

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

Thursday, June 21, 2012

Res. #21 thru #27

A regular meeting of the Board of Directors of Maryland Mutual No. Ten, Inc. was held in the Potomac Room of Clubhouse I, 3700 Rossmoor Blvd, Silver Spring, Maryland on Thursday, June 21, 2012 at 9:30 a.m.

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

Members Excused: John McMahon, Director; Dotty VanScoyoc, Director.

Management: Kevin Flannery, General 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 June 2012 by Mr. Flannery was well received, noted, and made part of the record.
3. Approval of Agenda: The agenda was approved as presented.
4. Approval of Meeting Minutes: The minutes of the May 24, 2012 Board meeting were approved as presented.
5. Committee Reports:
  - a. Roofs/Gutters: Mr. Showalter stated that Clay Kenney provided a proposal to clean the gutters and downspouts for the fall and for spring of next year for a cost of \$35 per hour. It was added that they will also inspect the roof and gutters as they clean.
  - b. Website: Mr. Eisenhour stated that he has updated the Mutual's name on the website.  
  
Mr. Showalter reported that an electricity curtailment will be rescheduled in the near future. The Board will need to send a message using the robo-call system encouraging residents to reduce their energy usage. He noted that in return for participation, the Community will be eligible for a rebate. It was agreed that Mr. Eisenhour would put the message out in Mr. Showalter's absence.
  - c. Landscape: Ms. Pugliese reported that three dogwood trees are sick. Two are under guarantee and will be replaced. She also reported that two pine trees will be removed.

- d. New Residents: Ms. Juarez reported that one new resident will be moving in tomorrow. She also stated that she has only received two point of contact information from residents. The Board agreed to include a form with the next Tidings.
- e. Treasurer's Report: Mrs. Martin distributed and reviewed the updated Delinquency Report.

Mrs. Martin presented the Board with 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
\$ 1,175.00	Bel Pre Applicators	Remove tree-4545 Kelmscot Dr; remove limbs to clear house-14619 Deerhurst; dadwood ash tree-14801 Lindsey; remove limbs over house-14706 Bigby Ct
\$ 66.00	Leisure World	WO# 356281: fixed loosened roof shingles- 14503 Elmhan Ct (Dunn)
\$ 16.50	Leisure World	WO# 356490: cleared and unclogged downspouts- 14702 Bigby Ct (Graham)
\$ 93.10	Leisure World	WO#356497: Repaired a roof leak over the kitchen and the damaged kitchen ceiling- 14508 Elmhan Ct (Ivan)
\$ 70.60	Leisure World	WO#356624: Scraped, caulked and painted front post- 14607 Deerhurst Terr (McDonald)
\$ 54.10	Leisure World	WO# 356628: Scraped, caulked and painted front post- 14609 Deerhurst Terr (Courtney)
\$ 9.90	Leisure World	Postage for mailing June 2012 Tidings to non resident owners
\$ 940.00	Androp Painting	Prep, sand/stain or paint exterior benches.

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6. Unfinished Business:

- a. Exterior Door/ Benches Painting Update: It was reported that all the benches have been completed.
- b. Road Repair/Replacement Update: The Board discussed the proposals received for road repairs. Mr. Showalter stated that he contacted Brothers Paving & Concrete Corp for a proposal; they recommended milling and overlaying. It was noted that H&H Concrete's recommendation was a complete dig out and replacement. A lengthy discussion ensued regarding what method to use. It was stated that milling and overlaying costs were less than a complete dig out and a lot more work could be done if they used that method. Upon motion duly made and seconded, the following resolution was adopted:

**RESOLVED**, that the Mutual 10 Board of Directors approves the contract with Brothers Paving & Concrete Corp at a cost not to exceed \$150,000 for road repairs on Kelmscot Dr, Deerhurst Terr, Hallaton Ct and Densmore Ct. In addition, the Board approves the contract's stated provision for payments. Such payments will be made in accordance with the contract provisions and upon written approval of a Board member.

**Resolution #22, 6/21/12**

- c. Sidewalks- Grinding & Caulking Update: Mr. Showalter stated that a lot of grinding has been done and caulking has begun. He noted that PPD has not provided a point of contact for the work. In addition, they are not aware of how much of the \$5,000 allowance has been spent. The Board agreed to contact Mrs. King and request the information.

