

BOARD OF DIRECTOR'S MEETING MINUTES MARCH 3, 2012

I. CALL TO ORDER

President, John Bleweis, called the meeting to order at 10:00 a.m. at the offices of Mana-Jit, Inc., 4100 Coastal Hwy., Unit 104, Ocean City, MD 21842. Board members present were: John Bleweis, Jim Mills, Andrea Hutt, and Steve Turnbaugh. Brett Staley of Mana-Jit was also in attendance.

Owners present were: Howard Levin; Unit 102; Rob Dittler; Unit 220, Corny Kelliher; Unit 310; Jim McGrath Unit 124, Brenda Wolfe; Unit 301, Sid King; Unit 112, and Leon Rickards; Unit 326.

II. APPROVAL OF PREVIOUS MINUTES

Jim Mills made motion to approve the January 21, 2012 BOD meeting minutes. Andrea Hutt seconded the motion and all agreed. The January 21, 2012 BOD meeting minutes were approved.

III. RECOGNITION OF UNIT OWNERS

A. Those in attendance with matters to bring before the Board.

1. Rob Dittler asked when the signs would be hung in the courtyard. Jim Mills said that they would be hung prior to the summer season.
2. Howard Levin wanted to know who stopped his contractor from cutting wood flooring on his private deck. Howard said this caused the contractor to have to do the cutting on the inside, creating a mess in his unit.
3. Sid King said he would like to see a cover over the pool in the off-season.
4. Sid and Leon wanted to know how much money was not collected over the two recent special assessments. Brett Staley said this topic has been covered in the Orleans Court audits.

IV. REPORTS

A. **President's Report**

1. John said he and contractor All States have come to an agreement over two change orders pertaining to the courtyard. The change orders deal with the cover over the basement entrance way and the second covers the piping to the outside showers.

2. John gave an update on the status of unit 222. John said Attorney Jim Almand is actively seeking an end to unit 222's inability to pay outstanding debts.

3. Jim Almand has sent out one last mailing to the 21 unresponsive owners pertaining to the south side parking space issue. John said after the last round the Board has received responses from approximately 75% of the ownership. We currently have 61 yes' from the ownership. The Board will make one last attempt to obtain yes' by calling the owners directly. Jim Almand would like to have as many yes' in his hand as possible prior to going to court.

B. Treasurer's Report

1. Balances in bank accounts as of March 2, 2011:
 - a. Special Assessment Account: \$ 65,991.50
 - b. Operating Account: \$ 66,965.70
 - c. Reserve Account: \$ 33,624.26

2. Since last meeting one payment has been made to REI for \$297 for Engineering Services related to Courtyard project in January 2012.

3. A transfer was made from the operating account to the reserve account in the amount of \$4,744.00.

4. After reviewing Courtyard invoices and payments with PKS, Mark Swift identified two differences between actual payments and my spreadsheet, which I have since corrected.
 - a. Under reported landscaping expenses I had put payment of \$1,289 into the spreadsheet for the payment to Natural Creations as a deposit and did not record the full amount paid of \$2,500 paid. Full amount was paid on 8/12/2011 with check #537. Although we had originally agreed to pay a deposit, due to timing we changed course and agreed to make a single payment in full after work was completed.

 - b. Monkeys Trunk payment total was \$2,438. They were paid with two checks, one for \$2,348 and the other for \$90. Spreadsheet showed first check as full amount, \$2,438.

5. Payments for Courtyard project:

REI	\$ 57,373.72
All States	\$ 302,038.55
Landscaping	\$ 9,575.75
Furniture	\$ 16,379.00

Other (clocks, mailbox)	\$ 59.96
Total:	\$ 385,426.98

Upcoming expenses:

All States balance/retainage	\$ 5,370.45
All States Change orders	3,600.00
REI estimated expenses	1,800.00
REI invoiced/no work detail	539.00
Total estimated upcoming expenses:	\$ 11,309.45

Estimated Balance in SA account:	\$ 54,682.05
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6. AR summary total as of January 20, 2011 is \$ ask Brett to add number

C. Management Report

1. Brett said he and Andrea are working with PKS on the Audit Review.
2. Brett said the door to the irrigation control panel has been replaced, (the door panel itself).
3. Call for nominations to the Board are about to go out.

V. OLD BUSINESS

A. Reserve Study - John said the Board decided to go with Miller Dodson to carry out the Reserve Study. The study just came in a day ago so John asked the board to review the study in order to raise any questions at the next Board meeting on Friday, March 30th. The elevator will be of major concern in this report.

B. Andrea is asking for a little more money for the landscaping budget in order to prevent owners from having to do the work themselves.

C. Parking Lot - Brett Staley received 3 bids to fix the parking lot. The three bids were 1) \$11,250; 2) \$14,000; and 3) \$19,400. John said Craig Smith would be glad to oversee the project. The Board decided to move forward to fix the parking lot at this time. The money necessary for this improvement will be utilized from the Reserve Account.

D. Jim and Steve will look at locations to hang signage in the courtyard.

VI. NEW BUSINESS

No new business was raised at this time.

VII. QUESTIONS AND ANSWERS

Leon asked if the bike racks are anchored in. Jim Mills said not at this time but that if they are moved again, they will be.

VIII. ADJOURNMENT

Steve Turnbaugh made a motion to adjourn the meeting. Jim Mills seconded the motion and all agreed. The meeting was adjourned at 11:55 a.m.