

# MARYLAND MUTUAL NUMBER TEN, INC. BOARD OF DIRECTORS REGULAR MEETING

Thursday, December 13, 2018 – 9:30 am

A regular meeting of the Board of Directors of Maryland Mutual Number Ten, Inc. was held in the Sullivan Room of the Administration Building, 3700 Rossmoor Blvd, Silver Spring, Maryland on Thursday, December 13, 2018 at 9:30am.

Resolutions: #26- #29

Members Present: Peggy Salazar, President; Leroy Salazar, Vice President; Paul Eisenhour, Secretary; Dotty VanScoyoc, Director; Janet Martin, Treasurer; Sara Gordon, Director

Member Absent: Dora Pugliese, Director

Management: Melissa Pelaez, Director of Mutual Services; Roberta Carter, Mutual Assistant

Visitors: Bob Morrisson, Stanley Labovich

1. **Call to Order**- Ms. Salazar called the meeting to order at 9:30 am.
2. **General Manager's Report**- Melissa Pelaez presented the General Manager's report for December 2018. All questions and comments were responded to by Ms. Pelaez.
3. **Approval of Agenda**- Agenda was approved as presented.
4. **Approval of Minutes** – The Minutes of October 27, 2018 were approved as presented.
5. **President Comments**- Ms. Salazar mentioned that Kolb Electric Company has been contracted to elevate each home's electrical panel (main and sub). They will be reaching out to each homeowner for appointment times and a notice will be in the mailboxes.
6. **Treasurer's Report**- Ms. Martin reported the Mutual has a significant surplus and will again end the year with a surplus. The Mutual 2019 Operating Agreement with Leisure World was approved and will show a 2.5% increase in cost.

A. **Invoices**- After discussion, upon motion duly made and seconded, the Board agreed:

To approve payment of \$675.00 to Arbor Landscapers, Invoice #23223 for 3 Cherry trees

To approve payment of \$1,050.00 to Bel-Pre Applicators, to remove 2 trees & trim one at 14700 Bigby/14609 Deerhurst/14501 Kelmscot

To approve payment of \$710.68 to Clarksburg Plumbing, LLC, Invoice # 6991103018 for Ball valve & socket at 14675 Kelmscot. (Russell)

To approve payment of \$10,860.00 to J & M Construction, LLC, Invoice #1659 for Roof replacement at 3225/3227 Ludham. (Hawes/Eno)

To approve payment of \$21,054.00 to J & M Construction, LLC Invoice #1660 for Roof replacement at 3312/3314 Densmore. (Blouir/Hawariat)

To approve payment of \$21,822.00 to J & M Construction, LLC Invoice #1661 for Roof replacement at 14625/14627 Deerhurst. (Callaghan/Dollymore)

To approve payment of \$150.00 to J & M Construction, LLC Invoice #1662 to patch garage roof leak at 3407 Hallaton. (Williams)

To approve payment of \$100.00 to J & M Construction, LLC Invoice #1668 to patch garage roof leak at 14558 Kelmscot. (Stigile)

To approve payment of \$200.00 to J & M Construction, LLC Invoice #1677 to patch garage roof leak at 14620 Kelmscot. (Bowersox)

To approve payment of \$100.00 to J & M Construction, LLC Invoice #1678 to repair fallen shingle at 3300 Densmore. (Dickey)

To approve payment of \$100.00 to J & M Construction, LLC Invoice #1679 to clear & sealed around chimney at 14514 Kelmscot. (Kahn)

To approve payment of \$100.00 to J & M Construction, LLC Invoice #1680 to refastened & resealed ridge vent at 14512 Kelmscot. (Martin)

To approve payment of \$100.00 to J & M Construction, LLC Invoice #1681 to reseal bathroom vent at 14614 Deerhurst. (Ferraro)

To approve payment of \$100.00 to J & M Construction, LLC Invoice #1682 to patched roof edge at 14703 Bigby. (Pergler)

