

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

Thursday, February 23, 2012

Res. #69 thru #71

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, February 23, 2012 at 9:30 a.m.

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

Members Absent: John McMahan, Director.

Management: Tim Coursen, Assistant General Manager for Community Management; Cris Juarez, Mutual Assistant.

1. Call to Order: Mr. Showalter called the meeting to order at 9:28 a.m.
2. General Manager's Report: The General Manager's Report for February 2012 by Mr. Coursen 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 January 26, 2012 Board meeting were approved as presented.
5. Committee Reports:
 - a. Fences/Gates: Mrs. Byrnes stated that she currently had no items to report. She had noticed that residents continue to leave their gates open. A notice in the Tidings will be included advising residents that they will be financially responsible for any damage caused to the gates if they are left open.
 - b. Roofs/Gutters: Mr. Showalter reported that the replacement of the roof on Building 212 has been completed.
 - c. Website: Mr. Eisenhaur reported that he has posted new pictures on the website. He noted that he will be making changes to the website to increase visits. Mr. Eisenhaur also reported on the Leisure World yahoo group of which he belongs to. He noted that there are currently 94 members.
 - d. Landscape: Mrs. Pugliese reported that fortunately, there has not been any damage to the trees this winter. She also reported that she will be meeting with a landscape designer next week to obtain some ideas for landscaping in the Mutual. She added that 12 trees will be replaced and that evergreens and perennials will be planted on the islands next

month. She recommended that the Board authorize the expenditure at this time since the Treasurer will not be in town when the work takes place. Upon motion duly made and seconded, the following resolution was adopted:

RESOLVED, that the Mutual 10 Board of Directors authorizes Dora Pugliese to approve payment of up to \$5,000 for landscaping items during the month of March and April.

Resolution #69, 2/23/12

Mrs. Pugliese stated that there were a number of residents that took their trash out on Monday; because it was a holiday, there was no trash pick up. She will add a reminder in the Tidings advising residents that when trash pick up falls on a holiday, there is no collection and that there is no make up.

- e. New Residents: Mrs. VanScoyoc reported that she has not received any notification of new residents for this month. She also noted that she will inform new residents about the Leisure World New Resident Orientation.
- f. Treasurer's Report: Mrs. Martin presented the invoices needing 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
\$25,225.00	Clay Kenney	Replacement of flat roof- Bldg 212 (14613 & 14615 Deerhurst Terr)
\$ 175.00	McFall & Berry	Removal of tree limb- 14603 Deerhurst Terr
\$ 136.30	Leisure World	Opened wall to find a pin hole leak in the water line. Drained house lines to do repair- 14702 Bigby Ct (Graham)
\$ 427.88	Leisure World	Conferred with WSSC to shut water off to change water cut off to entire house. Changed valve & connections- 14523 Kelmscot Dr (Showalter)
\$ 33.00	Leisure World	Re-attached downspout- 14542 Kelmscot (Ronson)
\$ 443.00	Leisure World	Removed old rotten wood post, jacked up the roof, installed new posts. Repaired & painted soffit. Repaired flagstone- 14530 Kelmscot Dr (Cooper)
\$ 2,575.50	Leisure World	Inspected all roofs in the Mutual and made repairs that were needed. Re-nailed shingles, caulked vents, and replaced several ridge vents.
\$ 415.00	Leisure World	Cleaned mold on bedroom ceiling due to roof leak. Put plastic up for temp. repairs to roof which should be replaced- 14615 Deerhurst Terr (Gist)
\$ 35.00	Leisure World	Checked for bird in the attic, found none- 14542 Kelmscot Dr (Ronson)
\$ 58.00	Leisure World	Repaired pot hole reported by Mr. Showalter on Kelmscot Dr
\$ 369.00	Leisure World	Shower drain stopped up. Came back the next day to clear line from the roof. Traces of tree roots in the main line- 14702 Bigby Ct (Graham)

\$ 218.00	Leisure World	Repaired holes made by water line repair- 14702 Bigby Ct (Graham)
\$ 583.00	Leisure World	Insurance claim (Mutual Responsibility): on 1/6/12 main water valve to unit was leaking at the packing nut- 14523 Kelmscot Dr (Showalter)
\$ 9.00	Leisure World	Mail February 2012 Tidings to outside owners.
\$ 71.10	Leisure World	Mail 2012 Call for Candidates to all unit owners.

