

**REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF MARYLAND MUTUAL NO. ELEVEN, INC.**

**Wednesday, June 9, 2010  
3:00 p.m.**

Pursuant to notice previously given, a regular meeting of the Board of Directors of Maryland Mutual No. Eleven, Inc., was held in the Potomac Room of Clubhouse I, 3700 Rossmore Boulevard, Silver Spring, Maryland, on Wednesday, June 9, 2010, at 3:00 p.m.

**DIRECTORS PRESENT:** Darlene Hamilton, President; Janet Tyler, Vice President/Treasurer; Philip Horwitz, Raymond Rinn, Lillian McClement and Belle Cunningham, Directors. Martin Koronowski, Director by phone.

**MANAGEMENT:** Tim Coursen, Assistant General Manager-Mutual Operations and Sharon Palmer-Hillman, Mutual Assistant.

**VISITOR:** Judy Owen and John & Janet Abrahams.

1. Call to Order – Ms. Hamilton called the meeting to order at 3:00 p.m. and welcomed Mr. & Mrs. Abrahams to the meeting.
2. Adoption of Agenda – The agenda was adopted as written.
3. Approval of Minutes – The minutes of the regular Board Meeting held on May 17, 2010 were approved as presented.
4. General Manager's Report – Mr. Coursen presented the General Manager's Report for the month of June 2010. The report was received, noted, and made a part of the record.
5. Chairperson's Report – Ms. Hamilton reported several incidents that occurred recently in their Mutual on different occasions, where resident on different courts were approached and yelled at by a strange person that was seen driving around in Mutual 10. Mr. Coursen asked that security be alerted right away in the future. Ms. Hamilton stated that she had another item that she would like to discuss in Executive Session. Mr. Coursen asked that she get board approval to have a close meeting following the regular board meeting. Upon motion duly made and seconded, the board unanimously agreed -

To approve an Executive Session followed by the regular meeting of the board.  
Resolution #22, 6/9/10

Ms. Hamilton commented on other projects that are in progress in the Mutual.

6. Treasurer's Report – Ms. Tyler presented a list of bills dated June 9, 2010 for approval. She reported a total balance carry forward of \$54,898.36, total receipts of \$64,937.53, total disbursements of \$56,618.52 and a cash balance of \$63,217.37 as of May 31, 2010.

Maintenance Reserve –

To approve payment in the amount of \$1,079.60 to LWMC for access panel that was built and installed at 3112 Beckenham Court, unit 251-B (Shapero).

Resolution #14, 6/9/10

To approve reimbursement in the amount of \$1.92 to Darlene Hamilton for phone calls made to contractors.

Resolution #15, 6/9/10

To approve payment in the amount of \$3,405.00 to Arbor Landscapers Inc for tree work done in the Mutual.

Resolution # 16, 6/9/10

To approve in the amount of \$150.00 to LW E & R Department for a set of 100 colored copies made for the Mutual per Mr. Morrone – sub metering Q & A.

Resolution #17, 6/9/10

The Board of Directors agreed to hold a portion of the bills until further study is conducted.

Investments –

Road & Curb Reserve – Upon motion duly made and seconded, the Board unanimously agreed –

To roll over CD #5002 in the amount of \$100,000.00 with Asencia Bank at 1.5 percent for 12 months.

Resolution #18, 6/9/10

New Roof Reserve - Upon motion duly made and seconded, the Board unanimously agreed –

To roll over CD #5200 in the amount of \$20,000.00 with Ascencia Bank at 1.5 percent for 12 months.

Resolution #19, 6/9/10

Siding Reserve – Upon motion duly made and seconded, the Board unanimously agreed –

To roll over CD#8201 in the amount of \$45,000.00 with Ascencia Bank at 1.5 percent for 12 months.

Resolution #20, 6/9/10

Road and Curb Reserve – Upon motion duly made and seconded, the Board unanimously agreed –

To transfer \$90,000.00 from the Siding Reserve funds into the Road and Curb Reserve funds.

Resolution #21, 6/9/10

7. Committee Reports

Budget – The committee will be working on goals for this year. Ms. Tyler stated that more information will be available at the June meeting.