To approve payment of \$100.00 to J & M Construction, LLC Invoice #1685 to refastened & resealed ridge vent at 14545 Kelmscot. (Waring)

To approve payment of \$100.00 to J & M Construction, LLC Invoice #1686 to repair leak near chimney at 14715 Lindsey. (Donavan)

To approve payment of \$100.00 to J & M Construction, LLC Invoice #1687 to patch leak near metal edge at 14620 Kelmscot. (Bowersox)

To approve payment of \$400.00 to J & M Construction, LLC Invoice #1688 to install new ridge vent & one bundle shingles at 14545 Kelmscot. (Waring)

To approve payment of \$150.00 to McFall & Berry Invoice #201682 to install top soil at 14506 Elmham. (Heine)

To approve payment of \$4,935.00 to McFall & Berry Invoice #2017090 to prune deadwood, 25 trees. (Mutual 10)

To approve payment of \$5,530.00 to Portillo & Son Landscaping, LLC to clean gutters. (79 units @ \$70 Each).

To approve payment of \$45.00 to LW PPD Invoice #145121 to inspect wood at door threshold at 14713 Lindsey. (Kane)

To approve payment of \$45.00 to LW PPD Invoice #145141 to meet with PEPCO on-site at 14530 Kelmscot. (Cooper)

To approve payment of \$45.00 to LW PPD Invoice #145143 to check panel & meter at 14530 Kelmscot. (Cooper)

**RESOLUTION #26, 12/13/18**

To approve insurance claim payment of \$1,237.64 payable to LWMC-Mutual 10, from the owner of 14502 Kelmscot Drive, Unit# 172-B (Date of Occurrence: 9/4/18) the HVAC condensate line clogged. As a result, there was a need for water damage cleanup.

To approve payment of \$857.95 payable to LW Trust, for sewer backup at 14707 Lindsey. (Wilcox)

**RESOLUTION #27, 12/13/18**

7. **Correspondence-** None.

8. **Reports- The Board of Directors-**

A. Mr. Eisenhaur- Mr. Eisenhaur mentioned that there will be personnel from the CCOC association here at Leisure World after the annual meetings to conduct training to those new board members and those that would like a refresher.

B. Ms. Gordon- None

C. Ms. VanScoyoc- Ms. VanScoyoc informed the board that the December social event was successful with a great turnout.

D. Ms. Salazar- None

- E. Ms. Pugliese- Ms. Pugliese was not present at the Board meeting but left notes stating that the trees in the mutual are in immediate need of attention, more than four trees will be removed in January 2019.
- F. Mr. Salazar- Mr. Salazar stated the Maintenance committee discussed the installation of the leaf guards on homes that deal with large trees and felt that those homes needing more attention will be cleaned by PPD.
- G. Ms. Martin- No report

9. **Unfinished Business** –

- A. Gutter Guard Pilot Program- Board agreed to postpone and seek cost & proposal from LW PPD to have the gutters cleaned in the mutual.
- B. 2019 Management & Operating Agreement Approval- After discussion, upon motion duly made and seconded, the Board agreed:

Mutual 10 Board of Directors approved the Management & Operating Agreement- 2019 between the Leisure World of Maryland Corporation and Mutual 10 at Leisure World for managing agent services for the 2019 calendar year.

**RESOLUTION #28, 12/13/18**

- C. Electrical Panel Check-Up- After discussion, upon motion duly made and seconded, the Board agreed:

To contract the work out to Kolb Electric Company in the amount of \$12,956 to complete the main electrical panel check throughout the mutual of 158 homes.

**RESOLUTION #29, 12/13/18**

10. **New Business** – None

11. **Open Forum**- None

12. **Next Meeting**- January 24, 2019 at 9:30AM; Sullivan Room, Administration Building

13. **Adjournment**- There being no additional business, the meeting was adjourned at 11:16AM

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Paul Eisenhaur, Secretary

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Peggy Salazar, President