Resolution #70, 2/23/12

Mrs. Martin stated that she has reviewed newsletters from other Mutuals and they require that residents get approval from a Board member prior to calling PPD for Mutual expense items. She recommended that the Board adopt this procedure as it would reduce misunderstandings between residents and possibly lower maintenance costs. Discussion ensued regarding the issue. It was noted that this would not apply to emergencies. It was also stated that an amendment to the Mutual Rules would be required. It was agreed to include the notice in the Tidings. Mr. Showalter agreed to provide the wording for the amendment. Upon motion duly made and seconded, the following resolution was adopted:

RESOLVED, that the Mutual 10 Board of Directors authorizes updating the Rules and request that residents obtain prior approval for Mutual Expense repairs.

Resolution #71, 2/23/12

6. Old Business:

- a. Mutual Name Change- Progress: Ms. Juarez reported that she has received 45 entries. Discussion ensued on how to track the votes received. It was agreed to issue in the Tidings a ballot to be returned to Cris Juarez, Mutual Assistant.
- b. Mrs. Selfon Issue: Mr. Showalter reported that a letter was sent via Certified Mail to Mrs. Selfon asking that she contacts him regarding the attic insulation project. He noted that the letter was returned unclaimed. An additional letter was sent to one of her sons via Certified Mail regarding the issue; the letter was also returned unclaimed. He noted that he is concerned since apparently, someone in the unit is a hoarder. Mr. Coursen agreed to contact the Leisure World Social Services and ask that they get involved.

7. New Business:

- a. Luncheon for Annual Meeting: Mrs. VanScoyoc reported that she met with the manager of the restaurant to discuss providing a lunch for the Annual Meeting. She noted that the price is substantial and therefore recommended holding the meeting in Clubhouse II so that they can bring food from Giant or Costco. The Board discussed the matter. Mrs. VanScoyoc agreed to speak to Dee Martynuska and ask if food can be brought to Clubhouse I or ask if a room in Clubhouse II is available.
- b. Dates for Future Social Activities: Mrs. VanScoyoc reported that she has scheduled the Annual Dinner for May 18, 2012. She noted that the charge from the Restaurant is \$31 per person. She recommended that the Board consider subsidizing the dinner. The Board

discussed how much to contribute. They agreed to charge residents \$22 per person and subsidize the rest.

Mrs. VanScoyoc also reported that the Autumn Tea is scheduled for October 27, 2012; she noted that the Social Committee will be discussing holding an Ice Cream Social at the next meeting.

- c. Road Repair Information: Mr. Showalter reported that John LaClere, Special Projects, will be submitting his recommendation for asphalt replacement shortly. He also stated that although WSSC had announced that they would be doing work in the Mutual this year, their plans have changed; WSSC will be working on the other side of the Community. Mrs. Martin stated that there is \$50,000 budgeted for road replacement this year.
- d. Exterior Door Painting: Mr. Showalter stated that the front doors need to be repainted. The Board discussed requesting that residents sign up to have their doors painted in the spring. It was noted that only original front and garage entry doors would be painted. Mr. Showalter agreed to be the point of contact for the sign up. A notice will be included in the next Tidings.
- e. Replacing Outside Faucets with Freeze Proof Ones and Replace Shutoff Valve with (lever) Ball Valve: Mr. Showalter recommended that the Board consider replacing the outside spigots with freeze-proof hose bibs. He also noted that the shut off valve would be replaced with a ball valve as it is easier to use. The Board discussed doing the replacement on an as-needed-basis or taking on the project all at once. It was decided to continue to replace the hose bibs and their shut-offs on an as-needed basis.

The Board decided to get a bid on what it would cost to replace all of the main water shutoff valves throughout the mutual. The Board agreed to obtain a bid from PPD as well as other contractors.

8. Open Forum: The Board responded to comments.
9. Adjournment – There being no further business to come before the Board, the meeting adjourned at 11:10 a.m.

Mike Showalter, President

ATTEST:

Joan Byrnes, Secretary