

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

Thursday, September 26, 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, September 26, 2019 at 9:30am.

Resolutions: #17-20

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

Management: Crystal Castillo, Assistant General Manager; Kenia Ibanez, Mutual Assistant

Visitors: Carole Gist; Christina Petersen; Stan Labovich; Bob Namovicz.

1. **Call to Order**- Ms. Salazar called the meeting to order at 9:30 am.
2. **General Manager's Report**- Crystal Castillo presented the General Manager's report for August 2019. All questions and comments were responded to by Ms. Castillo.
3. **Approval of Agenda**- Agenda was approved as presented.
4. **Approval of Minutes** – The Minutes of August 22, 2019 were approved as amended under the Treasurer's Report: The surplus of \$7,565 should be \$5,621 and the invoice resolution number will be number 15A due to accidentally repeating number 15.
5. **President Comments**- Ms. Salazar's report included: (1) She reported the home sales are still strong. (2) The Showalters are moving to Missouri and will be selling their M10 unit. (3) There was an approved ABM on Bigby Ct. where construction didn't match the drawings submitted. A wall has appeared above roof line which is unacceptable. The wall looks odd and changes the footprint of the mutual building, but the owner/company has been contacted and will rectify. (4) The 2020 LW Advisory Committees Application will be attached to the October Tidings.
6. **Treasurer's Report**- Ms. Ascencio report included: (1) The month of August was a positive month, with a surplus of \$8,710.00 and year-to-date surplus of \$40,000.00. (2) The expenses were high due to payments for work performed on roofs, electrical and plumbing, as well as 1/3rd of the insurance premium. (3) She asked the Board if it would be okay for them to receive the financial statements electronically, and the Board agreed. (4) She asked who has the reserve plan for a copy. Mr. Salazar responded that he worked on the reserve plan with Janet Martin and will share the information.

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

To approve payment of **\$601.76 to LW PPD, Invoice #159920** to replace drywall damaged by roof leak at 3309 Densmore (Westervelt).

To approve payment of **\$448.46 to LW PPD, Invoice #161782** to ceiling drywall/paint from roof repair at 3314 Densmore (Hawariat, Teklemariam).

To approve payment of **\$126.00 to LW PPD, Invoice #161787** to paint/prime ceiling due to roof leak at 14514 Kelmscot (Khan).

To approve payment of **\$194.00 to LW PPD, Invoice #161784** to paint/prime ceiling due to roof leak at 14516 Deerhurst (Gist).

To approve payment of **\$427.00 to LW PPD, Invoice #161985** to ceiling drywall/ paint from roof repair at 3303 Densmore (Namovicz).

To approve payment of **\$227.56 to Kolb Electric, Invoice #2124513** to ground rod wiring at 14627 Deerhurst (Dollymore).

To approve payment of **\$740.00 to Clarksburg Plumbing, Invoice #9361070519** to storm drain blockage investigation at 14715 Lindsey (Kidwell).

To approve payment of **\$1,807.66 to Clarksburg Plumbing, Invoice #9792082719** to fix water drain blockage - investigate and repair at 3226 Ludham (Bochinski).

To approve payment of **\$82.14 to Kolb Electric, Invoice #2123953** to re-ox compound and install Penetrox paste on the aluminum wiring at 14556 Kelmscot (Hernandez).

To approve payment of **\$209.34 to Kolb Electric, Invoice #2124046** for work performed on the main electrical panel at 14631 Deerhurst Ter (Kourpias).

To approve payment of **\$225.86 to Kolb Electric, Invoice #2124237** to remove and replace faulty breaker in the main electrical panel at 14502 Kelmscot (Zahavi).

To approve payment of **\$471.19 to Clarksburg Plumbing, Invoice #9751082619** for snaking at 3309 Densmore Ct (Westervelt).

To approve payment of **\$422.88 to Kolb Electric, Invoice #2124828** to clean the lug the sub-panel in the laundry closet at 14500 Kelmscot (Labovich).

To approve payment of **\$13,000.00 to Calix Plumbing** to replace two main service water lines for units listed at 14513/14517 Elmham Ct (Initiated by Leroy Salazar).

To approve payment of \$2,300.00 to McFall & Berry, Invoice #IN204736 for tree maintenance to remove four trees and prune one on Kelmscot Dr.

To approve payment of \$200.00 to J&M Construction Solutions, LLC, Invoice #1779 to re-flash and re-shingle where the garage meets roof at 3303 Densmore Ct (Namovicz).

To approve payment of \$100.00 to J&M Construction Solutions, LLC, Invoice #1780 to remove and reinstall siding for plumber access at 14609 Kelmscot (O'Leary).

To approve payment of \$130.00 to J&M Construction Solutions, LLC, Invoice #1781 to replace broken siding at 3202 Ludham (Smith).

