

ORLEANS COURT BOARD OF DIRECTOR'S MEETING MINUTES (DRAFT)
JANUARY 21, 2012

I. CALL TO ORDER

President, John Bleiweis, called the meeting to order at 1002 a.m. at the offices of Mana-Jit, Inc., 4100 Coastal Highway, Unit 104, Ocean City, MD 21842. Board members present were: John Bleiweis, Barry Bleiweis, Jim Mills, Andrea Hutt and Steve Turnbaugh. Brett Staley and Craig Boone of Mana-Jit were also in attendance.

Owners present were Richard Nuzback; unit 308 and Leon Rickards; unit 326.

II. APPROVAL OF MINUTES

John Bleiweis made a motion to approve the November 12, 2011 BOD meeting minutes. Jim Mills seconded the motion and all agreed. The November 12, 2011 BOD meeting minutes were approved.

III. RECOGNITION OF UNIT OWNERS

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

1. Leon Rickards said the board did not approve the budget correctly. Leon said the board should follow the laws and the by-laws.
2. Richard Nuzback said he didn't understand what the board was doing with the area in front of the courtyard. John stated the board is trying to clarify and deed and original Plat. Presently owners are being asked by the board to sign-off (on the parking spot issue) so; the original documents can be in agreement. This would avoid any potential future legal issues.

IV. REPORTS

A. President's Report

1. Unit 222 went to a settlement hearing where a settlement was offered by the unit owner but that offer was not deemed reasonable by the board, and the offer was rejected.
2. Jim Almand sent more letters to owners who haven't responded to the parking space issue. A couple of owners said no, a couple said yes and Brett Staley said Jim Almand will send more letters to try again.
3. John Bleweis said the fence surrounding the outside generator in the courtyard will Be fixed soon.

4. The plumber is having a problem finding similar pipes and joints to the outside shower and water fountain. All board members agreed, except Steve, that if the plumber cannot find similar parts that look alike, a box will be installed around those pipes. Steve feels this could create a source for water intrusion into the building when these boxes are installed.
5. John said the wiring to the courtyard watering system was corrected. A door to the unit will be installed soon.
6. John said the down spout by the staircase was fixed, (located near unit 103).
7. Various courtyard punch-list items are being handled at this time. These items pertain to cracked concrete, plumbing, and electrical issues. John would like to resolve the punch-list items in order to monetarily settle with the contractor.

B. Treasurer's Report

1. Balances in bank accounts as of December 31, 2011:

- | | |
|--------------------------------|--------------|
| a. Special Assessment Account: | \$ 76,828.79 |
| b. Operating Account: | \$ 59,786.39 |
| c. Reserve Account: | \$ 28,867.94 |

2. Balances in bank accounts as of January 20, 2011:

- | | |
|--------------------------------|--------------|
| a. Special Assessment Account: | \$ 65,472.49 |
| b. Operating Account: | \$ 75,578.54 |
| c. Reserve Account: | \$ 28,867.94 |

3. Since last meeting two payments have been made:

- a. \$10,000 payment to All States to cover approximately two thirds of the \$15,370.45 retainage balance per agreement with John Bleiweis.
- b. \$1,856.00 to REI for multiple invoices related to Courtyard project.

4. Ongoing issues with REI billing during entire project and around spring of 2010 they agreed to provide work detail with invoices. They were charging us extra to provide this detail as they believed it was unreasonable request. The result was a credit to our account in the amount of \$486.00.

5. Payments for Courtyard project:

REI	\$ 57,076.72
All States	\$ 302,038.55
Landscaping	\$ 9,575.75
Furniture	<u>\$ 16,379.00</u>
Total:	\$ 385,070.02

Upcoming expenses:

All States balance/retainage	\$ 5,370.45
All States Change orders	\$ 3,700.00
REI estimated expenses	2,300.00
REI invoiced/no work detail	<u>\$ 243.00</u>
Total estimated upcoming expenses:	\$ 11,613.45

Estimated Balance in SA account: \$ 65,215.34

6. AR summary total as of January 20, 2011 is \$ **Brett please fill in amount**

C. Management Report

1. New signs for the courtyard will be hung in the spring.
2. Brett has been collecting condo fees but said all has been quiet.

V. OLD BUSINESS

1. Sid King's issues with no smoking in the courtyard and banning of doormats were discussed. The board reviewed both subjects and feel the correct decisions were made.

VI. NEW BUSINESS

1. Barry Bleweis is handling the reserve study review. Three estimates were solicited. Three companies responded with REI coming in nearly double the price of the other two. REI was \$6,700, ETC \$3,700, and Miller and Dodson \$3,590. As part of the reserve study Barry wanted to make sure of 3 things:

- a) that the foundation is not sinking into the sand.
- b) a close look of the elevator would be performed
- c) Mana-Jit would walk property with engineer company to give details about the age of various parts of the property.

After a review of the property, the Engineer will write up the study, they will send us a draft, and then the board will have 1-3 months to review the draft. The board can then ask the Engineer specific questions about the study.

2. It was decided that Miller and Dodson was the best company to handle the study.

Brett Staley said we needed to be clear about our expectations for the study. Barry made a motion to have Miller and Dodson to perform the study. Steve Turnbaugh seconded the motion and all agreed. The \$3,590 fee will come out of the reserve account. Barry will state what specifics he wants in the contract.

3. John would like to have the parking lots fixed prior to this summer season. Steve feels the parking lot issue should not be addressed until the area in front of the courtyard is handled.

4. John enlisted Brett to obtain estimates on fixing the parking lots. The west parking lot would be regraded and asphalted while the east, north, and south would be resealed.

5. A long discussion was held over what to do about the balcony railings. It was decided that a more informed decision could be made after the reserve study was finished.

6. John would like to get planters for the south side in front of the courtyard. This would decorate the area and prevent cars from traveling through the area.

7. Andrea, Brenda and Steve will work with Cindy on the courtyard this Spring.

VII. ADJOURNMENT

Jim Mills made a motion to adjourn meeting. Barry Bleweis seconded the motion and all agreed. The meeting was adjourned at 12:24 p.m.

Annual meeting is scheduled for Saturday, May 19, 2012 at 10:00 a.m. at St. Peters Lutheran Church.