

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

Thursday, April 28, 2011

Res. #8 thru #14

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, April 28, 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: Kevin Flannery, General Manager; and Cris Juarez, Mutual Assistant.

1. Call to Order: Mr. Showalter called the meeting to order at 9:26 a.m.
2. General Manager's Report: The General Manager's Report for April 2011 by Mr. Flannery was well received, noted, and made part of the record.

Mr. Showalter presented a card to Mr. McMahon thanking him for his service as President. He also mentioned that Mr. McMahon will be presented with a gift at the Annual Dinner.

Mr. Showalter stated that Mrs. Ferraro will be turning 100 years old in June. He recommended presenting her with a corsage at the Annual Dinner or, if she is unable to attend the Dinner, they could deliver flowers to her. Upon motion duly made and seconded, the following resolution was adopted:

**RESOLVED**, that the Mutual 10 Board of Directors authorizes an expense not to exceed \$60 to purchase a corsage or a bouquet of flowers for Ruth Ferraro.

**Resolution #8, 4/28/11**

3. Approval of Minutes: The minutes of the March 24, 2011 meeting were approved as presented.
4. Committee Reports:
  - a. Fences: Mrs. Byrnes reported that she received three phone calls from residents thanking her for completing the repairs. She also stated that she is still receiving requests for plastic hangers. A question arose regarding handles. Mrs. Byrnes responded that she will speak to a representative from Frederick Fence and inquire how much it would be to purchase the handles and for installation.
  - b. Landscape: Mrs. Pugliese reported that she received a request from Peggy Reynolds & Vincent Arillo (14601 Lindsey Ln) requesting authorization to

remove the Cherry tree that is in front of their patio and replace it with a Dogwood or a Crapemyrtle tree. The work would be done by Adirondack Tree Experts and would be paid for by the unit owner. The Board discussed her request. Upon motion duly made and seconded, the following resolution was adopted:

**RESOLVED**, that the Mutual 10 Board of Directors approves the request of Peggy Reynolds & Vincent Arillo (14601 Lindsey Ln) to remove the Cherry tree that is in front of their patio and replace it with a Dogwood or a Crapemyrtle tree. Cost of the work and maintenance is to be paid by the unit owner.

**Resolution #9, 4/28/11**

Mrs. Pugliese reported that McFall & Berry finished with trimming all the trees. She has received a proposal to clean the area on Bigby Ct by the stream; there are a lot of tree branches that need to be picked up. She also noted that she has received a few complaints regarding the grass, she has asked McFall & Berry to make sure enough grass seeds and fertilizer is applied.

- c. Concrete: Mrs. Dunn reported that she received two requests for repair of the concrete driveways. One resident stated that the snow plow damaged the driveway; Mrs. Dunn has already contacted McFall & Berry to report the damage. She also stated that a complaint was received regarding oil stains; she has spoken to someone in the Sanitation Department and they will address the matter.

Mrs. Byrnes reported that there is a hole on the macadam as you enter Kelmscot Dr from Leisure World Blvd. Mrs. Dunn agreed to inspect the area.

- d. Gutters/Roofs: Mr. Showalter reported that gutter cleaning for the entire Mutual is underway. He reported that he will be meeting with John LaClere and discuss the replacement of roofs.
- e. Energy: Mr. Showalter stated that PEPCO has proposed installing smart thermostats onto 40 units within the master meter Mutuals. This is a trial project that will run from June through October. They will be installing two different types of units onto the heat pumps or Air Conditioning units. The units will cut off the cooling or heating during periods of peak uses. It would be done at 50% interval. This will be done on a volunteer basis. The Board discussed the proposal.

Mr. Showalter reported that the Mutual submitted an application to Montgomery County for a grant of up to \$75,000 for energy saving enhancements. The application was submitted by the April 15, 2011 deadline. If the application is not approved, it will automatically be considered for the May deadline.

5. Treasurer's Report: Mrs. Martin reported that through March, the Mutual is running approximately \$8,000 over budget. 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
\$ 31.00	Leisure World	Repaired loose downspout- 14709 Lindsey Ln- 14709 Lindsey Ln (Steele)
\$ 363.60	Leisure World	Repaired leak at hose bibb. Rebuild three handled diverter. Hose bibs need replacement- 14603 Deerhurst Terr (Stoute)
\$ 31.00	Leisure World	Checked storm drain pipe sticking out of the ground-cut pvc pipe to grade- 3221 Ludham Dr (DeLaVega)
\$ 46.50	Leisure World	Reinstalled siding- 14513 Elmhan Ct (Rasmussen)
\$ 31.00	Leisure World	Readjusted & lubed gate- 14613 Kelmscot Dr (Boudreau)
\$ 62.00	Leisure World	Reattached dryer vent that had blown off in heavy winds, also re-nailed loose shingles- 14532 Kelmscot
\$ 45.10	Leisure World	Sealed all around the roof & chimney. Sprayed Kilz primer inside living room ceiling on water stain- 3225 Ludham Dr (Hawes)
\$ 31.00	Leisure World	Readjusted and lubed gate- 14613 Kelmscot Dr (Boudreau)
\$ 236.50	Leisure World	Repaired water damage in bathroom ceiling due to roof leak- 14628 Kelmscot Dr (Stovall)
\$ 404.60	Leisure World	Replaced hose bibb, supply line and fittings to it- 3226 Ludham Dr (Bochinski)
\$ 137.90	Leisure World	Removed old hose bib, installed a new one- 3228 Ludham Dr (Addison)
\$ 51.10	Leisure World	Removed old caulking and re-caulked around the chimney- 14509 Elmhan Ct (Patterson)
\$ 77.00	Leisure World	Mailed April 2011 Tidings
\$ 2,296.00	Western Pest	Treatment for termites- 3213/3215 Ludham Dr
\$ 450.00	McFall & Berry	Removed fallen tree branches throughout Mutual
\$ 600.00	McFall & Berry	Removed fallen tree branches throughout Mutual
\$ 647.50	McFall & Berry	Removed fallen tree branches throughout Mutual
\$ 2,710.00	DeLeon & Stang	2010 Audit

