

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

Thursday, January 23, 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, January 23, 2020 at 9:30am.

Resolutions: #20-01 – #20-02

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.

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 December 2019. All questions and comments were responded to by Mr. Flannery.

Ms. Salazar reported to Mr. Flannery two (2) issues with PPD. The following were the issues discussed:

- *She reported about a two-toilet back up incident with the nightman and a resident on a weekend. The nightman said he wouldn't be able to do anything until Monday because it was slippery on the roof but the weather had been dry and the resident said she couldn't go the whole weekend without a working toilet and he answered that he could go get her a bucket. The resident called Ms. Salazar and then Clarksburg Plumbing came to clear up the back up. Ms. Salazar did call the nightman who responded that they need two people to go on the patio home roof and no one is available for the patio homes afterhours.
Mr. Flannery responded that he would investigate this situation.*
- *The 2020 high end PPD contract didn't change the limitation on the sewage stoppage. They also discussed the liability for clearing backed up sewer pipes between LW and WSSC. It was pointed out that though WSSC service is responsible for large feeder lines to the street, service times and schedules cannot be assured to meet resident needs in a timely manner.*

Mr. Flannery responded that they would get out a clarification on the PPD contract to the residents.

3. **Approval of Agenda**- Agenda was approved as presented.
4. **Approval of Minutes** – The Minutes of December 12, 2019 were approved as amended.

5. **President Comments**- Ms. Salazar's report included: (1) She provided a document that states 20 out of the 158 units are rented. (2) She reported that Jim Olavarria, Leisure World Project Manager, has been working on the firewall issue near Bigby Court and Patio Enclosures company took full responsibility for submitting the wrong drawings that should have shown the firewall would go above the roof, and they will work on getting it to roof level, with Mr. Olavarria supervising.
6. **Treasurer's Report**- Ms. Ascencio's report included: (1) There was a surplus for the income expenses and after the audit, she will request a transfer to the replacement reserve. (2) The electricity ended up 15% below budget and 10% less than last year. (3) The reserves went up 25% over budget. (4) There are no issues with the delinquencies with just one that didn't pay the increase.

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

To approve payment of **\$350.00 to J&M Construction, Invoice #1796** to repair fence posts at 14536 & 14538 Kelmscot.

To approve payment of **\$11,798.00 to Brothers Paving & Concrete Corp, Invoice #26426** for Asphalt and pavement Repair per Prop. 017626-1-9/11/19 at Lindsey Lane.

To approve payment of **\$150.00 to J&M Construction, Invoice #1801** to install new dryer vent at 14620 Kelmscot.

To approve payment of **\$816.00 to Clarksburg, Invoice #10567120219** for snaked 140' at 3307 Densmore (Westervelt).

To approve payment of **\$432.00 to Clarksburg Plumbing, Invoice #10568120219** for snaking roof to 90' at 3307 Densmore (Westervelt).

To approve payment of **\$300.00 to J&M Construction, Invoice #1813** to install two roof patches at 14622 Kelmscot.

To approve payment of **\$75.00 to J&M Construction, Invoice #1810** to repair and rebend flue cap at 14702 Bigby (Sheehy).

To approve payment of **\$870.00 to Frederick Fence Co., Invoice #67862** to restore existing vinyl gate at 14708 Bigby (Barlett).

To approve payment of **\$13,000.00 to Calix Plumbing** for main water line replacements at 14707/14709 Lindsey.

To approve payment of **\$984.00 to Clarksburg Plumbing, Invoice #10901011120** for snaking from roof 105' at 14670 Kelmscot (Wolfe).

To approve payment of \$780.98 to Clarksburg Plumbing, Invoice #10864011020 to install 2 hose bibs and shutoff valves at 3221 Ludham (Loeb).

To approve payment of \$150.00 to J&M Construction, Invoice #1827 to repair patch to garage roof area at 14620 Deerhurst (Eisenhower).

To approve payment of \$150.00 to J&M Construction, Invoice #1828 for patching 2 areas of roof over front window at 14506 Elmham (Heine).

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7. **Correspondence** – None.

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

- A. Ms. Kyle – (1) She reported that she will write in the Tidings regarding the need for volunteers to deliver the Tidings.
- B. Ms. Petersen – (1) She reported that the 40mph winds blew away the leaves from the mutual. (2)
- C. Ms. VanSocyoc – (1) She asked for a flyer in writing from the Board for situations like residents leaving their trash bags out on holidays because the birds get to the bags. (2) She asked when the gutter cleaning will be completed.
Ms. Salazar reported that PPD is taking a lot of time to complete the gutter cleanings.
- D. Mr. Eisenhaur – (1) He reported that Leisure World Operations is looking into the PPD service. There are ongoing discussions on the changes and the residents will continue to be a very high priority. (2) The website looks good.
- E. Mr. Salazar – No report.

9. **Unfinished Business:** None.

10. **New Business:**

- A. Plumbing Contractors – Ms. Ascencio presented a detailed research on the service pricing and a comparison between PPD and Clarksburg Plumbing for plumbing maintenance in the mutual. After discussion, upon motion duly made and seconded, the Board agreed:

To attempt to use PPD as the Primary for main plumbing services and use R.V Carey as a backup.

RESOLUTION #20-02, 1/23/20

- B. Alternate M10 for the LW BOD – Ms. Salazar volunteered to be the alternate director for representation at LWCC Board Meeting if the regular representative cannot attend.
- C. Define/Clarify policy and/or procedures for expenditures approval and documentation process – Deferred for the next Board Meeting.

- 11. **Open Forum** - None.
- 12. **Next Meeting**- February 27, 2020 at 9:30AM; Sullivan Room, Administration Building
- 13. **Adjournment**- There being no additional business, the meeting was adjourned at 11:50 AM

Paul Eisenhaur, Secretary

Peggy Salazar, President