

ORLEANS COURT BOARD OF DIRECTORS  
MEETING MINUTES  
Saturday, March 22, 2014

I. CALL TO ORDER

President Craig Smith, called the meeting to order at 10:00 am at the offices of Mana-Jit, Inc., 4100 Coastal Highway, Unit 104 Ocean City, Maryland. Board members present were: David Wessels, Andrea Hutt, Neil Jarvis. Brett Stanley, of Mana-Jit was also in attendance.

Owners present were: Steven Turnbaugh, unit 301; k Adair Nuzback, unit 308; Leon Richards, unit 326; Sid King, unit 112 and Mary Ellen Morris, unit 206.

Craig Smith made a motion to nominate, Neil Jarvis to fill Rob Ditlers position due to his resignation. Andrea Hutt seconded the motion and all agreed.

II. APPROVAL OF PREVIOUS MINUTES

Craig Smith made a motion to approve minutes of the November 17, 2013 meeting. Neil Jarvis seconded the motion and the minutes were approved.

III. REPORTS

A. Presidents Report

1. The lawsuit was settled. The association has agreed to limit the improvements to the south parking lot to \$25,000, includes landscaping.
2. Need to fix step coating not done correctly at landings.
3. Parking lot committee needs to be formed.

B. Treasurers Report

1. On January 3, 2014, we opened two new accounts at the Bank of Ocean City and transferred the Operating Account and Special Assessment account from PNC Bank to Bank of Ocean City.
2. Bank account balances reported as of end of 2013:
  - a. Special Assessment Account \$58,120.17
  - b. Operation Account \$10,332.33
  - c. Reserve Account \$94,710.71
3. Balances as of March 21, 2014:
  - a. Special Assessment Account \$40,031.81
  - b. Operation Account \$16,357.12
  - c. Reserve Account \$110,538.38
4. First Quarterly payment to Reserve Account, \$9,965.25.
5. Activity on the Special Assessment Account, checks written at the end of 2013 totaling \$20,564.78. This accounts for balance of \$40,031.81 in Special Assessment Account.

6. Accounts Receivable balance, \$101,448.26 which we believe is not collectable.

Discussion on what's considered collectable and not collectable.

### C. Management Report

1. Brett reported that early February, a pipe burst in unit 213 which resulted in damage to that unit, unit 113 and neighboring unit 112.
2. Insurance for association property liability has been extended to April 15<sup>th</sup> due to a lot of claims because of the cold weather.
3. Received a letter from an owner about removing old bikes from bike racks.
4. The Dowlings never cashed a check from excess membership and need to issue a new check.

### IV. OLD BUSINESS

1. Wi-Fi not working well, reviewing proposals and need amendment to bylaws about Wi-Fi. Leon and Sid recommended a new company that will guarantee Wi-Fi and owners can use a credit card if they want. They will get more information and forward.
2. Building sign-review proposal from Superior Signs, \$3,066.70. The sign is not in the best location. Craig made a motion to move the sign to the south end of the east building, once we've chosen one. Dave seconded the motion and all agreed.
3. Discussion on were \$5,000 paid by unit 318 should be applied, Special Assessment Account? We'll confirm with Jim Almand were to apply these funds.  
Leon went over liens against unit 318.
4. Need to get master deed amendment on website.
5. Discussion on the bikes that have been on bike racks for some time. Unit owners should post unit number on bike so they can be identified.  
Brett will get letters out with next owners meeting notice about Wi-Fi and bikes.
6. Need to find someone willing to keep website up to date.

### V. NEW BUSINESS

1. Craig stated as part of the agreement of the consent decree between association and as stated in the lawsuit that we would form a parking committee. Sid has agreed to chair the committee.
2. South alley paver and landscape planning, review plans. Bids will be requested.
3. Rules for Orleans Court should be reviewed and sent to owners. This will insure that new owners have a copy.
4. Discussion that owners should have insurance policy to cover \$5,000 deductible that association has enforce.
5. Discussion about water shut off valves. It's the owners responsibility and highly recommended that owners turn water off.

### VI. RECOGNITION OF UNIT OWNERS

1. Unit 112-Sid stated his concerns about the website not being updated on a regular basis.

2. Unit 308-Adair questioned service and maintenance and repairs on the budget. Discussed what maintenance covers.
3. Unit 301-Steve, thanked everyone for their hard work. Asked about power washing in the common area.
4. Unit 326-Leon stated at last meeting we were going to get bids for new audit 2013. Brett submitted bids and they were extremely high.

Also he questioned if a unit was current on their assessments and Board will discuss in closed session.

Andrea made a motion to close and Dave seconded the motion and all agreed.

#### VII. ADJOURNMENT

Craig motion to go into closed session, Dave seconded the motion and all agreed.

Board went into closed session.

-D. Wessels