

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

Thursday, February 27, 2020 – 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 27, 2020 at 9:30am.

Resolutions: #20-03 – #20-04

Members Present: Peggy Salazar, President; Leroy Salazar, Vice President; Susan Ascencio, Treasurer; Paul Eisenhour, Secretary; Dotty VanScoyoc, Director; Cathy Kyle, Director; Christine Petersen, Director.

Management: Kevin Flannery, General Manager; Kenia Ibanez, Mutual Assistant

Visitors: Robert Morrisson and Stan Labovich.

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 January 2020. All questions and comments were responded to by Mr. Flannery.

Jason Lizer, LW PPD Master Plumber, gave an overview on the responsibility of drainage pipes between our mutual and WSSC. He provided a map of main pipes and feeder lines to residences, with an indication of pipe size and responsibility. The main pipes that are larger than 4" are WSSC's responsibility and they have been responsive to our community. This clarification is to better understand the mutual's responsibility in such situations. Also, a conversation was held to point out the need for clarity in the PPD Service Agreement language when it comes to covering "sewage stoppages in sink, tub and toilet". He agreed and will follow-up.

3. **Approval of Agenda**- Agenda was approved as presented.
4. **Approval of Minutes** – The Minutes of January 23, 2020 were approved as presented.
5. **President Comments**- Ms. Salazar's report included: (1) She reported that homes in mutual 10 are very desirable and selling in days. (2) She asked the members if any of them would like to go to an April 20th meeting at 1:00p.m. in the Maryland Room for the yearly meeting with the lawyers to discuss General Maryland Assembly. (3) She reported that the Foundation of Leisure World would like to give an information session and the Board agreed to give them 10 minutes at the Annual Meeting.
6. **Treasurer's Report**- Ms. Ascencio's report included: (1) She reported that the January income was a little over budget because the utilities were high for the month but are anticipated to level off over the next few months. (2) She suggested starting the gutter bid process earlier to have

the gutters cleaned in a timely manner. (3) She also mentioned that it's also time to begin planning for the Replacement Reserve projects to be completed in 2020.

A. **Invoices:**

After discussion, upon motion duly made and seconded, the Board agreed:

To vote to remove and not approve payment of **\$562.49 to PPD, Invoice #148011** to snake two units from roof and toilet overflow at 14672 & 14670 Kelmscot (Farahpour/Wolfe).

RESOLUTION #20-03, 2/27/20

After discussion, upon motion duly made and seconded, the Board agreed:

To approve payment of **\$909.44 to Clarksburg Plumbing, Invoice #10690121619** to snake from roof and remove/replace toilet after hours at 3209 Ludham (Stargel).

To approve retroactive payment of **\$2,298.00 to USI Insurance Service, Invoice #3096023** for Travelers Insurance Renewal Pol# 105494817.

To approve payment of **\$562.49 to PPD, Invoice #148011** to snake two units from roof and toilet overflowed at 14672 & 14670 Kelmscot (Farahpour/Wolfe).

To approve payment of **\$309.00 to PPD Invoice #171485** to snake 150' to clear main line water backup in shower/tub at 14672 & 14670 Kelmscot (Farahpour/Wolfe).

To approve payment of **\$2,000.00 to PPD, Invoice #172819** to clean all gutters and downspouts per work order 174613.

To approve payment of **\$1,350.00 to Gross Mendelsohn Accounting, Invoice #374022** to progress billing on Audit and tax return preparation.

To approve payment of **\$11,360.00 to McFall & Berry, Invoice #IN206047** for tree maintenance per proposal T19447-JC dated 9/17/19.

To approve payment of **\$150.00 to J and M Construction Solutions LLC, Invoice #1838** for roofing patch – recommended replacement at 14620 Deerhurst (Eisenhauer).

To approve payment of **\$350.00 to J and M Construction Solutions LLC, Invoice #1839** to reinstall siding that was out and installed new seal tape and recaulked around the window area that was leaking at 3420 Hallaton (Peters).

RESOLUTION #20-04, 2/27/20

7. **Correspondence** – None.
8. **Reports - The Board of Directors:**
- A. **Ms. Kyle** – (1) She reported that she got a back-up volunteer from Ludham for the delivery of the Tidings.
 - B. **Ms. Petersen** – (1) She pointed out that soon the removal of two pine trees on Deerhurst Terrace will occur. They are causing significant “ponding” between two double units.
 - C. **Ms. VanSocycoc** – (1) She stated the planned mutual social events for this year, starting with the mutual picnic on June 5; pizza party on August 14th, and a Christmas Dinner on December 11th. (2) She also reported that there will be a light lunch served on April 21st prior to the annual meeting.
 - D. **Mr. Eisenhaur** – (1) He reported that Leisure World, Medstar, and Montgomery County are actively monitoring and preparing for the spread of the Coronavirus. (2) He gave a brief discussion on the planned implementation of the automatic gate access system and residents may attend the gate access forum on Sunday, March 1st.
 - E. **Mr. Salazar** – (1) He reported that this year roof replacements were low with 4 homes and 5 garages left. (2) He also reported that the Maintenance Committee will be looking at any concrete work that needs to be done.
9. **Unfinished Business:** None.
10. **New Business:**
- A. Define/Clarify policy and/or procedures for expenditures approval and documentation process – Ms. Ascencio discussed having more structure in keeping a clear record of proposals and she suggested that the person responsible to sign the proposal and sign that the work was followed through. Ms. Salazar gave a detailed explanation of the current process that includes a binder of all work performed in all units that is passed down to the Mutual Presidents and also stated that the accountant always needs the approved proposal before payment can be approved. Ms. Salazar reported that the person responsible always makes sure the work is followed through before payment.
11. **Open Forum** - None.
12. **Next Meeting-** March 26, 2020 at 9:30AM; Sullivan Room, Administration Building
13. **Adjournment-** There being no additional business, the meeting was adjourned at 11:55a.m.

Paul Eisenhaur, Secretary

Peggy Salazar, President