

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

Thursday, October 28, 2021 – 9:30 am

A regular meeting of the Board of Directors of Maryland Mutual Number Ten, Inc. was held via Zoom/Sullivan Room in the Admin Building

Members Present: Jane Salzano, President; Bob Morrison, Vice President; Valdon Butler, Treasurer; Paul Eisenhour, Secretary, Cathy Kyle, Director; Christine Petersen, Director.

Visitor: Sue Morrison

Management: Shanti Martin, Mutual Assistant
Melissa Palaez, Assistant General Manager

1. **Call to Order**- Ms. Salzano called the meeting to order at 9:35 am
2. **General Manager** – Crystal Castillo presented the October Manager’s 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**- Ms. Salzano greeted everyone via zoom.
6. **Treasurer’s Report**- Mr. Butler report included: (1) Total Income: \$882,394, Total Expenses \$885,212, Income/Deficient \$2, 818, Variance from budget \$15,748 and total in reserves \$940,173.
 - A. **Invoices**: After discussion, upon motion duly made, the Board agreed to approve payment of the following invoices:

Upon motion duly made and seconded the Board agreed To pay the following invoices:							
Vendor	Inv. Date	Invoice #	Work	Address	Name	Amount	Resolution #
McFal & Berry	9/28/2021	211698	Remove fallen tree at Kelmscot Drive	Kelmscott Drive	Mutual 10	\$525.00	#21-56
DHCA	7/1/2001	202216481	DHCA	Mutual 10	Mutual 10	\$790.00	#21-62
Brothers Paving & Concrete Corp	7/27/2021	28743	Concrete sidewalk replacement, Concrete Pad Replacement	M10 Densmore Ct.	Mutual 10	\$45,622.00	#21-57
						\$46,937.00	

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

- A. Ms. Christine: Is still looking for volunteers. Tree for Mutual 10 has been ordered but not planted yet.
- B. Mr. Paul- Website is fine and everything is updated.
- C. Bob Morrison: Reported on open tickets/maintenance issues.

8. **Unfinished/Old Business:**

- A. DeRosa repairs: The board decided to send a letter to inform the resident that the repairs will not be repaired by the Mutual. Mr. Paul will write the letter.
- B. Concrete replacement project: Will have the same company complete the work. H& H will complete the additional work not to exceed \$10,000. Upon motion duly made and second the board was in consensus to approve: **Resolution #21-58, 10/28/2021**

9. **New Business:**

- A. Mr. Paul: Mutual 10 contribution to small “donut hall” insurance deductible: This would be voluntary not mandatory to assist other Mutual’s with this expense. The board discussed their thoughts on the subject. The board agreed to participate. Terms to be determined after more information is gathered.
- B. Maintenance reserve transfer to contingency reserve for potential insurance deductible:
Resolution #21-57, 10/28/2021
- C. Proposed Budget: Board approved to be mailed
- D. ABM for Sandra Boyer: Upon motion duly made and seconded the board was in consensus to approve the ABM for Sandra Boyer.
Resolution #21-59, 10/28/2021
- E. Gutter Cleaning for all 79 Buildings: Upon motion duly made and seconded the board was in consensus to move forward with the gutter cleaning after the leaves fall.
Resolution #21-60, 10/28/2021.
- F. Dryer vent cleaning 1/3 of the Mutuals 54 units. Upon motion duly made and seconded the board was in consensus to approve vent cleaning of 54 units.
Resolution #21-61, 10/28/2021
- G. Storm drain missing near Elmhan & Kelmscot: Upon motion duly made a seconded the board was in consensus to authorize payment for replacement of the storm drain missing.

10. **Next Meeting:** Thursday November 18, 2021, 9:30AM.

11. **Open Forum:** Mr. Butler would like to add to the Treasures report that there will be an increase of the monthly fees. Ask Shanti for updated phone list.

12. **Adjournment-** There being no additional business, the meeting adjourned at 10:57a.m.

Paul Eisenhaur, Secretary

Jane Salzano, President