery County credit they received. It was also noted that the e-rating credit would also be factored into their reimbursement. Upon motion duly made and seconded, the following resolution was adopted:

RESOLVED, that the Mutual 10 Board of Directors approves reimbursing the 34 unit owners that installed attic insulation in 2010 for their expense less the Montgomery County credit of \$250 and the e-rating credit they received for 2011.

Resolution #30, 6/23/11

The Board discussed the possible issue where unit owners would not like to have the insulation installed. It was noted that the attic is a Mutual responsibility and access should be granted. It was also noted that residents can apply for a tax credit.

Mrs. Martin reported that there are two new accounts on the Delinquency Report. Mrs. Martin will follow up with those accounts.

7. Old Business:

- a. Expenditure Approval Process: Mr. Showalter suggested appointing a subcommittee to prepare guidelines for an expenditure approval process. Upon motion duly made and seconded, the following resolution was adopted:

RESOLVED, that the Mutual 10 Board of Directors approves establishing a subcommittee to define a policy and procedures for an expenditure process. The Board appoints Janet Martin, Dora Pugliese and Paul Eisenhour.

Resolution #31, 6/23/11

- b. Status of Gate Handles and Plan for Installation: Mrs. Puglise reported that the gate handles on Densmore Ct, Hallaton Ct, and Kelmscot Dr are complete. Mr. Schantz has volunteered to do Deerhurst; Mr. Showalter volunteered as well. Mrs. Puglise reported that all units should be completed in a couple of weeks.

8. New Business:

- a. Necessity for Advance Copy of Agenda for Old & New Business: Mr. Showalter will send an email to all Board members a list of Old and New Business items for their review prior to the Board meeting and he will submit within one week the agenda to Ms. Juarez.
- b. Need for Dryer Duct Cleaning: Mr. Showalter stated that he received an inquiry regarding cleaning the dryer ducts. Although it is a unit owner's responsibility, the Board decided a couple of years ago to clean them as a fire prevention method. The Board discussed paying to have the work done. Mr. Coursen will request a proposal.
- c. Sharply Escalated Cost of Gutter & Downspout Cleaning: Item was discussed under Treasurer's Report.
- d. ABM: 14608 Deerhurst Terr (Finch): The Board reviewed the ABM for Mr. & Mrs. Finch to replace windows. Upon motion duly made and seconded, the following resolution was adopted:

RESOLVED, that the Mutual 10 Board of Directors approves the ABM for Mr. & Mrs. Finch (14608 Deerhurst Terr) to replace the windows. All costs for the work shall be at the unit owner's expense.

Resolution #32, 6/23/11

- e. Newsletter: Mrs. Puglise recommended including in the Tidings a section describing each Board member's responsibilities. The Board agreed. Mr. Showalter mentioned that the Board will discuss obtaining volunteers to prepare the newsletter.
9. Open Forum: The Board responded to questions and comments.
 10. Adjournment – There being no further business to come before the Board, the meeting adjourned at 2:25 p.m.

Mike Showalter, President

ATTEST:

Joan Byrnes, Secretary