E & R – Ms. Owen reported that the artifacts will not be replaced in the lobby. Some residents complained that the greenery should be replaced. Due to the open and close of the windows it was difficult for them to keep it. There are a lot of pros and cons feed back on the renovations to the lobby of Clubhouse I. The pump for the hot tub has been replaced. Pickle ball starts on July 14<sup>th</sup>.

Emergency Preparedness – In the absence of Marilyn Watson, there was nothing to report at this time. The Chairman of the committee sent a letter to the Mutual Presidents requesting to speak at one of their meetings on fire safety/emergency preparedness.

Health – The File of Life program was discussed at the meeting.

Insurance – There was nothing to report at this time.

Landscape – Ms. Hamilton stated that each committee gave their report. McFall & Berry landscape services have improved. The flower beds are wonderful and the grass looks better and is being cut more often.

PPD – The Physical Properties Department had increased their rates to \$6.00 per hour. A competitive price study was conducted comparing outside contractors. The increase will be divided between the Service Department and PPD management in the split of \$4.00 and \$2.00 respectively a total increase of 8 percent. More advertisement will be conducted with the attempt to get more residents to sign the service agreements.

Hospitality Ad hoc – A survey will be submitted to the residents asking for their ideas on functions for the Mutual.

Walkthrough – Ms. Hamilton reported that a walkthrough of the Mutual was conducted. Ms. Hamilton addressed complaints she had received regarding the drain work that was done in front of DiStefano's residence by H & Concrete. She mentioned that the drain is not connected and sits inches high off the ground.

8. Unfinished Business –

- a. Fidelity Crime Insurance – FHA Approval – Upon motion duly made and seconded, the Board unanimously agreed -

To approve the Fidelity Crime Coverage for Maryland Mutual No. Eleven, Inc not to exceed \$2,475.00 per year.

Resolution #23, 6/9/10

- b. Approval of Audit Report for 2009 – Upon motion duly made and seconded, the Board unanimously agreed -

To approve the audit report conducted by DeLeon & Stang CPA Firm for fiscal year 2009.

Resolution #24, 6/9/10

- c. Rental Licensing – Ms. Hamilton reported that an ad hoc committee will be appointed to go over the rental procedures for the Mutual.
- d. Violation Enforcement – Ms. Hamilton asked that the Board of Directors work together on enforcing the bylaws for the Mutual. It is the board's fiduciary responsibility to make sure the bylaws are enforced.

9. New Business –

- a. Proposals – A proposal was granted to Neighborhood Tree Service to remove trees, wood, brushes/debris and grind stumps in areas where trees were removed. Upon motion duly made and seconded, the Board unanimously agreed -

To accept Neighborhood Tree Service proposal to removed trees in the Mutual at a cost not to exceed \$12,000.00.

Resolution #25, 6/9/10

- b. Annual Maintenance Goals – The annual maintenance goals were organized. The Board of Directors will be meeting with the committee to determine which projects will be completed first.
10. Open Forum – Ms. Owen questioned why did the Board of Directors sent security after one of the residents because the wanted to have a get to gather with some of the neighbors and a few friends. Ms. Owen stated that she is sure she does not have all the specifications regarding this matter, but she had a copy of the letter that was submitted to the security department. Ms. Owen mentioned that this type of event was held in the past so what changes. Ms Owen asked that the board send a letter to the resident apologizing for the behavior. Ms. Hamilton replied that the resident was asked to keep the event small, and not make it a Mutual affair since it was not sanctioned by the board. She was instructed to submit a form to the board asking for permission to use the common grounds for her function but she refused. Ms. Owen noted that she did not see anything in their bylaws stating that a resident needs permission from the board to use the common area. One of the board members quoted Article X of the bylaws under use restrictions.
11. Next Meeting Date – The next regular meeting of the Board of Directors will be held on Wednesday, July 14, 2010, at 3:00 p.m. in Clubhouse I.

12. Adjournment – There being no further business to come before the Board, the meeting adjourned at 5:15 p.m.

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Darlene Merry Hamilton, President