

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

Thursday, January 24, 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, January 24, 2019 at 9:30am.

Resolutions: # 30- # 32

Members Present: Peggy Salazar, President; Leroy Salazar, Vice President; Paul Eisenhour, 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, Dahlia Zahavi, Cathy Kyle, Christina Petersen

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 January 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 December 13, 2018 were approved as presented.
5. **President Comments**- Ms. Salazar's report included: (1) Kolb Electric Company will evaluate each home's electrical panel (main and sub) beginning on January 31<sup>st</sup>. (2) PPD will begin the 3<sup>rd</sup> year cycle dryer vent cleaning, names have been submitted to LW PPD for scheduling. (3) The Mutual's Annual Meeting will take place on April 16<sup>th</sup> at 12:30pm.
6. **Treasurer's Report**- Ms. Martin reported the Mutual ended the 2018 year with a surplus of \$33,684.

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

To approve payment of \$500.00 to Malvin, Riggins & Company, Invoice #1000078071 for Services rendered for LWMC Audit

To approve payment of \$213.62 to Clarksburg Plumbing, LLC, for installed ½ inch ProPress valve and hose bib and 1ft of half inch copper pipe at 14538 Kelmscot Drive.

To approve payment of \$245.00 to McFall & Berry Landscape, Invoice # IN201824 for Tree Maintenance at (14601 Deerhurst, 14527 Kelmscot, 14713 Bigby Ct., 14700 Bigby Ct.)

To approve payment of \$275.00 to McFall & Berry Landscape, Invoice # IN201825 to prune & deadwood Oak tree (Front yard) at (3306 Densmore Ct).

To approve payment of \$419.00 to J & M Construction, LLC Invoice #1705 for removal of old ridge vent and installation of new cobra roof vent at (3234 Ludham).

To approve payment of \$275.00 to J & M Construction, LLC Invoice #1701 for reported two leaks. Did three modified patches at (3407 Hallaton).

To approve payment of \$200.00 to J & M Construction, LLC Invoice #1618 for roofing repairs. Cleared off water and dried area. Patched modified roof at (14609 Kelmscot)

To approve payment of \$125.00 to J & M Construction, LLC Invoice #1694 for resealing around roof vents. If further issues occur the vents should be replaced at (3309 Densmore Ct.)

To approve payment of \$275.00 to J & M Construction, LLC Invoice #1696 to modified roof patch over the guest bedroom area at (14530 Kelmscot)

To approve payment of \$250.00 to J & M Construction, LLC Invoice #1695 to Installed a modified roofing patch right side of garage at (14646 Kelmscot)

To approve reimbursement payment of \$550.00 to Leisure World of Maryland/McFall & Berry Invoice #201194 to clear roadway of fallen tree.

To approve reimbursement payment of \$249.00 to Peter McPhie for bookcase that was damaged by the water leak from the roof into and through the fireplace. Resident replaced the IKEA bookshelf. (Same one that was there) at (14533 Kelmscot Dr.)

To approve payment of \$302.08 to A& Restoration for water on carpet due to a roof leak at (14533 Kelmscot Dr)

#### **RESOLUTION #30, 1/24/19**

To approve insurance claim payment of \$442.74 payable to LWMC-Mutual 10, from the owner of 14625 Deerhurst Terrace, Unit# 214-B (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 #31, 1/24/19**

7. **Correspondence**- None.



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

- A. Mr. Eisenhaur- Mr. Eisenhaur mentioned those that want to opt-out of the LW Directory of personal information should contact the Mutual Assistant.
- B. Ms. Gordon- None
- C. Ms. VanScoyoc- Ms. VanScoyoc mentioned the committee will begin preparation for the upcoming annual meeting in April.
- D. Ms. Salazar- None
- E. Ms. Pugliese- Ms. Pugliese mention that McFall & Berry will be removing four Ash trees.
- F. Mr. Salazar- Mr. Salazar mention that Kolb Electric will begin home electrical panel inspections on January 31<sup>st</sup>.
- G. Ms. Martin- No report

9. **Unfinished Business –**

- A. Gutter Guard Pilot Program- Board agreed to postpone for now until a need arises in the mutual.
- B. Gutter Cleaning Estimates- After discussion, upon motion duly made and seconded, the Board agreed to the following:

Mutual 10 Board of Directors approved LW PPD Gutter cleaning with a price cap at twice a year for a total of \$4,000 per cleaning.

**RESOLUTION #32, 1/32/19**

- C. Power-Washing- After discussion, Board agreed to look into other companies.

10. **New Business –**

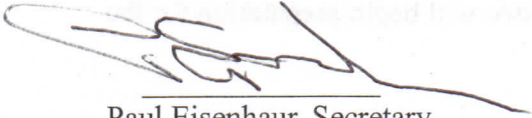
- A. Units with Fireplaces- Resident expressed concern about the danger of zero combustible fireplaces/chimneys and pre-fab chimneys. Mrs. Salazar checked with construction/architectural personnel in PPD who researched the dangers of pre-fab chimneys and found nothing other than “cleaning should be done regularly if the fireplace is used all the time”.
- B. Insurance Procedures- Board discussed possible ways of handling insurance claims within

LW. That if it's a residents charge, they should be notified to contact their own insurance company. Mrs. Salazar will be writing a letter representing the M10 Board's thinking on this issue.

11. **Open Forum-** None

12. **Next Meeting-** February 28, 2019 at 9:30AM; Sullivan Room, Administration Building

13. **Adjournment-** There being no additional business, the meeting was adjourned at 11:16AM



Paul Eisenhaur, Secretary

---

Peggy Salazar, President