

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

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Thursday, December 7, 2017 – 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, 3701 Rossmoor Blvd, Silver Spring, Maryland on Thursday, December 7, 2017 at 9:30am.

Resolutions: #23- #25

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

Management: Kevin Flannery, General Manager; Roberta Carter, Mutual Assistant

Visitors: Cathy Kyle

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 November 2017. All questions and comments were responded to by Mr. Flannery.
3. **Approval of Agenda**- Agenda was approved as presented.
4. **Approval of Minutes** – The Minutes of October 26, 2017 were approved as presented.
5. **President Comments**- Ms. Salazar's report included: (1) There were no restrictions giving to homeowners when installation was blown into the attics, but noted there should have been. (2) A notice was placed in the Tidings about the 10-yr smoke alarms and that the dead line is approaching. (3) Two additions were added to the LW Advisory Committee; Christian Peterson for Golf & Greens and Diane Ivan for E&R. (4) Clarksburg Plumbing will give a 20% discount to Mutual 10 residents who decide to use their services.
  - A. **Treasurer's Report**- Ms. Martin reported that the mutual is in a very healthy financial situation. Through October the surplus was over \$71k, with savings in utilities. The main explanation is a significant drop in usage of utilities. There has also been an increase in budgeted amount for interest income.
  - B. **Invoices**- After discussion, upon motion duly made and seconded, the Board agreed:

To approve payment of \$2,833.00 to American Striping Invoice# 13526 for the yellow curb painting of Mutual 10.

To approve payment of \$435.00 to Arbor Landscaping Invoice# 51530 (Date of Service: 11/2/17) to plant 1 Crepe Myrtle & Dogwood Tree in Mutual 10.

To approve payment of \$700.00 to McFall & Berry Invoice# 197079 (Date of Service: 9/27/17) to remove Oak tree at 14500 Elmhan Ct. (Owens)

To approve payment of \$3,950.00 to Roof Solution.com (Date of Service: 11/3/17) Invoice# 73020 for the roofing survey of all roofs in Mutual 10.

To approve payment of \$96.00 to Leisure World PPD (Date of Service: 10/27/17) Invoice# 118407 met with WSSC to shut down water/flush system, restore service of Mutual 10.

To approve payment of \$3,373.90 to Leisure World PPD (Date of Service: 10/28/17) Invoice# 118549 for the cleaning of 44 dryer vents in Mutual 10 homes.

To approve payment of \$ 74.00 to Leisure World PPD (Date of Service: 11/1/17) Invoice# 118926 for one additional dryer vent cleaning at 14613 Kelmscot Dr. (McHugh)

To approve payment of \$10.58 to Leisure World Postage (Date of Service: 11/2/17) for postage to mail November Tidings to non-resident owners of Mutual 10.

To approve payment of \$212.97 to Clarksburg Plumbing (Date of Service: 12/4/17) Invoice# 3920113017 to replace the shut off valve only. Replace shut off valve for front hose bibb and replace front hose bibb at 14615 Deerhurst Terr. (Gist)

To approve payment of \$32.50 to J&M Construction (Date of Service: 11/26/17) Invoice# 1509 for repairs to an existing ridge vent. (Mutual 10)

To approve payment of \$130.00 to J&M Construction (Date of Service: 11/26/17) Invoice# 1510 for repairs to existing roof over bonus room near AC unit at 14609 Kelmscot Dr.

**RESOLUTION # 23, 12/7/17**

6. **Correspondence-** None

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

A. **Mr. Eisenhaur-** Mr. Eisenhaur stated that the new portal is a secure site and is only available to mutual residents and it contains both financial data and optional phone#/email addresses.

B. **Ms. Gordon-** No report.

C. **Ms. VanScoyoc-** No report.

D. **Ms. Salazar-** No report.

E. **Ms. Pugliese-** No Report.

F. Mr. Salazar- Mr. Salazar stated the curb striping is complete and the painting follows the Fire Marshall's requirements for this mutual.

G. Ms. Martin- No report.

8. **Unfinished Business** –

A. Update- Metal Sign Replacement- Ms. Pugliese stated that the replacements of the signs will begin next week.

B. Update- Quorum/Rental Restrictions Sub-Committee- Ms. Salazar stated that the task is almost complete, the sub-committee is in the process of writing their findings & recommendations regarding rental restrictions and will present to the board and mutual residents in the near future.

9. **New Business** –

A. Authorization of payment to roofing company (Ownership Change)- Upon motion duly made and seconded, the Board agreed:

Mutual 10 Board of Directors approved to amend Resolution#14 that authorized payment to Clay Kenney for a total of \$80,000 for the Mutual 10 Roof Replacement project to now authorize payment to J&M Construction due to the sale of the company.

**RESOLUTION# 24, 12/7/17**

B. 2017 Holiday Bonuses- Upon motion duly made and seconded, the Board approved payment for the following Holiday Bonuses:

Mutual 10 Board of Directors approved the 2017 Holiday Bonuses for Leisure World Staff & a Volunteer as follows: Roberta Carter \$125.00, Ingrid Por \$125.00, Richard Jones \$100.00, Betty Eisenhour \$50.00, Chris Booner \$25, Chris Waters \$25, Donald Simms \$25, Larry Buckner \$25, Walter Cooper \$25, Jesse Simkins \$25.

**RESOLUTION# 25, 12/7/17**

10. Open Forum- None.

11. Next Meeting- January 25, 2018 at 9:30AM; Sullivan Room, Administration Building.

12. Adjournment- There being no additional business, the meeting was adjourned at 11:00 AM

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Paul Eisenhour, Secretary

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Peggy Salazar, President

