

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

Thursday, October 27, 2011

Res. #50 thru #57

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, October 27, 2011 at 9:30 a.m.

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

**Management:** Jolene King, Assistant General Manager for Facilities and Services; Cris Juarez, Mutual Assistant.

**Visitors:** Diane Ivan, Pat Reiss, and Barbara Ryder.

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 October 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 Meeting Minutes: The minutes of the September 22, 2011 Board meeting were approved as presented.
5. Committee Reports:
  - a. Fences/Gates: Mrs. Byrnes reported that she has received requests for hangers, Mrs. Pugliese will order more. She also stated that the gates continue to work properly.
  - b. Roofs/Gutters: Mr. McMahan reported that he submitted an article for the newsletter highlighting the Mutual's procedures for gutter cleaning. He also stated that he received a phone call from Mrs. Ronson regarding her patio cover. He sent a letter to Clay Kenney, who will be doing the fall gutter cleaning, advising him not to step on the patio cover of Mrs. Ronson's unit.
  - c. Website: Mr. Eisenhour stated that he will place a link on the Mutual website to the MVA website. He continues to update the website with information he obtains from Mr. McDonald and information he learns at the Board meetings. He also stated that he reviewed the newsletter from other Mutual and he noticed that a list of birthdays is published each month. He noted that the information could also be on the website.

- d. Landscape: Mrs. Pugliese reported that the lawn will be seeded tomorrow. She also stated that she bought 5 cypress to plant on Bigby Ct and 5 tall grass to plant on the walkway behind Densmore Ct.

Mrs. Pugliese also stated that this will be the last year for the flower beds under the building signs. Leisure World had been paying for those plantings but will not be doing so next year. The cost to keep them would be approximately \$1,000. The Board discussed asking residents if they are willing to maintain the plantings. They considered looking for a volunteer from each cluster to water the plantings. Mrs. Pugliese stated that she also considered planting an evergreen under the signs.

She reported that three trees were removed. She will be planting three trees will be planted on Kelmscot; two trees on Densmore; and one on Lindsey.

Mrs. Pugliese stated that the Compro will not be used this year; she will consider it for next year.

Mrs. Pugliese stated that there are a couple of residents that still continue to park on the apron. The Board discussed sending a letter advising that they should not park their vehicles there. They discussed what type of sanction they can impose. They agreed sending a letter first and at a later time consider changing the rules to include a fine.

Mrs. Pugliese stated that there are areas in which the curbs on both sides of the roads are painted yellow. She stated that this prohibits people from parking on either side of the street. It was unclear as to how those areas were painted yellow to begin with. Mrs. King stated that she will look into the matter.

- e. New Residents: Mrs. Dunn reported that Mrs. Finnegan has moved to 14503 Kelmscot Dr.
- f. Treasurer's Report: Mrs. Martin reported that there is a current year-to-date surplus of approximately \$32,000.

Mrs. Martin presented the invoices needed approval. Upon motion duly made and seconded, the following resolution was adopted:

**RESOLVED**, that the Mutual 10 Board of Directors approves the following expenses to be paid:

Amount	Payee	Description
\$ 46.50	Leisure World	Cleaned all gutters- 14654 Kelmscot Dr (Hern)
\$ 57.70	Leisure World	Caulked area between doors as pointed out by resident- 14675 Kelmscot Dr (Russell)
\$ 36.60	Leisure World	Sealed around kitchen roof vent- 14702 Bigby Ct (Graham)
\$ 2,247.50	Leisure World	Bldg #215. Time spent in connection with water line repairs and fllow up repairs- 14631/3 Deerhurst Terr
\$ 62.00	Leisure World	Cleaned all gutters- 3406 Hallaton Ct (Crocker)
\$ 31.00	Leisure World	Renailed siding on the right side of the house- 14702 Bigby Ct (Graham)

\$ 35.00	Leisure World	Checked for leak coming in at the kitchen vent. Cut hole in ceiling, did not find anything- 14620 Kelmscot Dr (Newton)
\$ 214.50	Leisure World	Cleared drain from the roof using a 7/8" cable with a k/50. REMvoed roots at 70 to 80' out- 14601 Deerhrust Terr (Green)
\$ 31.00	Leisure World	Checked ridge vent it looked ok- 14609 Kelmscot Dr (O'Leary)
\$ 69.52	Leisure World	Mailing 2012 proposed budget
\$ 69.52	Leisure World	Mailing memo re: Rule change
\$ 75.24	Leisure World	Mailing October 2011 Tidings
\$ 1,111.16	Leisure World	Insurance Claim (Mutual Responsibility): on 9/8/11 toilets backed up into the shower and tub for both units. Main sewer drain was clogged went out 200' and pulled back roots- 3300/2 Densmore Ct
\$ 102.63	Dora Pugliese	Reimbursement for purchase of small plantings
\$ 144.10	Joan Byrnes	Reimbursement for repairing adjusting garage door- 14501 Kelmscot Dr (Byrnes_
\$ 274.00	Fred C Johnson	Replaced broken torsion spring on garage door- 14713 Lindsey Ln (Barrios)
\$ 231.25	McFall & Berry	Remove tree limb- 15506 Elmhan Ct
\$ 450.00	McFall & Berry	REmvoe pear tree- 15506 Elmhan Ct

**Resolution #50, 10/27/11**

Mrs. Martin explained that the 14715 Lindsey Ln was not foreclosed as originally planned on September 21, 2011. She will continue calling the law firm handling the foreclosure to get further information.

