

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

Thursday, May 26, 2011

Res. #15 thru #21

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 Tuesday, May 26, 2011 at 9:30 a.m.

Members Present: Mike Showalter, President; Dora Pugliese, Vice President; Janet Martin, Treasurer; Joan Byrnes, Secretary; Pat Dunn, Director; Paul Eisenhaur, Director; John McMahon, Director.

Management: Jolene King, Assistant General Manager for Facilities and Services; John LaClere, Special Projects 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 May 2011 by Mrs. King was well received, noted, and made part of the record.
3. Approval of Agenda: The agenda was approved as presented.
4. Approval of Organizational Meeting Minutes: The minutes of the April 12, 2011 Organizational Meeting were approved as presented.
5. Approval of Board Meeting Minutes: The minutes of the April 28, 2011 Board meeting were approved as presented.
6. Committee Reports:
 - a. Fences: Mrs. Byrnes reported that she received calls from residents requesting latches for the fences. The Board discussed how to handle the purchase of the latches. It was noted that not all residents may want a latch. They discussed purchasing 158 latches and having a volunteer install them. Upon motion duly made and seconded, the following resolution was adopted:

RESOLVED, that the Mutual 10 Board of Directors approves authorizes Dora Pugliese to purchase as many handles as needed.
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 - b. Concrete: Ms. Dunn reported that H & H Concrete has given a proposal for Mrs. Sohn's unit (14607 Kelmscot Dr). The repairs had not been completed. It was noted that H & H Concrete will not go into the unit due to the condition of the garage. Mr. Showalter stated that Mr. LaClere will be looking at that area and try to correct the drainage issues for Mrs. Sohn and the surrounding units. Mrs. Dunn will provide all the contact information to Mr. Showalter to follow up.

Mrs. Dunn reported that there is a list of items that have not been completed such as cleaning the oil spill caused by LW garbage trucks. Mrs. Dunn will submit those items to Mrs. Martin and Mr. Showalter for them to follow up.

Mr. McMahon stated that there are a lot of old vehicles that park at 14620 Kelmscot Dr. The vehicles also spill oil on the concrete. Mrs. Pugliese stated that they did address the oil spill that was brought to their attention earlier. Ms. Juarez agreed to speak to Security regarding the vehicles and ask that the area is monitored.

- c. Gutters/Roofs: Mr. McMahon stated that he has not received any complaints regarding gutters.
- d. Website: Mr. Eisenhour reported that he has created a mailbox for all of the Directors; he will distribute the log-in information after the meeting. Mr. Showalter noted that there has been great improvement on the website. He encouraged the members to look at it. Mr. Eisenhour stated that he will contact Leisure World to place the link on the Leisure World website. Discussion ensued regarding showing a video of the interior of one of the units in Mutual 10. Mrs. Juarez recommended looking at the current listings of the Mutual, they may have virtual tours that can be posted on the website.
- e. Treasurer's Report: The Board discussed the bills. 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
\$ 236.00	Leisure World	Pushed car out of way of watermain break. Put safety cones around area. Returned later in day to check area & flush line.
\$ 240.00	Leisure World	Moved items in garage away from the wall for pest control. Replaced all items back in the afternoon- 3213 Ludham Dr (Giacomozzi)
\$ 160.00	Leisure World	Moved all items in garage away from the walls for pest control. Returned all items in the afternoon- 3215 Ludham Dr (Petersen)
\$ 101.00	Leisure World	Rebuilt both sillcocks- 14603 Deerhurst Terr (Stoute)
\$ 82.00	Leisure World	Moved washer/dryer & items in garage to make way for termite treatment- 14507 Kelmscot Dr (Pugliese)
\$ 58.40	Leisure World	Replaced the master bathroom exhaust fan- 14527 Kelmscot Dr (Pfeiffer)
\$ 77.00	Leisure World	Mail Memo re: Termite treatment & memo re: Medical Center.
\$ 1,198.00	Western Pest	Termite treatment- 14507 Kelmscot Dr (Pugliese)
\$ 2,296.00	Western Pest	Termite treatment- 3213/3215 Ludham Dr (Giacomozzi/Peterson)
\$ 1,700.00	McFall & Berry	Prune and remove limbs through property and remove one tree per inspection report

Resolution #16, 5/26/11

Mrs. Martin stated that she will contact Western Pest to ask for suggestions to minimize termite infestation.

