

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

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Thursday, March 22, 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, March 22, 2018 at 9:30am.

Resolutions: #32-#34

Members Present: Peggy Salazar, President; Leroy Salazar, Vice President; Janet Martin, Treasurer; Dora Pugliese, Director; Paul Eisenhour, Secretary;

Absent Members: Dotty VanScoyoc, Director; Sara Gordon, Director

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

Visitors: Bob Morrisson, Bob Namovicz, Michael Showalter

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 February 2018. All questions and comments were responded to by Mr. Flannery.
3. **Audit Review- Dawn Gaynor**- Ms. Gaynor reported that the final report of Mutual 10 2017 Audit resulted in a positive financial status. All questions and comments were responded to by Ms. Gaynor.
4. **Approval of Agenda**- Agenda was approved as presented.
5. **Approval of Minutes** – The Minutes of February 22, 2018 were approved as presented.
6. **President Comments**- Ms. Salazar's report included: (1) Second & final year of the garage door replacements project are beginning soon. Fred C. Johnson will start on Bigby and Hallaton Ct. and finish the remaining garages on Deerhurst, Densmore Ct. and Kelmscot Dr. (2) Ms. Salazar thanked Sara Gordon, Dora Pugliese and Paul Eisenhour in advance for taking the time to attend the upcoming 3M seminar on April 9<sup>th</sup>.
7. **Treasurer's Report**- Ms. Martin reported that February finances were better than January, however there's still a deficit, which is normal around this time of year.
  - A. **Invoices**- After discussion, upon motion duly made and seconded, the Board agreed:  
To approve payment of \$1,500.00 to Malvin, Riggins & Company, Invoice# 1000070986 for the services rendered for LWMC Audit Mutual 10.

To approve payment of \$38.64 to LW Postage for mailing of Mutual 10 2018 Annual Meeting Packets w/ pre-addressed envelopes to non-resident owners.

To approve payment of \$750.00 to Bel Pre Applicators to remove uprooted tree. Haul all wood & brush. Grind stump, backfill with soil & seed at 14621 Deerhurst Terr.

To approve payment of \$225.00 to J&M Construction LLC, Invoice# 1528 for roof leak repair, re-nailed and refastened vent ridge sealed ends of vent at ridge at 14500 Elmhan Ct.

To approve payment of \$450.00 to J&M Construction LLC, Invoice# 1538 for roofing repair; re-flashed and sealed where the main house meets the garage. Shingles were broken, installed new step flashing and ice/snow shield at 14700 Lindsey Lane.

To approve payment of \$520.00 to Clarksburg Plumbing, LLC, Invoice# 4918031618 for snaking at 14712 Lindsey Lane

To approve payment of \$100.00 to LW PPD, Invoice# 127624 to replace faded stop sign on Bigby Ct.

To approve payment of \$81.08 to Leroy Salazar for reimbursement- purchased caps and screws for fences at 3408 Hallaton Ct. & 3222 Ludham Dr.

To approve payment of \$250.00 to Leroy Salazar for reimbursement- payment made to Carlos Gavidia for work performed on 3.8.18 and 3.9.18 (Fence replacement) at 3408 Hallaton Ct. & 3222 Ludham Dr.

To approve payment of \$13.12 to Carriage Machine Shop, LLC for shipping fee charge; parts for gates in Mutual 10.

**RESOLUTION# 32, 3/22/2018**

**B. 2017 Audit Report- Dawn Gaynor-** After Board discussion, Board approved

Upon duly made and seconded, the Board agreed:

Accept the 2017 Audit as presented by Dawn Gaynor; Director of Accounting for Leisure World of Maryland Corporation.

**RESOLUTION# 33, 3/22/18**

**C. Transfer of funds- Janet Martin-** After Board discussion, Board approved

To direct LW Accounting Department to transfer \$50,000 of the Mutuals 2017 surplus to the Replacement Reserve account.

**RESOLUTION#34, 3/22/18**

8. **Correspondences-** None.

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

A. **Mr. Eisenhaur-** Mr. Eisenhaur's report included: (1) LW community surplus is \$12,000. For a significant surplus the mutuals receive a refund, but it was not enough therefore it will be applied to another community project. (2) On June 1<sup>st</sup>, LW will be having an "Appreciation Day" for the First Responders.

B. **Ms. Gordon-** No report.

C. **Ms. VanScoyoc-** No report.

D. **Ms. Salazar-** No report.

E. **Ms. Pugliese-** Ms. Pugliese stated she is still working with Montgomery County about the appropriate plants that should be placed on the bare hill at the corner of Lindsey and Kelmscot.

F. **Mr. Salazar-** Mr. Salazar's report included: (1) Working to repair some gates and fencing that have dry rot. (2) Still working with the Fire Department to see if the map of fire lanes in the mutual can be adjusted (3) Awaiting price quote from Brothers company to complete this year's proposed concrete work.

G. **Ms. Martin-** No report.

10. **Unfinished Business** – None

11. **New Business** –

A. **Debriefing of March 7 Residents 'Meeting-** Ms. Salazar stated that the meeting had a decent turnout and the information was well received by those who attended. No written/verbal comments were received from residents after the March 7 meeting about the subcommittee's recommendations to the Board to drop the current quorum for annual meetings from 51% to 45%. Voting for the Bylaw Amendment will take place at the annual meeting.

B. **Annual Meeting Prep-** Ms. Salazar stated that reports will be presented from Janet Martin and Leroy Salazar

C. **Siding & Fence Cleaning-** Board agreed to postpone until the garage door replacement project is completed but estimates will be gathered from various businesses now.

12. **Open Forum-** Ms. Salazar thanked the Sub-Committee for their time and effort on the findings of Quorum & Rental Cap. She stated Mutual Rules will be revised this year by the Board.

13. **Annual Meeting**- April 16, 2018 at 12:30PM; Activities Room, Clubhouse II

14. **Adjournment**- There being no additional business, the meeting was adjourned at 10:42 AM

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Paul Eisenhaur, Secretary

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Peggy Salazar, President