

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

Monday, May 17, 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 Sullivan Room of the Administration Building, 3701 Rossmoor Boulevard, Silver Spring, Maryland, on Monday, May 17, 2010, at 3:00 p.m.

DIRECTORS PRESENT: Darlene Hamilton, President; Janet Tyler, Treasurer; Philip Horwitz, Martin Koronowski, Raymond Rinn and Lillian McClement, Directors.

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

VISITOR: Belle Cunningham and Yvette Rich.

1. Call to Order – Ms. Hamilton called the meeting to order at 3:03 p.m.
2. Adoption of Agenda – The agenda was adopted as written.
3. Approval of Minutes – The minutes of the regular Board Meeting held on April 12, 2010 were approved as presented.
4. General Manager's Report – Mr. Coursen presented the General Manager's Report for the month of May 2010. The report was received, noted, and made a part of the record.
5. Chairperson's Report – Mrs. Hamilton introduced the new Board of Directors and those in attendance from management. She commented on some of the projects accomplished by the previous board. She noted that the cutting of the grass by McFall & Berry Landscape has improved and listed some projects that are in progress.
6. Treasurer's Report – Mrs. Hamilton presented a list of bills dated May 12, 2010 for approval. She reported a total balance carry forward of \$47,194.66, total receipts of \$152,948.85, total disbursements of \$145,245.15 and a cash balance of \$54,898.36 as of April 30, 2010.

Maintenance Reserve –

To approve payment in the amount of \$95.30 to LWMC for replacing A/C unit that was disconnected, rewired installed the fuses and tested to make sure everything was o.k. at 3168 Beckenham Court, unit 241-F (Landra).

Resolution #6, 5/17/10

To approve payment in the amount of \$35.00 to LWMC for reinstalling cover on walk lights in the Mutual.

Resolution #7, 5/17/10

To approve payment in the amount of \$2,300.00 to DeLeon & Stang, CPA's for conduction the 2009 audit for the Mutual.

Resolution # 8, 5/17/10

To approve reimbursement in the amount of \$161.50 to Darlene Hamilton for refreshments for the Annual Meeting, office supplies and parliamentary procedure books.

Resolution #9, 5/17/10

To approve payment in the amount of \$3,405.00 to Arbor Landscape Inc new trees that was planted in the Mutual.

Resolution #10, 5/17/10

The Board of Directors delayed payment on a portion of the bills until further study is conducted.

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 – Mrs. Hamilton reported that she is waiting for approval from the LWCC Board of Directors.

Emergency Preparedness – In the absence of Marilyn Watson, there was nothing to report at this time.

Energy – Mr. Koronowski reported on the current status of the sub-meter project. He mentioned that the committee met on 4/28/10. He went over the charter of the Energy Committee. A copy of his report was made available to those in attendance at the meeting.

Health – In the absence of Ms. Life, there was nothing to report at this time.

H & H – Mrs. Rich Stated that the first issue of The Helping Hands Committee information sheet was distributed to the residents. They have not received any calls for assistance to date.

Insurance – There was nothing to report at this time.

Landscape – Mrs. Hamilton shared a flyer that was distributed, inviting all veterans for a reception in the Crystal Ball Room of Clubhouse I.

PPD – The Physical Properties Department is in the process of reconstructing some of the positions that are currently in place. The show room was discussed at the last meeting. The organizational chart will be redone.

Social Ad Hoc Committee – Mrs. Rich went over some sample events with the board on activities that can be planned for the Mutual. She asked that any member of the board or residents with ideas submit them to her.

8. Unfinished Business –

- a. Lighting in Courts – This item was tabled until the next board meeting.
- b. Tree Replacement – Additional tree replacement proposal will be approved at the June meeting.
- c. Siding/Windows concern/E-ratings – Mrs. Hamilton reported that she is currently working on these items.
- d. Rain Garden/Drainage – Mrs. Hamilton stated that she has a meeting schedule for 5/19/10 at Sherwood High School.

9. New Business –

- a. Marilyn Watson’s Resignation – Mrs. Hamilton reported that Ms. Watson submitted her resignation. She thanked her for her years of dedicated service to the Mutual. Ms. Watson will continue representing the Mutual on the Emergency Preparedness Committee and other functions the Mutual. Upon motion duly made and seconded, the Board unanimously agreed -

To accept the resignation of Marilyn Watson who served as Secretary on the Board of Directors.

Resolution #11, 5/17/10

- b. Appointment of New Director – Upon motion duly made and seconded, the Board unanimously agreed –

To appoint Belle Cunningham as a director to fill the remainder of Marilyn Watson term on the Board of Directors.

Resolution #12, 5/17/10

- c. Proposals – A proposal was granted to Arbor Landscape Inc to have grading and sod repair done. An Allan Black retaining wall of 1.5 by 18 will be installed. Area will be backfill and leveled. After discussion the board agreed to accept Arbor Landscape Inc proposal versus McFall & Berry. Upon motion duly made and seconded, the Board unanimously agreed -

To grant a contract to Arbor Landscape to perform grading & sod repair work and installed an Allan Black retaining wall in the Mutual.

Resolution #13, 5/17/10

- d. Fidelity Crime Insurance - FHA – This item was tabled for discussion at the June meeting.
- e. Approval of 2009 Audit Report - This item was tabled for discussion at the June meeting.
- f. Rental/Licensing – Mrs. Hamilton reported that a unit was rented but the owner never furnished proof of license to rent the unit as required by Montgomery County.
- g. Approval of Schuder ABM Application – Upon motion duly made and seconded, the Board unanimously agreed -

To approve an application for building modification for the Schuder residence to replace existing front door unit with a new front door unit. All cost will be at the unit owner expense. Work to be performed by John Moline with Freelance Contracting.

Resolution #14, 5/17/10

- h. Appointment of Vice President/Treasurer – Upon motion duly made and seconded, the Board unanimously agreed –

To appoint Janet Tyler as Vice President/Treasurer to Mutual 11 Board of Directors.

Resolution #15, 5/17/10

- 10. Open Forum – There was nothing to report at this time.
- 11. Next Meeting Date – The next regular meeting of the Board of Directors will be held on Wednesday, June 9, 2010, at 3:00 p.m. in the Potomac Room of Clubhouse I.
- 12. Adjournment – There being no further business to come before the Board, the meeting adjourned at 4:55 p.m.

Darlene Merry Hamilton, President