

**ORLEANS COURT CONDOMINIUM**  
[www.orleanscourt.us](http://www.orleanscourt.us)  
**BOARD OF DIRECTORS MEETING MINUTES**  
**Friday June 13, 2014**

**I. CALL TO ORDER**

President Craig Smith (224) called the meeting to order at 4:02pm at Mana-Jit offices, 4100 Coastal Highway, Ocean City MD. Board members present were Craig Smith, David Wessels (305), Andrea Hutt (101), Neal Jarvis (320) and Mary Ellen Morris (206). Brett Staley of Mana-Jit Property Management was also in attendance. Membership packets included a Meeting Agenda, a copy of the March 22, 2014 BOD Meeting Minutes, and the Treasurer's Report. Owners present were Leon Rickards (326) and Sidney King (112).

**II. APPROVAL OF PREVIOUS MINUTES**

The meeting minutes from the March 22, 2014 Board of Directors Meeting were reviewed, and it was noted that the spelling of Neal Jarvis's and Brett Staley's names were incorrect. Dave Wessels made a motion to approve the minutes as corrected, and Neal Jarvis seconded the motion. The motion carried unanimously.

**III. REPORTS**

**A. President's Report**

Recording Devices: Craig said that he would not allow recording devices in the Board of Directors meetings without his approval. A unit owner in attendance was asked to hand over his recording device during the meeting.

**B. Treasurer's Report**

Andrea submitted the Treasurer's Report as of June 13, 2014:

1. Balances in bank accounts as of June 13, 2014:  
Special Assessment Account: \$20,375.61  
Operating Account: \$15,827.14  
Reserve Account: \$124,671.16
2. Second quarter payment to reserve account of \$9,965.25 transferred today.
3. Transfer of \$15,197 from SA account to operating account 5/27/2014 to pay:  
Hardscapes balance of \$11,197.00  
Natural Creations \$4,000
4. Accounts receivable is \$108,873.47

**C. Management Report**

1. Brett Staley of Mana-Jit Property Management reported that the material for stair landings coating has been ordered; they will start work next week.
2. The bill from Restoration Engineering was approved to pay; it will come from the Special Assessment account.
3. The hardscaping on the south alley is complete; the dirt that was removed from planter beds by Cindy was put by the dumpster and needs to be removed. Brett will call Cindy to remove the dirt.
4. We received a proposal from Hardscaping Inc. for paving the bicycles areas. Craig will review the proposal.

#### **IV. NEW BUSINESS**

##### **A. Governance**

Craig reviewed Article III, Section 1 and Article IV, Section 2 of Orleans Court Condominium Bylaws with Board Members. He noted that Board Members do not have the authority to enter into a contract, agreement, or write a check without the president's approval because the president needs to answer for it.

##### **B. Parking Committee**

Craig made a motion that we remove Sid King from his appointment as Parking Committee chairman. The motion did not carry. Instead, Andrea made a motion to disband the Parking Committee because the Board didn't approve the original Committee Members. Craig seconded the motion and the motion carried unanimously. The 7 defendants involved in the lawsuit are Kelly Szajna, Adair Nuzback, Paul Morganstein, Sidney King, Leon Rickards, Norma Haller, and Ed Chambers. Craig stated that the Board will do its due diligence and will send a letter to the 7 defendants, asking if they would like to be on the Parking Committee. If there are interested unit owners, the Board will decide the 3 members that will be on the Committee. If there are no responses after 10 days, we will assume that there is no interest, and in that case, Craig will go to our attorney, Jim Almand, for guidance.

##### **C. Insurance**

Craig said that it is the responsibility of the Board to educate themselves about the specifics of insurance coverage for Orleans Court. Brett said that our insurance broker, Insurance Management Group, can answer our questions, but Craig believes that we need a professional Insurance Advocate to review our coverage. Brett will get the Board a price for the service.

D. Mary Ellen is meeting with our Webmaster tomorrow. Andrea recommended that he include an "Updated on x/x/x" notation at the bottom of the website each time a change is made. Past BOD Member lists approved to be archived, similar to the meeting minutes. May Owners Meeting minutes will be posted as a draft until approved in 2015. It was agreed that the Owners Name and Unit Number List will not be posted on the website. Craig requested that we investigate creating a group email list of the Board members.

#### **V. OLD BUSINESS**

##### **A. Treasurer's Report**

When Andrea wrote the Treasurer's Report for the March meeting, she inadvertently sent Brett the wrong draft and the 12/31/2013 balances were listed incorrectly; she will correct it. The amounts listed on today's report are correct.

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

A. Sid King noted that railings are not in good shape and are turning green. He suggested that Board members read the Maryland Condominium Act. He also said that the imposition of a 3 minute rule for unit owners to speak is incorrect according to our Bylaws.

B. Neal said that a unit owner on his floor has removed the fins from her air conditioning unit, which she replaced with a different unit than our standard common element units. Brett will inform her that she must re-install the fins.

C. Andrea suggested that we fix the locks on the four storage room doors. Brett will handle.

#### **VII. NEXT MEETINGS**

September 26 2014, 4:00 pm – Budget draft meeting (requires 30 days unit owner review period)

November 8 2014, 9:00 am – Budget adoption meeting

#### **VIII. ADJOURNMENT**

Andrea motioned that the meeting be adjourned; Neal seconded the motion, and the motion carried unanimously.

The Board adjourned the Board of Director's Meeting at 5:40pm. Craig requested that Board members meet briefly for a closed session regarding financial default of specific unit owners.

Respectfully submitted,

*Mary Ellen Morris*, Secretary

6/14/2014