To approve payment of \$130.00 to J&M Construction Solutions, LLC, Invoice #1786 to replace damaged siding corner post at 14626 Deerhurst (Kuykendall).

To approve payment of \$180.00 to J&M Construction Solutions, LLC, Invoice #1788 to install seal tape on two main seams of flat panel, and awning caulked where shingles join awning at 14801 Lindsey (Reynolds).

To approve payment of \$182.42 to Kolb Electric, Invoice #2124506 to install ground wire from the main panel in garage to the existing exterior ground rod at 3225 Ludham Dr (Hawes).

RESOLUTION #17, 9/26/19

7. Correspondence:

A. Resident's Request for Tree Trimming – The Board discussed the concern of a resident regarding a tree that throws branches and debris. Ms. Salazar had asked Ms. Pugliese and Ms. Petersen for their recommendation and they reported that taking down the requested branch would make the tree lopsided, and would not be healthy for the tree. The Board agreed not to take down the large branch of the tree because there is no hazard. It will be continued to be trimmed when necessary.

8. Reports - The Board of Directors:

A. Ms. Pugliese – (1) She reported to that it will cost approximately \$5,100 to remove a tree on Ludham, which was split and dangerous to homes (2) The Landscape Committee has a walk through with the Arborist and McFall & Berry and provided an estimate for \$11,625 to remove six trees. (3) She recommended having the wood shop fill in the holes of the bench at the bus stop. Ms. Salazar will look into updating the benches.

B. Ms. Ascencio – She reported that she attended a CCOC seminar on Energy Conservation to help her better understand e-ratings.

- C. Ms. Kyle – (1) She sent out an invitation to join the group who volunteers to deliver the newsletter and Sybil Brounstein will take over for Dan Martin. (2) She also reported that she plans on joining the LW Green Group and will report on possible conservation efforts in the mutual.
- D. Mr. Eisenhaur – (1) He reported that he added a link on the website for Comcast facts. (2) He also gave a brief overview of the electronic gate access system to be installed next spring. Residents will receive plenty of notice beforehand of the process.
- E. Mr. Salazar – (1) He reported that the concrete work was all done but there will be signs posted to give 2-3 weeks before any trash trucks can go on it to allow concrete to harden. (2) He also reported that major concrete work was performed at 14601 Deerhurst Terrace to stop water pooling on a resident's parking pad, and Emerald Contractors also came out to connect the downspout line to an underground drain at the end of the driveway. (3) He suggested asphalt repair is needed down from Lindsey Lane and part of Kelmscot for a 60/70-foot area of asphalt that is in bad shape - with a large pothole. He got a bid for the repair in the amount of \$12,000. Ms. Ascencio reported that the money is there now, and it is better to do it now to prevent any more damage. After discussion, upon motion duly made and seconded, the Board agreed:

To approve the proposal for the asphalt repair down at Lindsey Lane and Kelmscot and approve payment in the amount of \$12,000.00.

RESOLUTION #18, 9/26/19

9. **Unfinished Business:**

- A. Resident's Request for Bathtub Refinishing – The Board continued their discussion from last month regarding the request to pay to redo the bathtub - stained from backed up sewage. Mr. Salazar obtained an estimate for approximately under \$1000 to redo the whole bathtub area and \$300-500 for just the tub. After discussion, upon motion duly made and seconded, the Board agreed:

To approve a credit to Barbara Lee Mayfield in the amount of \$375.00 and allow her to select her own contractor to redo her bathtub.

RESOLUTION #19, 9/26/19

10. **New Business:**

- A. Budget – Ms. Ascencio reviewed the draft M10 2020 Budget Cover Letter, M10 2020 Proposed Budget and Community Facility Fee. The base increase is \$25; additional fees per unit depending on individual modifications may be added to that charge. The community

facilities fee will be \$29.25 due largely to the new Comcast contract and the increase of the water utility rate structure. The anticipated surplus for this year will cover some of the hit. After discussion, upon motion duly made and seconded, the Board agreed:

To approve mailing out the draft 2020 M10 Budget package containing the cover letter, M10 proposed budget and community facility fee to unit owners for 30-day review.

RESOLUTION #20, 9/26/19

- B. Updated the Bus Stop – Ms. Salazar reported the railroad ties are in terrible shape and need to be fixed permanently. She contacted her Landscape Contractor and he recommended (9) 6x6 timbers, (8) 10-foot-long rebar, and (20) 12-inch screws for a fee of \$1,300.00. After discussion, upon motion duly made and seconded, the Board agreed:

To approve the proposal from the landscape contractor to fix the railroad ties and approve payment in the amount of \$1,300.00.

RESOLUTION #21, 9/26/19

11. **Open Forum-** None.
12. **Next Meeting-** October 24, 2019 at 9:30AM; Sullivan Room, Administration Building
13. **Adjournment-** There being no additional business, the meeting was adjourned at 11:30 AM

Paul Eisenhaur, Secretary

Peggy Salazar, President