

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

Thursday, May 28, 2020 – 9:30 am

A regular meeting of the Board of Directors of Maryland Mutual Number Ten, Inc. was held via Telephone Conference on Thursday, May 28, 2020 at 9:30am.

Resolutions: #20-08- #20-09

Members Present: Peggy Salazar, President; Leroy Salazar, Vice President; Susan Ascencio, Treasurer; Paul Eisenhaur, Secretary; Dotty VanScoyoc, Director; Cathy Kyle, Director; Christine Petersen, Director.

Management: Kenia Ibanez, Mutual Assistant
Crystal Castillo, Assistant General Manager for Support Services.

1. **Call to Order**- Ms. Salazar called the meeting to order at 9:30 am
2. **Approval of Agenda**- Agenda was approved as presented.
3. **Approval of Minutes** – The Minutes of April 23, 2020 were approved as amended.
4. **President Comments**- Ms. Salazar’s report included: (1) She reported that the annual meeting packets went out in the mail and hopefully we will be able to meet in person. (2) There are 4 or 5 vacant units or getting ready for sale or rent.
5. **Treasurer’s Report**- Ms. Ascencio’s report included: (1) She reported the ytd income of approximately \$385,349 and an ytd expense of approximately \$405,989. (2) The deficit is currently (\$20,640) with a total reserve balance of \$803,149. (3) The electricity bill for April came in under budget and water expense as expected. (4) Total utility cost and overall budget is still anticipated to be at or under budget for the year. (5) There is only one new delinquency and she will look into it.

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

To approve the reimbursement of **\$171.64 to Clarksburg Plumbing, Invoice #10813010420** to replace hose bib & vale outside at 3227 Ludham (Rowse).

To approve payment of **\$182.05 to Clarksburg Plumbing, Invoice 11563042320** to replace hose bib & valve outside at 3227 Ludham (Rowse).

To approve payment of **\$100.00 to J&M Construction Solution LLC, Invoice #1869** for gutter cleaning at 3232 Ludlum+adjacent& 3209 Ludham+adjacent (Carr & Stargel).

To approve payment of **\$8,494.00 to J&M Construction Solution LLC, Invoice #1868** for roof replacement at 14501-14503 Kelmscot (Nelson – Finnegan).

To approve payment of \$13,228.00 to J&M Construction Solution LLC, Invoice #1867 for roof replacement at 14501-14503 Elmham (Shanley – Steele).

To approve payment of \$1,384.00 to J&M Construction Solution LLC, Invoice #1864 for garage roof strips at 14654 Kelmscot (Cook).

To approve payment of \$4,450.00 to J&M Construction Solution LLC, Invoice #1863 for roof replacement at 14652 Kelmscot (Belke).

To approve payment of \$1,384.00 to J&M Construction Solution LLC, Invoice #1866 for garage roof strips at 14809 Lindsey (Emmell).

To approve payment of \$4,450.00 to J&M Construction Solution LLC, Invoice #1865 for roof replacement at 14807 Lindsey (Heisserman/Fink).

To approve payment of \$1,175.00 to McFall & Berry, Invoice #206335 for tree maintenance at 14612 Deerhurst (Keller).

To approve payment of \$315.00 to McFall & Berry, Invoice #206339 for tree/grounds maintenance at 14612 Deerhurst & 14607 Deerhurst (Keller & McDonald).

To approve reimbursement payment to Christine Petersen in the amount of \$235.55 for tree and plant supplies for the mutual.

To approve payment of \$780.00 to PPD, Invoice #1762020 for consult oversight of resident's porch installation correction at 14708 Bigby (Bartlett).

To approve payment of \$235.55 to PPD, Invoice #175644 for plumbing toilet backup at 14625 Deerhurst (Callaghan).

To approve payment of \$103.00 to PPD, Invoice #175645 for plumbing toilet backup at 14625 Deerhurst (Callaghan).

To approve payment of \$504.50 to PPD, Invoice #175953 for plumbing camera & pipes investigation at 14625 Deerhurst (Callaghan).

To approve payment of \$12,268.00 to J&M Construction Solution LLC, Invoice #1872 to Shingle roof as per proposal and sheathing replaced at 14806-14808 Lindsey Lane (Chao – Salazar).

To approve payment of \$12,460.00 to J&M Construction Solution LLC, Invoice #1873 to Shingle roof as per proposal and sheathing replaced at 14607-14609 Kelmscot (Sohn – O'Leary).

To approve payment of \$100.00 to J&M Construction Solution LLC, Invoice #1874 for gutter cleaning at 14606-14608 Deerhurst (Spencer – Finch)

To approve payment of \$295.00 to McFall & Berry, Invoice #206462 for tree maintenance at 14612 Deerhurst & 14620 Deerhurst (Keller – Eisenhaur).

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6. **Correspondence** – None.

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

- A. Ms. Petersen – (1) She reported that she spent the last two days putting water bags on trees and the residents have been cooperative. (2) The big pine tree on the corner of Mr. Eisenhaur’s property (14620 Deerhurst) will not be taken down. (3) The holly tree on Hallaton is not being taken down and will just be trimmed. (4) There was a request for grass on areas where there was no grass. (5) Next week, the bushes that were planted in the pots will be replaced with some grasses. (6) She sent a letter to the resident on Bigby Ct. regarding the dead tree in the middle of his yard, which was not planted by mutual 10, is his responsibility to take it down. (7) She has sent letters to homeowners that have not cleaned up their 4ft. (8) She met with Aaron and Austin from McFall &Berry and requested a proposal for several trees that need to be removed or trimmed.
- B. Ms. Kyle – (1) She will renew her efforts to get volunteers to assist with delivering the Tidings.
- C. Mr. Eisenhaur – (1) He reported that everything is fine.
- D. Ms. VanSocycoc – (1) No report due to all cancelled social events in Mutual 10.
- E. Mr. Salazar – (1) He reported that the roofs are done, and he is finalizing the concrete work. (2) He also reported that there were two issues that will be insurance claims. The first issue was with an ongoing leaking shower fixture and caused water damage and another issue was with a water pipe that fell apart and caused water damage in the kitchen.
- F. Mrs. Salazar – She updated the Board on the reserve study that was attached to the Audit. She reported that Ms. Gaynor, Director of Accounting and Finance, contacted the firm and they stated that they are required to attach the reserve study as supplementary info and the study can be done by a reserve study firm or by a Board of Directors with their own contractors that have the tools to do so. She also stated that the Board can sit down with the audit firm to review the draft audit.

8. **Unfinished Business:**

- A. Gutter Cleaning – The Board discussed the proposal from J&M Constructions, INC for gutter cleanings because Leslie Vizzi from PPD reported to Mrs. Salazar that PPD will not be doing gutter cleanings. The Board agreed to clean the gutters as needed and wait until the

Fall for a mutual wide cleaning. After discussion, upon motion duly made and seconded, the Board agreed:

To approve J&M Construction, Inc to clean the gutters as needed and wait until the fall for the mutual wide cleaning.

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9. **New Business:**

A. Discussion of "Trust Amendment – Resales Fee Increase" – The committee discussed the proposed trust amendment to increase the resale fee from 2% to 3%. Mutual decision's will be made at the July Meeting and then they will go to the LWCC Board of Directors.

10. **Open Forum** - None.

11. **Next Meeting**- June 25, 2020 at 9:30AM.

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

Paul Eisenhaur, Secretary

Peggy Salazar, President