

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

Thursday, December 21, 2023 – 9:30 am

A regular meeting of the Board of Directors of Maryland Mutual Number Ten, Inc. was held via Zoom.

Members Present: Jane Salzano, President; Bob Morrisson, Treasurer; Paul Eisenhaur, Secretary; John Hurld & Flora Rowse, Directors.

Members Absent: Paul Eisenhauer, Secretary and Cathy Kyle, Director

Management: Lee Shields, Property Manager Mutual Services, Shanti Martin, Mutual Assistant

Guest: Sue Morrisson and Mark Herro

1. **Call to Order**- Jane Salzano called the meeting to order at 9:33 am.
2. **Community Report** – Lee Shields presented the Community Report.
3. **Approval of Agenda**- The agenda was amended and approved as presented.
4. **Approval of Minutes** – The regular minutes were approved as presented.
5. **President Report**- Ms. Salzano thanked everyone for joining the meeting.
6. **Treasurer’s Report/Finance Report/Totals:**

**Balance Sheet 2023**

11/30/2023	Actual	Budget	Variance
Total Income	\$ 1,448,566	\$ 1,255,846	\$ 192,720
Total expenses	\$ 1,347,725	\$ 1,281,213	\$ < 66,512>
Income / <Deficit>	\$ 100,840	\$ < 25,367>	\$ 126,207
Cash Investments			
Total Reserves:	\$ 997,173	(Total less operating funds)	

**Balance Sheet 2022**

11/30/2022	Actual	Budget	Variance
Total Income	\$ 1,226,097	\$ 1,014,794	\$ 211,303
Total expenses	\$ 1,293,865	\$ 1,049,543	\$ <244,322>
Income / <Deficit>	\$ < 67,767>	\$ <34,749>	\$ < 33,018>
Cash Investments			
Total Reserves:	\$ 1,021,185	(Total less operating funds)	

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**b. Invoice Approval:** Upon Motion duly made and seconded the Mutual Ten Board of Director's Approved the following invoices:

Vendor	Inv. Date	Invoice #	Work	Address	Name	Amount
M-Type	12/12/2023	239398	Dryer Vent Cleaning	M10	M10	1,630.80
Harrison & Sons	12/18/2023	12180003	Roof inspection 3202 Ludham Drive	M10	M10	587.98
McFall and Berry	12/19/2023	224701	Oak and Pine Tree Pruning	M10	M10	1,150.00

**Resolution #23-41, 12/21/2023**

**C. Insurance Closeout:** Upon motion duly made and seconded, the Mutual Ten Board of Directors approved insurance claim for Mark Herro, 14521 Kelmscott Drive for water migration.

**Resolution #23-42, 12/21/2023**

**D. Christmas Bonus:** Upon motion duly made and seconded, the Mutual Ten Board of Directors approved Christmas bonuses in the amount of \$30.00 for the following:

**M10 Support Staff - \$200 bonus**

**Shanti Martin  
Lee Shields  
Frank Adams**

**M10 PPD crew - \$30 bonus**

**Larry Buckner  
Carroll Lee  
William Lester  
Terri Roberts  
Kevin Velasquez  
Alroy Wims**

**Resolution #23-43, 12/21/2023.**

**7. Unfinished Business:**

- A. **Rules and Regulations:** Bob Morrison presented Rules and Regulations to include a clear understanding of when doors/frames would be a Mutual Responsibility. If it is not the original door/frame it would be the resident's responsibility. Once final edits are made the board will revisit for approval.
- B. **Roofs:** Lee Shields will contact the board once he has a start date for roof repairs.
- C. **Map Issue-Kelmscot Alley:** Bob Morrison presented a map of Kelmscot Alley pointing out some confusion/concerns regarding deliveries in Mutal 10.
- D. **Collecting Payment for electric cars:** Shanti Martin, Mutual Assistant will be the point of contact for collecting payments for electric cars in M10.

**8. New Business:**

- A. **ABM-** Upon Motion duly made and seconded the M10 Board of Directors was in consensus to approve ABM for 14601 Deerhurst Terrace, 14536 Kelmscot Drive and 3231 Ludham Drive to upgrade bathrooms.

**Resolution #23-44, 12/21/2023**

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- B. **DHCA:** Upon Motion duly made and seconded the M10 Board of Directors was in consensus to approve payment to DHCA in the amount of \$790.00 for the 2024 Renewal Fee for COC Association.

Upon Motion duly made and seconded the M10 Board of Directors was in consensus to approve payment to DHCA in the amount of \$1027.00 for the 2024 Renewal Fee for COC Association. **Resolution #23-45, 12/21/2023**

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

- A. **Maintenance Report:** Lee Shields presented the maintenance report.
- B. **Website:** The website is updated and running fine.
- C. **Landscape:** John Hurd reported that a number of large trees had been significantly trimmed/thinned out and 3 or 4 large trees had been completely removed due to end of life. The 2 trees that were overhanging and touching the roof at the end of Kelmscott Alley were removed. Leaf collection is about 95% complete. A significant amount of downed branches from the recent storms have been removed. Thank you to the residents who helped by collecting the branches and piling them near the curbs. John discussed his plan to approach M11 and LWCC regarding a joint project along the drainage creek to create a firefly and butterfly friendly environment.
- D. **Hospitality:** No report.

10. **Next Meeting:** Thursday January 25<sup>th</sup>, 2024, in the Sullivan room/via zoom at 9:30am.

11. **Adjournment-** There being no additional business, the meeting adjourned at 11:00 a.m.

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Paul Eisenhaur, Secretary

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Jane Salzano, President