

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

Thursday, February 23, 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, Vice President; Valdon Butler, Treasurer; Paul Eisenhour, Secretary; Christine Petersen, Cathy Kyle & Flora Rowse, Directors.

Management: Lee Shields, Project Manager & Shanti Martin, Mutual Assistant

Guest: Sue Morrisson, Mark Herro Theresa Wolfe Ann Schindler and John Hurd

1. **Call to Order**- Jane Salzano called the meeting to order at 9:35 am
2. **Community Report** – Crystal Castillo presented the Community Report.
3. **Approval of Agenda**- The agenda were approved as presented.
4. **Approval of Minutes** – The regular minutes were approved as presented.
5. **President Comments**- Jane Salzano thanked everyone for joining.
6. **Security Items, presented by Theresa Wolfe**- Theresa Wolfe presented an idea/suggestion to the board suggesting residents would have a call-in plan checking on residents in case an emergency should arise.
7. **Treasurer’s Report/Totals**- Mr. Butler reported the January 2023 financials are not ready. LWCC began an upgrade to their Finance/Accounting software late last year. Completion of these bookkeeping projects has overlapped 2022 year-end closing of the LWCC books.

**Invoices:** Upon motion duly made and seconded M10 Board of Directors was in consensus to approve the following invoices:

Vendor	Inv. Date	Invoice #	Work	Address	Name	Amount
M-Type	7/28/2022	215386	Cleaned and installed safety walk tape	14715 Lindsey Ln	M10	216.21
McFall & Berry	2/22/2023	219941	Extebd exiting drainage with additional 10'of 4 PVC pipe and 4'coupling	14521 Kelmscot Dr	M10	291.75
DMA Reserve s	2/20/2023	5323	Reserve study	M10	M10	5,008.50
McFall & Berry	2/17/2023	219930	Regrade front and left sides of home to keep water away from house. Create drainage system	14521 Kelmscott	M10	4,987.67

**Resolution #22-59, 2/23/2023**

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8. **Unfinished Business:**

- A. Wire Relocation: A letter was mailed to the owner to address the concerns.
- B. Water Issues: The water issue at 14521 Kelmscot is now complete, no more issues.
- C. Who Pays List: Mr. Morrison announced that the Who Pays List will go in the newsletter.
- D. Reserve Study-Scheduling Meeting: Presentation will be held at the March meeting.

9. **New Business:**

- A. Spring Gutter Cleaning Proposal: Upon motion duly made and seconded the M0 Board was in consensus to approve the proposal from J&M for spring gutter cleaning and inspection for 158 units. **Resolution #22-61, 2/23/2023**
- B. Termite Remediation: Upon Motion duly made and seconded the M20 Board of Director was in consensus to approve Termite Quote from Regional Pest Management in the amount of \$2,996.00. **Resolution #22-60, 2/23/2023**
- C. Patio fence lowering request: Board verbally was in consensus. Resident will need to provide an ABM.
- D. Roof for 14523/14521 Kelmscot: Lee Shields will get quotes.
- E. PPD Invoices: ALL PPD invoices have been submitted for payment.
- F. Annual Meeting/By Laws Proxies: Annual Meeting is scheduled for April 21, 2023, At this time the board will attempt to amend the bylaws.

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

- A. Maintenance Report: **(Please see attached)**
- B. Website: Everything is good with the website and up to date.
- C. Landscape: Nothing much to report.
- D. Hospitality: The next event will be the Spring Fling on March 23<sup>rd</sup>.

11. **Next Meeting:** Thursday March 23, 2023, at 9:30am in the Sullivan Room/Hybrid.

12. **Adjournment-** There being no additional business, the meeting adjourned at 11:05 a.m.

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Paul Eisenhaur, Secretary

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Jane Salzano, President