Mrs. Martin also explained that there is another account (#10060) that is delinquent. She consistently is behind a couple of months. The Board discussed and agreed filing a lien if she continues to being late.

6. Old Business:

- a. Insulation Project Status update: Mr. Showalter stated that the project was completed. One unit was not done because the house is in foreclosure and there is an access problem. Another unit was not done because they were unable to contact the unit owner and gain access.

Mr. Showalter stated that he will be working on providing an end of project report and an estimate of how much energy the Mutual is saving to the County. Because the Mutual is tied to three master meters, he will be using the information from the energy audits to estimate of energy savings.

- b. Resident situation at 14507 Elmhan Ct: Mr. Showalter stated that there is concern for the well being of Mrs. Selfron. The Board has been unsuccessful in trying to communicate with her. Phone calls and letters have been unanswered. Leisure World Social Services have been involved.

- c. Discuss Replacement of Bradford Pear Trees on LW Blvd: Mrs. Pugliese reported that there are four trees that need to be removed. She will wait until next year to

remove them. She stated that the Mutual can replace the trees with either a cherry tree or a gynko tree. She will show pictures of the trees to Board members for their opinion.

- d. Restatement of Rules Change for mailing to all residents: The Board discussed the proposed rule changes. Mr. Showalter recommended different wording than that mailed previously. The Board discussed the wording. Upon motion duly made and seconded, the following resolution was adopted:

**RESOLVED**, that the Mutual 10 Board of Directors approves mailing to all unit owners the following proposed Rule changes:

- Resident Responsibility, Dryer Vent- The Mutual recommends that the resident clean the dryer vent periodically for fire protection.
- Resident Responsibility, Extermination in Unit- wasps, hornets, bees, silver fish, roaches, ants (other than carpenter). Regarding rodents, the Mutual is responsible for sealing holes where rodents gain entry into the living spaces and the owner must allow and arrange for Mutual access to those areas. Cost of moving furniture will be the unit owner's expense. Once done, extermination of rodents other than rats within the unit is the responsibility of the owner.

**Resolution #51, 10/27/11**

- e. Mutual 10 Logo: Mrs. Martin reported that Mr. Ranhart will be working on designing a logo.

7. New Business:

- a. Pat Dunn Resignation: Mr. Showalter reported that Mrs. Dunn has resigned from the Board due to other responsibilities she has. The Board presented a card to Mrs. Dunn and thanked her for her work on the Board.
- b. Approval of Budget: It was noted that no comments were received on the proposed budget. Upon motion duly made and seconded, the following resolution was adopted:

**RESOLVED**, that the Mutual 10 Board of Directors approves the 2012 Budget as presented to all unit owners.

**Resolution #52, 10/27/11**

- c. Audit & Tax Firm Approval: Mrs. Martin presented the proposal for a new auditor. Upon motion duly made and seconded, the following resolution was adopted:

**RESOLVED**, that the Mutual 10 Board of Directors approves the proposal of Councilor Buchanan & Mitchell, PC for the 2011, 2012 and 2013 audits at a cost not to exceed \$4,200, \$4,500 and \$4,800 respectively.

**Resolution #53, 10/27/11**

- d. RoboCall Service Report: Mr. Showalter stated that a Robocall service would allow the Board to communicate with residents immediately in the event of an emergency. Mr. Eisenhaur researched possible providers. He stated that there are

two ways the Mutual can sign up, they can either sign up with a “pay as you go” service or can pay annually for unlimited calls. The Board will consider approval at the next Board meeting.

- e. Christmas Gifts and Bonuses: Upon motion duly made and seconded, the following resolution was adopted:

**RESOLVED**, that the Mutual 10 Board of Directors approves issuing the following checks for Christmas gifts: \$125 to Cristian Juarez, Mutual Assistant; \$125 to Ingrid Por, Mutual Accountant; \$100 to Richard Jones, Grounds Dept; \$100 to John LaClere, Special Projects.

**Resolution #54, 10/27/11**

- f. ABM- Edmunds Jr: Upon motion duly made and seconded, the following resolution was adopted:

**RESOLVED**, that the Mutual 10 Board of Directors approves the ABM for Kenneth Edmunds Jr (14541 Kelmscot Dr) to pave the patio. All costs for the work shall be at the unit owner’s expense.

**Resolution #55, 10/27/11**

- g. 2012 Management & Operating Agreement: Upon motion duly made and seconded, the following resolution was adopted:

**RESOLVED**, that the Mutual 10 Board of Directors approves the 2012 Management & Operating Agreement as presented.

**Resolution #56, 10/27/11**

8. Open Forum: The were no further comments.
9. Adjournment – There being no further business to come before the Board, the meeting adjourned at 11:25 a.m.

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Mike Showalter, President

ATTEST:

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Joan Byrnes, Secretary