

ORLEANS COURT BOARD OF DIRECTORS MEETING MINUTES

March 12, 2011

I. CALL TO ORDER

President Craig Smith called the meeting to order at 9:05 AM at the offices of Mana-Jit, Inc., 4100 Coastal Highway, Unit 104, Ocean City, MD, 21843. Board Members present were: Craig Smith, John Bleiweis, Andrea Hutt, and Jim Mills. Brett Staley of Mana-Jit was in attendance. Owners and others present were: Don Brown, Unit 118, Jim McGrath, Unit 124, Cornelius Kelliher, Unit 310, Howard Levin, Unit 102, Rob Dittler, Unit 220, Sid King, Unit 112, Carole Turner, Unit 122, John and Rose Torosino, Unit 212, Judy and Barry Bleiweis, Unit 113 and Leon Rickards, Unit 326.

II. APPROVAL OF MINUTES

The minutes of the January 22, 2011 Board Meeting were distributed and reviewed. Andrea Hutt moved and Jim Mills seconded a motion to approve the minutes. The motion was carried by a unanimous vote. The minutes will be posted on the website.

III. REPORTS

A. President's Report

1. Craig Smith reported on the courtyard progress. Due to owners going directly to the city and reporting problems, rather than discussing them with the Board or management, the building permit was rescinded due to zoning issues and we have lost a month of schedule.
2. The first issue involves the courtyard stairs landing on the parking spaces. This was resolved due to the need to have safe egress from the courtyard.
3. The next issue dealt with new higher railings now being required for first floor units in front of the pool.
4. The third issue has the city requiring us to get an Architect involved to sign our drawings which cost us \$2,500.
5. The fourth issue arose because someone pointed out that we had cut down trees. This required us to include landscaping plans on the drawings. We had solicited plans anyway, so one was selected.
6. We are proceeding to foreclose on Unit 222.
7. Craig Smith spoke with Jim Almand, the condominium's attorney, about reclaiming the parking spaces from each unit. Jim will write a letter and send a packet and form to owners requesting them to sign over their right to a parking space and make it common property.
8. Craig asked and Jim Mills reported that the lights in the back of the west building are not fixed yet.

B. Treasurer's Report

1. Balances in bank accounts as of March 10, 2011:
 - a. Special Assessment Account: \$ 344,573.63

- b. Operating Account: \$ 68,281.58
- c. Reserve Account: \$ 10,348.95
- 2. Interest earned on SA account to date: \$ 213.88.
- 3. Interest earned on Reserve account to date: \$ 10.47
- 4. PKS submitted their 2010 draft audit dated February 25, 2011. Working with Mark Swift to clarify some items prior to final audit submission.
- 5. 2010 tax documents were prepared by PKS, signed by Andrea and returned to the IRS and State of Maryland.
 - a. Overpayment made to IRS in amount of \$3,690 to be credited toward 2011 estimated taxes.
 - b. Overpayment made to State of Maryland in amount of \$2,429 to be credited toward 2011 estimated taxes.
- 6. Invoices paid for Courtyard project in 2011:

REI	\$ 3,483.00
<u>All States</u>	<u>\$ 39,397.50</u>
Total:	\$ 42,880.50
- 7. New invoices received in last two days:

REI	\$ 3,436.05
<u>All States</u>	<u>\$ 33,753.15</u>
Total:	\$ 37,189.20

C. Management Report

- 1. Brett reported that he has spent a considerable amount of time on collecting the assessment. A number of additional requests were received for extended payment terms, and these will be considered in a closed sessions. In response to a question, Brett indicated that there are currently 7 delinquencies.
- 2. Brett is still trying to obtain an elevation certificate for one of the owners.
- 3. Brett repeated that the annual meeting will be at St. Peter's Church.
- 4. Brett asked what we wanted to do with the time capsule that was discovered when the courtyard was dug up. The capsule will be opened at the annual meeting.

IV. OLD BUSINESS

- 1. Craig Smith indicated that we need to make decisions on material selections today: railings, stucco color, coping stones, tile. There was a big discussion on cable railings.
- 2. The payment from Legum and Norman was received in January.

V. NEW BUSINESS

- 1. Brett pointed out that the meeting notice and request for nominations need to go out by the 21st and then the proxy statements need to go out in April.
- 2. Andrea Hutt moved to make a permanent equity transfer of \$5507 from the Special Assessment account to the Operating account in order to correct items found during the annual audit. Craig Smith seconded the motion, which carried unanimously.
- 3. Jim Almand will send out a letter and form to all owners to sign over rights to parking spaces. Those who do not sign over their rights will be sued. There

was a discussion of this, which included whether or not we would still be able to meet the requirement of one parking place per unit. It was also pointed out that the city is considering parking meters again for the wide streets.

4. Any potential future landscaping for the driveway area is on hold until the rights issue is resolved.

VI. RECOGNITION OF UNIT OWNERS

1. John Torosino, Unit 212, asked what we are doing about mail boxes with the new wall. There will not be individual mail boxes for each unit. We will continue to have one large mailbox which will be set into the front wall.
2. Sid King, Unit 112, discussed a number of issues and asked what we might do with any surplus from the courtyard renovation.
3. Rose Torosino, Unit 212, asked if the baby pool could have a ramp to allow babies to walk in. The Board said they would look into it.
4. Rob Dittler, Unit 220, want us to put up sign that say No Rollerblading.
5. Craig Smith, Unit 224, talked about the importance of maintaining the property.

VII. ADJOURNMENT

There was no date set for a future meeting. It was agreed that if one was necessary before the annual meeting, we would call one with 10 days notice. So as of this date the next meeting will be the Annual Owners Meeting, on Saturday May 21st, 2011 at 10:00 AM, at St. Peter's Lutheran Church, 10301 Coastal Highway, Ocean City.

Jim Mills moved to adjourn. Andrea Hutt seconded the motion which was approved unanimously. The meeting was adjourned at 10:20 AM.

VIII. SPECIAL CLOSED MEETING

After the regular Board meeting was adjourned, the Board met in closed session to review delinquencies and consider requests from owners for special payment arrangements for the courtyard assessment. Each case was discussed separately its own merit. The case dispositions are summarized below by type:

- The Board waived late fees for four owners
- The Board approved extended payment plans for four owners
- The Board approved an additional extended payment plan on the condition that certain specified documents be completed by the owner
- The Board approved sending certified letters to two owners stating the Board's intent to place a lien on their units
- One owner is bringing a check in on Monday
- The Board approved sending letters to four owners stating the Board's intent to place a lien on their units
- The Board approved updating the liens on two units to cover the unpaid assessment and condo fees

In addition to the above, the Board made selections for the following courtyard materials: coping stones for the pool, pool tiles, lamps and color for the front masonry wall and railings.