

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

Thursday, February 28, 2019 – 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, February 28, 2019 at 9:30am.

Resolutions: # 33- #37

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

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

Visitors: Bob Morrisson, Cathy Kyle, Christina Petersen, Carole Gist, Lucy Zickefose, Susan Ascencio

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 February 2019. 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 January 24, 2019 were approved as presented.
5. **LW Strategic Planning Committee Information- Dr. Richard Fisher**- Dr. Fisher discussed the purpose of the strategic plan and how essentially it will lead to where LW community is now and where it should be in 5-10 years. This plan will focus on services and amenities of its usage and interest. Input from the LW residents is very essential for this project, a survey will be mailed to residents in April.
6. **President Comments**- Ms. Salazar reported that LW Management is in the process of developing a procedure the mutual resident insurance claims less than \$5,000 will be directly submitted by the resident to their own property insurance carrier.
7. **Treasurer's Report**- Ms. Martin mention the January finances came out much better than expected. The electric bill was lower this time, probably due to the large usage in December. The mutual is starting the year \$15,884 ahead of budget.

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

To approve payment of \$1,250.00 to Malvin, Riggins & Company, Invoice #1000078942 for Services rendered for LWMC Audit.

To approve payment of \$40.00 to Victor Antayhua, for the prime and paint at (14709 Bigby Court).

To approve payment of \$100.00 J&M Construction, Invoice # 1708 to patch a 5-foot area of modified at (14615 Deerhurst Terr.)

To approve payment of \$2,018.00 to J&M Construction, Invoice # 1715 to rebuild cricket behind chimney, replaced rotted wood at front of chimney, reroofed the chimney and cricket area. Repaired and replaced chimney siding as necessary. Goodwill credit for previous service call at (14533 Kelmscot Dr.)

To approve payment of \$75.00 to J & M Construction, LLC Invoice #1716 to modified roof patch rear slider area at (14709 Bigby Ct.)

To approve payment of \$40.00 to J & M Construction, LLC Invoice #1719 to re nail shingle at (3300 Densmore Ct.)

To approve payment of \$2,770.00 to USI Insurance Services LLC, Invoice #2646730 for Travels casualty and surety Co. of Ame. Renewal- Crime. (Mutual 10)

RESOLUTION #33, 2/28/2019

To approve insurance claim payment of \$442.74 payable to LWMC-Insurance #5126, (Date of Occurrence: 10/18/18). The leaking disposal caused water to flood onto the kitchen floor, but the floors were not damaged after they dried out. As a result, there was a need for water damage cleanup. Letter was sent to the owner.

RESOLUTION #34, 2/28/2019

8. **Correspondence-**

A. **ABM- 14541 Kelmscot Dr.; Ken Edmunds-** After Board discussion, upon motion duly made and seconded, the Board approved the following:

Mutual 10 Board of Directors approved ABM submitted from Mr. Edmunds, at 14541 Kelmscot Drive, Unit# 170-A, for the renovation of the kitchen and replacing the floor covering of the kitchen, living room and dining room, removal of the fireplace in the living room and refinish the area to blend in with the existing room. Work performed by Home Remodeling Services. The Board agreed and approved that the cost of removing the fireplace & chimney is the owner's responsibility and the capping of the chimney underneath, the attic, needs to be done by a professional chimney company.

- B. ABM- 3408 Hallaton Ct.; Loretta Ascencio-After Board discussion, upon motion duly made and seconded, the Board approved the following:

Mutual 10 Board of Directors approved ABM submitted from Ms. Ascencio, at 3408 Hallaton Ct., Unit# 165-B, to enclose approx. one quarter (80 sq. ft.) of the garage to extend the kitchen area and provide direct access from the patio door to the interior of the unit at equal floor level. Work performed by Bob 4 Hire.

RESOLUTION #35, 2/28/2019

- C. ABM- 14708 Bigby Ct.; Valerie Bartlett- After Board discussion and review of the proposed addition to the home, the Board approved an "Action without a Meeting". We, the Board of Directors of Mutual 10 hereby approved Application for Building Modification request from unit owner of 14708 Bigby Court #230-B (Bartlett, Valerie) to add a Florida room/addition, or enclosure. All work will be completed by Patio enclosures.

RESOLUTION #36, 2/28/2019

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

- A. Mr. Eisenhaur- Mr. Eisenhaur mentioned that the new TV/Internet contract with Comcast will take effect in the summer of 2020, this change will have an impact on LW residents' condo fees, but the bulk agreement will have associated discounts. A final contract negotiating has been given by the LWCC Board.
- B. Ms. Gordon- None
- C. Ms. VanScoyoc- Ms. VanScoyoc mentioned the committee discussed future activities.
- D. Ms. Salazar- None
- E. Ms. Pugliese- Ms. Pugliese mentioned she is awaiting a proposal from Arbor Landscaping to install a drainage pipe.
- F. Mr. Salazar- Mr. Salazar mentioned the Maintenance committee and Landscape committee have been assessing the entire mutual for upcoming projects and needs for the future endeavors.
- G. Ms. Martin- No report

10. **Unfinished Business –**

- A. Power-Washing Estimates- After Board discussion, upon motion duly made and seconded, the Board approved the following:

Mutual 10 Board of Directors approved the proposal and payment in the total amount of \$11,850.00 to Perfect Touch Power Wash during the receipt of invoices submitted by the company. For the cleaning of 158 units to power wash exterior homes.

RESOLUTION #37, 2/28/2019

A. Kolb Electric's Future Work- After discussion, Board agreed to postpone future work until more information.

11. New Business – None

12. Open Forum- None

13. Next Meeting- March 28, 2019 at 9:30AM; Sullivan Room, Administration Building

14. Adjournment- There being no additional business, the meeting was adjourned at 12:45PM

Paul Eisenhour, Secretary

Peggy Salazar, President