It was noted that the new sidewalk that was approved in April at 3401/03 Hallaton Ct has not been done. Mr. Showalter will look into the matter.

- d. Kelmscot Village Signs Update: Ms. Pugliese provided samples of signs from a vendor. The Board discussed the design of the signs in detail and the location of the signs. The Board agreed to appoint Ms. Byrnes, Ms. Pugliese, and Mr. Eisenhaur to a sub committee to look into all the issues and make a recommendation to the Board next month.

7. New Business:

- a. Slaymaker Update: Mrs. Martin asked Mr. Flannery's opinion regarding the delinquent account of Ms. Slaymaker. She stated that Ms. Slaymaker had passed away and the children did not want to get involved with the home. She asked where the Board could go to get information and how to address the matter. Mr. Flannery recommended that the Board contact legal counsel to do a proper title search. He also recommended that a lien be filed as soon as possible. The Board agreed to contact an attorney and to send the Notice of Intent to File a Lien.
- b. Segdpeth Report: Mr. Showalter reported that he received a letter from Ms. Segdpeth stating that someone had entered her unit. He noted that her unit is currently vacant and has learned that her children enter the unit periodically to pick up her mail. LW Security was notified. Ms. Pugliese stated that she will speak to Ms. Segdpeth's daughter regarding the matter.
- c. Need LW News/Tidings Volunteers: Mr. Showalter stated that Jack Baker will no longer be delivering the Leisure World News or the Tidings to his designated area. He will ask for volunteers in the next Tidings.
- d. Fidelity Bond Coverage: Ms. Juarez stated that Leisure World Management is proposing that the Mutuals renew their fidelity bond coverage policy only thru January 1, 2013 in lieu of a year. This will allow all of the Mutuals to be in synch and on a calendar year term. She noted that the policy was obtained as part of the process to obtain FHA certification. Having all of the Mutuals on a calendar year will facilitate Management's

review process and ensure that FHA requirements are met. Upon motion duly made and seconded, the following resolution was adopted:

**RESOLVED**, that the Mutual 9 Board of Directors approves the proposal from USI for Fidelity Bond coverage for the period of September 2, 2012 thru January 1, 2013 at a cost of approximately \$1,020

**Resolution #23, 6/21/12**

- e. ABM-14615 Deerhurst (Gist): Upon motion duly made and seconded, the following resolution was adopted:

**RESOLVED**, that the Mutual 10 Board of Directors approves the ABM for John & Virginia Gist (14615 Deerhurst Terr) for adding a door from patio to garage. All costs of labor and material shall be the responsibility of the unit owner.

**Resolution #24, 6/21/12**

- f. ABM- 14527 Kelmscot Dr (Freeman): Upon motion duly made and seconded, the following resolution was adopted:

**RESOLVED**, that the Mutual 10 Board of Directors approves the ABM for Pat & Cathy Freeman (14527 Kelmscot Dr) for adding a patio cover. All costs of labor and material shall be the responsibility of the unit owner.

**Resolution #25, 6/21/12**

- g. ABM- 3303 Densmore Ct (Namovicz): The Board reviewed the ABM for Mr. and Mrs. Namovicz for adding a storm door. It was noted that the work was already completed. The Board discussed a picture of a building sign that was included in the application. It was determined that the building sign was on common area and no change to that sign would be approved. Upon motion duly made and seconded, the following resolution was adopted:

**RESOLVED**, that the Mutual 10 Board of Directors approves the ABM for Mr. and Mrs. Namovicz (3303 Densmore Ct) to replace the sliding glass door. All costs of labor and material shall be the responsibility of the unit owner. The letter of approval will include notification to Mr. and Mrs. Namovicz that no change has been approved to the building sign included in the application.

**Resolution #26, 6/21/12**

- h. ABM- 14544 Kelmscot Dr (Chaparas): Upon motion duly made and seconded, the following resolution was adopted:

**RESOLVED**, that the Mutual 10 Board of Directors approves the ABM for Sotorios and Alma Chaparas to replace the heat pump. All costs of labor and material shall be the responsibility of the unit owner.

**Resolution #27, 6/21/12**

8. Open Forum: There were no comments.
9. Adjournment – There being no further business to come before the Board, the meeting adjourned at 11:19 a.m.

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Mike Showalter, President

ATTEST:

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Joan Byrnes, Secretary