**Resolution #10, 4/28/11**

Mrs. Martin noted that two invoices that were received from PPD for moving furniture for a termite treatment were billed incorrectly; she has spoken to PPD and they will submit correct invoices. She noted that this expense will cost approximately \$400. She noted that there are other Mutuals that have a limit; she recommended limiting paying for moving of furniture to \$100. Upon motion duly made and seconded, the following resolution was adopted:

**RESOLVED**, that the Mutual 10 Board of Directors agrees to only pay up to \$100 for the moving of furniture, appliances, or stored items. This new policy will take effect June 1, 2011. Unit owners will be responsible for paying anything in excess of the \$100 allowance.

**Resolution #11, 4/28/11**

It was noted that a memo will be sent to all unit owners to advise them of the new policy.

Mrs. Martin reported that there are currently two delinquent accounts. One of those, she is aware that one unit will go to foreclosure. The Board discussed the other account that is delinquent. It was noted that a letter of intent to file a lien was sent to the unit owner. They have 15 days to bring the account current otherwise the fees for the remainder of the year will be accelerated and a lien will be filed.

Mr. Martin reported that two representative from Reserve Advisors visited the Mutual and performed their field work. It is expected to receive the preliminary report within four weeks. The Reserve Study will provide information regarding whether the current Reserves are adequate, it will provide a long term plan and alert the Board of any major expenditures that they may not be aware of. She noted that the engineers were provided with information regarding the major water leaks they've had in the past.

6. Old Business: None

7. New Business:

- a. ABM: 14620 Deerhurst Terr (Eisenhour): The Board reviewed the ABM for Mr. & Mrs. Eisenhour. Upon motion duly made and seconded, the following resolution was adopted:

**RESOLVED**, that the Mutual 10 Board of Directors approves the ABM for Elizabeth and Paul Eisenhour (14620 Deerhurst Terr) for the replacement of the front door and installation of a storm door. All work for installation, repair and maintenance will be at the unit owner's expense.

**Resolution #12, 4/28/11**

- b. ABM: 3406 Hallaton Ct (Crocker): 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 the ABM for Eleanor Crocker (3406 Hallaton Ct) for the installation of a dish provided that it does not exceed the height of the fence. All work for installation, repair and maintenance will be at the unit owner's expense.

**Resolution #13, 4/28/11**

- c. ABMs: 14715 Bigby Ct (Golden): The Board reviewed the ABMs submitted by Jane Golden. Upon motion duly made and seconded, the following resolution was adopted:

**RESOLVED**, that the Mutual 10 Board of Directors approves the ABMs for Jane Golden (14715 Bigby Ct) to:

1. Replacement of the screen door on front of house.



2. Replacement of screen and door – garage to patio.
3. Replacement of 3 exterior wall lanterns
4. Minor electrical modifications
5. Replacement of windows.

All work for installation, repair and maintenance will be at the unit owner's expense.

**Resolution #14, 4/28/11**

- d. New Mutual No Ten Website: Mr. Eisenhower reported that he spoke to LW IT Department regarding a Mutual website. He stated that the Mutual would have to develop a stand alone website which would be tied into the Leisure World website. He stated that the cost of developing and maintaining the website is minimal. The website would allow the Board to provide information to the residents immediately. He stated that he would post meeting minutes, past newsletters and a contact list for all Board members. The Board discussed possible information that they could post such as units that are currently for sale and other announcements. The Board also discussed how many residents could have access to the internet. They agreed to continue discussion on what material will be included on the website at a later time.
  - e. Reallocation of Directors Duties: Mr. Showalter provided Board members with a sheet outlining their new duties. He will publish the new duties to residents in the next newsletter.
  - f. New Board meeting procedures: Mr. Showalter stated that Board members will have the opportunity to provide any items they would like to have addressed at the meeting prior to the distribution of the Agenda.
  - g. Changes in expenditure processes: Mr. Showalter stated that each member will have the authorization to approve any routine type of expenses. The limit will be determined at the next Board meeting.
8. Open Forum: The Board responded to questions and comments.
  9. Adjournment – There being no further business to come before the Board, the meeting adjourned at 11:20 a.m.

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Mike Showalter, President

ATTEST:

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Joan Byrnes, Secretary