Mrs. Martin stated that she reviewed the first draft of the report from Reserve Advisors. She asked if any other Board member would like to look at it. Mr. Eisenhour agreed.

- f. Landscape: Mrs. Pugliese reported that Leisure World would like to make improvements on the area by the Connecticut Ave entrance. The area would be by where Security parks their vehicles, next to the fence. She asked for authorization. Upon motion duly made and seconded, the following resolution was adopted:

RESOLVED, that the Mutual 10 Board of Directors authorize Leisure World to make improvements to the area by the Connecticut Ave entrance.

Resolution #17, 5/26/11

Mrs. Pugliese reported that Leisure World had previously placed flowers at all the building signs, they will no longer be doing so. They will only place flowers on the street signs. She stated that if the Mutual would like to pay to continue having flowers planted under the building signs, it would cost approximately \$1,500. She recommended removing the flowers bed and allowing grass to grow. Upon motion duly made and seconded, the following resolution was adopted:

RESOLVED, that the Mutual 10 Board of Directors approves Mrs. Pugliese's recommendation to allow grass to grow under the building signs and not pay for additional flowers.

Resolution #18, 5/26/11

Mrs. Pugliese also reported that two pine trees will be removed. She also noted that a lot of residents are starting to work on their foundation plantings.

7. Old Business:

- a. Realignment of Duties for Board Members: Mr. Showalter asked if any Board members had any questions regarding the duties that were distributed at the last month. He noted that the only change would be to have Mrs. Byrnes along with Mrs. Pugliese handle any issues with sidings. Mrs. Byrnes agreed.

Mr. Showalter stated that Ms. Dunn will be responsible to meet with new residents and answer any questions they may have.

- b. Changes in Expenditure Processes: Item was tabled until next meeting.

8. New Business:

- a. Roof Replacements: Mr. LaClere presented the proposal to replace the roofs of four buildings. He stated that the roofs of buildings 164, 167 and 239 will be replaced. He also added that only the garage roofs will be replaced for building 161. He noted that the proposal was from Clay Kenney Home Improvement. Upon motion duly made and seconded, the following resolution was adopted:

RESOLVED, that the Mutual 10 Board of Directors approves the proposal from Clay Kenney Home Improvement to replace the roofs of building 164, 167 and 239 and the garage roof of building 161 at a cost not to exceed \$81,275. Payments are to be made according to the contract schedule.

Resolution #19, 5/26/11

Mr. LaClere stated that he began reviewing the first draft of the Reserve Study. He will submit his notes and comments next week.

- b. Invoice from Reserve Advisors: The Board reviewed the ABM for Mrs. Crocker to install a satellite dish. They agreed that the dish should not be higher than the fence. Upon motion duly made and seconded, the following resolution was adopted:

RESOLVED, that the Mutual 10 Board of Directors approves invoice #101572 from Reserve Advisors in the amount of \$2,450 for the completion of the Reserve Study

Resolution #20, 5/26/11

- c. ABM: 3406 Hallaton Ct (Crocker): The Board reviewed the ABM submitted by Mrs. Crocker to install a motion-detection light. It was noted that the ABM had not been approved by PPD and that it was to be performed by her son. Upon motion duly made and seconded, the following resolution was adopted:

RESOLVED, that the Mutual 10 Board of Directors approves the ABMs for Jane

- d. ABM: 3228 Ludham Dr (Addison): The Board reviewed the ABM submitted by Mrs. Addison to change the plumbing in the bathroom. Upon motion duly made and seconded, the following resolution was adopted:

RESOLVED, that the Mutual 10 Board of Directors approves the ABM for Jean Addison(3228 Ludham Dr) for reverse plumbing in the master bath.

Resolution #21, 5/26/11

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 11:30 a.m.

Mike Showalter, President

ATTEST:

Joan Byrnes, Secretary