

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

Thursday, October 24, 2013

Res. #34-35

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, October 24, 2013 at 9:30am.

Members Present: Michael Showalter, President; Dora Pugliese, Vice President; Bob Namovicz, Secretary; Paul Eisenhour, John MacMahon and Dotty VanScoyoc, Directors.

Members Absent: Janet Martin, Treasurer.

Management: Jolene King, Assistant General Manager for Services and Facilities; and Sharon Palmer-Hillman, Mutual Assistant.

Visitors: Leroy Salazar, Elaine Isaacs.

1. Call to Order: Mr. Showalter called the meeting to order at 9:30am.
2. General Manager's Report: Mrs. King presented the General Manager's Report for the month of October. She stated that the budget currently is in surplus by \$80,000. Damage from the fire in The Greens is being repaired; 50 units had been affected, and 8 remain vacant. The BOD has requested collecting information on deer incidents for the next year before acting further. Renovations to the Medical Center for the new rehabilitation contractor will be completed soon. Eight units have been sold in the newly completed Villa Cortese buildings and 50% are under contract. There have been 304 re-sales in 2013 to date, adding \$1.1 million to the Re-sales Fund; prices are not accelerating. Re-sales funds will be used for the Facilities Enhancement Plan projects. The Master Plan revision to accommodate a new Walmart was discussed briefly.
3. Approval of Agenda: The Agenda was approved as presented. Mr. Showalter acknowledged residents visiting the meeting during this time.
4. Approval of Minutes: The minutes of the September Board meeting were approved as presented.
5. President's Comments: Mr. Showalter reported that he and Dora had met with Mrs. King and Mr. Carr, expressing concerns about PPD services and handling of resident requests. All work orders that is paid by the Mutual will be communicated through Leslie Vizzi. Mr. Showalter stated that the pet policy will be modified.
6. Treasurer's Report: Mrs. Martin had submitted the financial report, which is appended.

Account 10-122 remains behind by \$7,000 and account 10067 is behind \$3,700, again.

In her absence, Mr. Showalter submitted a list of bills for payment. 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 \$74.26 to LWMC for mailing proposed budget for fiscal year 2014 to all unit owner of record.

To approve payment in the amount of \$325.00 to McFall & Berry Landscape for tree maintenance conducted in the Mutual as described in the proposal.

To approve payment in the amount of \$52.15 to Dale & Dorothy Jones for reimbursement of storm water drain that was fixed. Drain was backing up into the driveway at 14613 Deerhurst Terrace, unit 212-B.

To approve payment in the amount of \$843.20 to LWMC for replacing main shut off valve to unit to installed new valve at 14535 Kelmscot Drive, unit 169-A (Ranhart).

To approve payment in the amount of \$322.50 to LWMC for sub-panel inspection conducted in the Mutual per proposal for 15 units.

To approve payment in the amount of \$64.50 to LWMC for inspecting sub-panel and repaired loose wire and replaced burned wire in breaker per proposal.

To approve payment in the amount of \$158.52 to LWMC for fixing leak coming through fire place since the smoke stack was not sealed at 14556 Kelmscot Drive, unit 187-A (Hernandez).

To approve payment in the amount of \$158.52 to LWMC for caulking ridge vent and nail pops to stop leaks at 3402 Hallaton Court, unit 166-B (Peters).

To approve payment in the amount of \$172.00 to LWMC for running cable in depth to open site drain in driveway and removed leaves/roots at 14613 Deerhurst Terrace, unit 212-B (Jones).

To approve payment in the amount of \$2,315.00 to Arbor Landscape for 2013 fall tree plantings conducted in the Mutual.

To approve payment in the amount of \$79.26 to LWMC for caulking roof to stop leak at 14622 Kelmscot Drive (Parris).

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7. Other Board Members Reports:

- a) Social Committee: Ms. VanScoyoc reminded everyone that the Mutual's Annual Coffee will be held on Saturday.  
She noted that she will check the supplies to determine what needs to be purchase. Ms. VanScoyoc mentioned the damaged gate on Kelmscot. There was discussion of informing residents of the need to gain Board permission, before altering Mutual property, such as fences.
- b) Maintenance: Mr. McMahon reported on discussions with Clay Kenny regarding upcoming gutter cleaning, which is to include clearing of the roof edges.

Mr. Eisenhour suggested that, in light of continued savings in utilities charges, we might look into reductions in annual fees, as well as shifting savings to Reserves. He asked about having house lights on Leisure World Blvd. kept on overnight and suggested a repeat of the Ecobeco energy surveys, including reminder in Tidings. He also suggested that the Mutual could get set up to accept credit cards if desired; the suggestion was discussed briefly.

- c) Landscape - Ms. Pugliese said that 12 new trees will be planted next week in areas that are marked with blue.

8. Unfinished Business:

- a) Roof Replacement Status - Mr. Showalter mentioned that Clay Kenny had replaced several roofs which he had identified as needing immediate attention. However he is still waiting for an update on the roof assessment. There was some discussion of the procedures followed by the Board. He will explain the procedures in a Tidings article. In the future residents will be given notice a head of schedule when work is being done on their property. There was discussion of clarifying fence rules.
- b) Add Rules regarding attachments to fences/vinyl siding - Mr. Namovicz was asked to work on rules clarifications. Ms. Pugliese addressed one instance where holes were cut in the fence. Mr. Showalter suggested that an inspection of the homes be conducted to determine what action needs to be taken. An article explaining rules will also be prepared for Tidings.
- c) Pet Control discussion/Proposal – A proposed amendment to Mutual Pet Rules was discussed. The draft was suggested from Mutual 22. The limitation on number of pets contained in the draft was discussed at length. This led to an examination of our current rules, which have not been enforced regularly. Upon discussion the Mutual Assistant suggested that the Board compared both documents before making a decision. Mr. Namovicz offered to look at current and proposed rules on pets, and offer a resolution at the next meeting.
- d) Include garage roof trim cleaning as part of gutter cleaning – Mr. McMahon stated that he will coordinate the roof trim cleaning as part of the gutter cleaning along with other weather related issues with Clay Kenney.

9. New Business:

a) ABM Approval – Upon motion duly made the Board unanimously agreed -

**RESOLVED**, that the Board of Directors of Maryland Mutual No. Ten, Inc., approves an application for Building Modification to replace the existing windows in your unit at 14536 Kelmscot Drive, unit 176-A (VanScoyoc) with more energy efficient ones. Resident must provide U-Factor if installing new windows and doors.

All work must be done at the owner's expense. Work to be performed by Quality Window & Door.

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10. Open Forum: Elaine Isaacs related an incident in which a resident was transported to hospital via ambulance. As described, procedures for informing next of kin were not correct, and failed. Mrs. Isaacs looked into the matter and was disappointed to find that responsibility for this is very murky. She was especially disappointed that LW Security claimed not responsible for informing family members; her interaction with Mr. Schultz was very disappointing. The usefulness of the File of Life was brought into question. Mr. Showalter promised to look into the matter, and Mr. Eisenhour promised to bring the matter to the Security and Transportation Advisory Committee. Mr. Namovicz commended Mrs. Isaacs for her efforts in this matter.

11. Next Meeting Date: The next regular meeting of the Board will be held on Thursday, December 12, 2013, at 9:30 a.m. in the Sullivan Room of the Administration Building.

12. Adjournment: There being no further business to come before the Board, the meeting was adjourned at 11:10 a.m.

ATTEST:

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Michael Showalter, President

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Bob Namovicz, Secretary