

**ORLEANS COURT BOARD OF DIRECTORS MEETING MINUTES**  
**March 6, 2010**

**I. CALL TO ORDER**

President Craig Smith called the meeting to order at 10:07 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, Jim McGrath and Steve Turnbaugh. Brett Staley of Mana-Jit was in attendance. Owners and others present were: Jane Sewell, Unit 127, Cornelius Kelliher, Unit 310, Brenda Wolfe, Unit 301, Rob Dittler, Unit 220, Dave Wessels, Unit 305, Betty Feehley, Unit 321. John Stern and Mark Swift from PKS were in attendance.

**II. APPROVAL OF MINUTES**

The minutes of the December 12, 2009 Board Meeting were distributed and reviewed. Jim McGrath moved and Steve Turnbaugh 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 that Jim Almand, the condominium's attorney, has filed "notices of foreclosure" on Units 320 and 222 and a "notice of intent to lien" on Unit 115.
2. The BRS roof closeout work has finally been approved, and their final bill of \$43,958.24 was paid.
3. The pool maintenance contract was signed

**B. Treasurer's Report**

Andrea Hutt reported the following Bank Account Balances:

|  |              |
|--|--------------|
| PNC Operating Account Balance as of 3/6/10:          | \$ 30,735.31 |
| BBT Reserve Account Balance as of 3/6/10:            | \$ 43,743.28 |
| BBT Special Assessment Account Balance as of 3/6/10: | \$ 58,913.30 |

There was no change in the totals paid to contractors from the last report:

|  |                       |
|--|-----------------------|
| Total Paid to REI as of 3/6/10:          | \$ 147,014.35         |
| Total Paid to Lindman as of 3/6/10:      | \$1,319,730.30        |
| Total Paid to BRS as of 3/6/10:          | \$ 597,550.60         |
| Total Paid to Screenmobile as of 3/6/10: | \$ 30,062.66          |
| <b>TOTAL PAID</b>                        | <b>\$2,096,260.61</b> |

|                                     |             |
|-------------------------------------|-------------|
| Owners reimbursed for screen doors: | \$ 1,902.70 |
| Balance owed Lindman:               | \$ 0        |
| Balance owed BRS:                   | \$43,958.24 |

1. Invoices from REI which remain unpaid total \$6,988.and go back to April. Andrea will be working with Blake to review any questions Craig still needs answered in order to sign off the invoices. The goal is to pay as much as possible, if not all of the invoices after our call.
2. A new invoice from BRS was received for completion of the Roof retrofit for \$43,958.24. Will pay this week with Craig' approval from the Special Assessment Account.
3. There was no refund yet of \$1,675 from L&N for the June payment that they wrongly paid themselves. Craig will speak to the L&N attorney on this matter.

### **C. Management Report**

1. Brett received the final Wi-Fi bill and would like to pay it; Unit 321 reported not being able to receive Wi-Fi. John Bleiweis to check.
2. Brett will obtain a price for the baby pool cover and Andi will deduct that amount from the BRS final payment, as they damaged the cover.

## **IV. OLD BUSINESS**

1. Messrs. Stern and Swift reviewed the draft Auditor's Report with the Board and made the following points:
  - a. In order to comply with the vote of the owners from the 2008 Annual Meeting, any surplus from the operating account is to be applied against the following year's member condo fee assessment.
  - b. When the next assessment comes along for the courtyard, we reduce the total of the assessment by \$38K because we will pay it out of the Operating Account.
  - c. We should put 10% of our annual operating budget into the Reserve Account until we have a Replacement Cost Study done which will refine the number. 10% is the figure suggested by the State of Maryland.
  - d. When dealing with excess Operating Account funds in the future, PKS suggests we follow Rule 1128 from now on. This approach pays more tax on any non-membership income (30% vs. 15%) but no discussion, votes or calculations are necessary. The tax is only on things like interest income and washing machine income. We have been following Rule 1120 which requires accounting and owner resolutions.
  - e. The Special Assessment Account will remain open to collect the debt being paid down by one of the unit owners.
2. Craig Smith reported that we have not yet overcome the legal hurdles to take possession of the driveway and include it in the new courtyard. Craig is thinking about writing letters to the unit owners who "own" the parking places in the driveway or he may just discuss the issue with a land use attorney. Regardless, it doesn't look like the courtyard renovation will happen soon.

3. As a result of the deferred courtyard renovation, the pool will be recoated and re-painted this year.
4. We will do power washing of the walkways on May 7<sup>th</sup>.

## **V. NEW BUSINESS**

1. In the election at the annual meeting, Jim McGrath goes off and needs replacing with a 3 year term person and Andi Hutt, who replaced Carolyn Remington, will stand for re-election to Carolyn's remaining 1 year. Brett will send out nomination forms.
2. Brett requested that the Board consider paying ManaJit for part of an accounting bill they incurred due to L&N's failure to turn over records in a timely manner. ManaJit's actual cost was \$1500 and Brett asked that we split it with them so that we would pay \$700.

## **VI. RECOGNITION OF UNIT OWNERS**

1. Rob Dittler reported a leak from a downspout on the 3<sup>rd</sup> floor that is spraying and freezing on the 2<sup>nd</sup> floor.
2. Betty Feehley reported a smashed gutter, the laundry rooms that need fixing and the washer/dryers that aren't being emptied of money so that they can't be used.
3. Brenda Wolfe asked about the annual flower allocation and requested 4 pots.
4. Dave Wessels reported finding runs on the stairs.
5. Andi Hutt requested a bike rack and Brett promised to price one.

## **VII. ADJOURNMENT**

Andi Hutt made a motion to adjourn. Jim McGrath seconded the motion which was approved unanimously. The meeting was adjourned at 11:59 AM.

There will be no Board meeting before the annual meeting. The next Board meeting is normally held shortly after the annual meeting to select officers and deal only with urgent issues.