

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

Thursday, August 23, 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, August 23, 2018 at 9:30am.

Resolutions: #13-#18

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

Management: Kevin Flannery, General Manager; Roberta Carter, Mutual Assistant

Visitors: Bob Morrisson, Stanley Labovich, Betty Eisenhaur, Sherlee Nelson, Carole Gist, Marie Jose Bonhamme

1. **Call to Order**- Ms. Salazar called the meeting to order at 9:30 am.
2. **General Manager's Report**- Kevin Flannery presented the General Manager's report for August 2018. All questions and comments were responded to by Mr. Flannery.
3. **Approval of Agenda**- Agenda was approved as presented.
4. **Approval of Minutes** – The Minutes of July 26, 2018 were approved as presented.
5. **President Comments**- Ms. Salazar thanked Marcia Harrad and Christina Petersen for volunteering to be members of the Landscape Committee.
6. **Treasurer's Report**- Ms. Martin reported the Mutual is in good financial standing for the month of July. The mutual budget now has a surplus for the year. The 2019 budget was reviewed and determined that the mutual fee would subsidize a small portion of each unit's monthly condo fee.

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

To approve payment of \$320.00 to Victor Hantayhua, for home power washing services at 3306 & 3308 Densmore Ct, 3232 & 3234 Ludham Dr. (Mutual 10)

To approve payment of \$100.00 to J&M Construction Solutions, LLC Invoice#1630 for tightening and resealing of metal ridge vent.

To approve payment of \$125.00 to J&M Construction Solutions, LLC Invoice#1631 to refasten & reseal vent ridge, and reseal some nail heads at 14500 Elmhan Ct. (Owens)

To approve payment of \$100.00 to J&M Construction Solutions, LLC Invoice#1632 for resealing around roof vent on modified flat roof area at 14601 Kelmscot Dr. (Grill)

To approve payment of \$290.00 to McFall & Berry Invoice#200535 to install 1.5 yards of topsoil, seed & apply curlex at 3200/3202 Ludham Dr. (Teunis/Smith)

To approve payment of \$10.81 to LW Postage for the mailing of the August Tidings to non-resident owners. (Mutual 10)

To approve payment of \$2.82 to LW Postage for the mailing of "Notice to correct lawn care" to residents. (Mutual 10)

To approve payment of \$320.00 to Victor Hantayhua for the home power washing services rendered at 14512,14514,14541,14539 Kelmscot Dr. (Mutual 10)

To approve payment of \$320.00 to Victor Hantayhua for the home power washing services rendered at 14807,14809,14619,14621 Deerhurst Terr. (Mutual 10)

RESOLUTION#13, 8/23/18

- B. Signal Financial; Open Operating Account- After discussion, upon duly made and seconded, the Board agreed:

Resolved, that the Board of Directors hereby approves to authorize management to open a checking account for operating at Signal Financial to replace the Bank of America operating account.

RESOLUTION#14, 8/23/18

- C. Malvin, Riggins & Company 2018 Audit- After discussion, upon duly made and seconded, the Board agreed:

Resolved, that the Board of Directors hereby approves engaging the firm of Malvin, Riggins & Company to perform the 2018 audit of Mutual 10.

RESOLUTION#15, 8/23/18

7. Correspondence- None.

8. Reports- The Board of Directors-

A. Mr. Eisenhaur- Mr. Eisenhaur stated the mutual website is successful.

B. Ms. Gordon- No report.

- C. Ms. VanScoyoc- Ms. VanScoyoc stated that upcoming events are being planned.
- D. Ms. Salazar- Ms. Salazar's report included: (1) Mutual Rules Revision Subcommittee has completed the needed updates, they will be sent to all homeowners for 30-day review & comment period prior to the approval at the September 27th Board meeting.
- E. Ms. Pugliese- Ms. Pugliese reported that two residents were approved to be apart of the Mutual 10 Landscape Subcommittee. Also, Foundation Corrections letter will be sent out to homeowners for corrections.
- F. Mr. Salazar- Mr. Salazar's report included: (1) Will investigate the history of when and why several downspouts drainage pipes throughout lead into the ground with no exit point. (2) Expressed concern & need to also have a Mutual 10 Maintenance Subcommittee as well to assist with variety of issues that may arise within that mutual. After board discussion it was approved by the board. Upon motion duly made and seconded, the Board agreed:
- Board agreed to send with the September Tidings an application to seek volunteers to join LeRoy Salazar on the Maintenance Committee. Those who are interested in joining will submit the application to Roberta Carter, Mutual Assistant.
- G. Ms. Martin- No report

RESOLUTION#16, 8/23/18

9. **Unfinished Business** –

- A. M10 Rules Revision Discussion- Ms. Salazar thanked Dora Pugliese, Dotty VanScoyoc, Bob Namovicz and Stanley Labovich for their help & time spent on the revision of the Mutual Rules. The revision will be sent out to all homeowners for 30-day review and comments prior to the September board meeting, where the rules will be voted upon.
- B. 2019 Budget- Ms. Martin stated the mutual will take on some of the \$4.25 increase of the Community Facility fee portion of homeowners' condo fee. The proposed 2019 budget will be mailed out this month for a 30-day review/comment period. The budget will be voted on by the board at the September meeting. After discussion, Board agreed to the following:

Resolved, that the Board of Directors hereby approved that the proposed 2019 budget be mailed out this month to all homeowners for a 30-day review/comment period. The budget will be voted upon by the board at the September meeting.

RESOLUTION#17, 8/23/18

10. **New Business** –

- A. **Landscape Committee Membership Approval-** After discussion, the Board agreed approved the Landscape Committee applications that were submitted from Marcia Harrad and Christina Petersen for the 2018/2019 term.

RESOLUTION#18, 8/23/18

- B. **2019 LW Advisory Committee Notification-** The 2019 LW Advisory Committee applications will be attached to the September & October Tidings edition. Those who would like to be apart or those that are returning reps, will complete the form and hand in by October 24th.

11. **Open Forum-** None

12. **Next Meeting-** September 27, 2018 at 9:30AM; Sullivan Room, Administration Building

13. **Adjournment-** There being no additional business, the meeting was adjourned at 11:05AM

Paul Eisenhaur, Secretary

Peggy Salazar, President