

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

Thursday, March 28, 2013

Res. #58 thru #60

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, March 28, 2013 at 9:30 a.m.

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

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

1. Call to Order: Mr. Showalter called the meeting to order at 9:30 a.m.
2. General Manager's Report: Mr. Flannery presented the General Manager's Report for the month of March. The report was received, noted, and made a part of the record.
3. Approval of Agenda: The agenda was approved as presented.
4. Approval of Meeting Minutes: The minutes of the regular Board Meeting held on February 28, 2013, were approved as presented.
5. President's Comments: Mr. Showalter stated that he received a call from Physical Properties, inquiring who is responsible for the removal of furniture when conducting termite treatment in the Mutual. Mrs. Martin noted that the Mutual has a \$100.00 limit for moving furniture.
6. Board Members Report:
 - a. Social Committee: Mrs. VanScoyoc gave a calendar of events for the Mutual. She noted that the Luncheon/Annual Meeting will be held on April 16th, Annual Dinner on June 7th, an Ice Cream Social/Book swap will be held on July 21st, Pot Luck Dinner on September 20th and the autumn Coffee will be on October 26.
 - b. Residents Update: Ms. Pugliese informed the Board of residence that are ill in the Mutual.
 - c. Treasurer's Report: Mrs. Martin presented a list of bills that was submitted to the Board for approval. 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 \$3,250.00 to CBM, CPA Firm for providing professional services for the Mutual.

To approve payment in the amount of \$274.00 to Fred C. Johnson Co for repairing broken spring in garage door at 14538 Kelmscot Drive, 176-B (VanScoyoc).

To approve payment in the amount of \$1,577.00 to Quality Window for replacing sliding door at 3209 Ludham Drive, unit 192-B (Giacomozzi).

To approve payment in the amount of \$1,577.00 to Quality Window for replacing sliding door at 3215 Ludham Drive, unit 192-A (Petersen).

To approve payment in the amount of \$152.97 to LWMC for garage door that was caulked have weather strip replaced at 3308 Densmore Court, (O'Brien).

To approve payment in the amount of \$323.62 to LWMC for patching roof & repair water damage at 14706 Bigby Court, unit 230-A (Furnary).

To approve payment in the amount of \$2,532.00 to Arbor Landscape for planting a total of 20 trees in the Mutual and conducted other work as described in the proposal.

To approve payment in the amount of \$4,075.00 to McFall & Berry Landscape for tree removal and other work described in the proposal.

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7. Unfinished Business:

- a. Slymaker Residence Status: The attorney representing the Mutual updated the Board that SunTrust, after, receiving her 45 days notice, decided it was time to foreclose on the property. She noted that this is best for the Association, since SunTrust will be paying the attorney fees and costs of the foreclosure. Ms. Rosen will update the Board once the case has been filed with the Court.
- b. Vinyl siding contract update: Mr. Showalter reported that the Vinyl siding contract was granted to Clay Kenny Home Improvement. Ronny Cabrera is putting the contract in standard form. Upon motion duly made the Board unanimously agreed –

RESOLVED, that the Board of Directors of Maryland Mutual No. Ten, Inc., hereby approves this contract not to exceed \$1,056,999.00 for Vinyl siding replacement to 158 units by Clay Kenny Home Improvement as stated in the terms of the contract. The terms of the contract required completion in three phases. Phase 1, will be completed in 2013, at a total cost of \$352,333; phase 2 will be completed in 2014, at a total cost of \$352,333 and phase 3, to be completed in 2015, at a total cost of \$352,333. The contract stated provision for periodic progress payments. Such payments will be made in accordance with the contract provisions upon the contractor's submittal of a progress invoice and the certification of an inspection of the work by a representative of the

Leisure World of Maryland Corporation. A deposit of \$52,333 less \$5,233.30 retention for phase 1 is now due. Progress payments are due in accordance with the payment schedule included in the contract. Final approval of each progress payments must also include a signed approval by a Board Officer of the Mutual's Board authorizing an invoice for payment without a Board meeting and Board resolution.

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- c. Electrical Sub panel inspection – Mr. Showalter reported that he sent an email to Tim Ohan and Leslie Vizzi; to proceed with the electrical sub panel inspection but he has not received a response.
- d. Window Replacement participant update – Mr. Showalter noted that he is waiting for a bid from Clay Kenny for the window replacement project. A request for bid was submitted to Quality Window as well as American Home Center. Mrs. Martin asked that the information that gets disseminated to the residents, regarding the window replacement states clearly that all payments and maintenance are the responsibility of the unit owner.
- e. Second Mutual Attempt for QHEC Program – Mr. Showalter stated that a second attempt will be made, giving residents who are interesting another opportunity to participate in the energy wise program.

8. New Business:

- a. Insurance Claims: The Mutual Assistant updated the Board on insurance claims paid to the Mutual that was owed by residents.
- b. ABM's: None.
- c. Approval of Draft Audit: Upon motion duly made the Board unanimously agreed –

RESOLVED, that the Board of Directors of Maryland Mutual No. Ten, Inc., accept the draft audit report as presented.

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9. Open Forum: There were no comments.

10. Adjournment – There being no further Business to come before the Board, the meeting adjourned at 10:50 a.m.

Mike Showalter, President

ATTEST:

Joan Byrnes, Secretary