

Click > to help locate.

May 18, 2013 Orleans Court Annual Meetings:

- >Annual Owner Meeting Minutes

- >Board of Directors Special Meeting Minutes

- >Board of Director's Meeting Minutes

**ORLEANS COURT ANNUAL OWNERS
MEETING MINUTES
Saturday May 18, 2013
DRAFT**

I. CALL TO ORDER

President, Craig Smith, called the meeting to order at 10:08 a.m. at St. Peter's Lutheran Church, 10301 Coastal Highway, Unit 104, Ocean City, MD 21842. Board members present were: Craig Smith, Barry Bleiweis, David Wessels, Andrea Hutt and Rob Dittler. Brett Staley of Mana-Jit was also in attendance.

II. ROLL CALL

Brett Staley proceeded with the roll call. It was determined that 24 owners were either present or represented by proxy.

III. APPROVAL OF PREVIOUS MINUTES

The meeting minutes from May 19, 2012 Annual Meeting were distributed and reviewed. Barry Bleiweis made a motion to approve the May 19, 2012 Owners meeting minutes. Andrea Hutt seconded the motion and the meeting minutes were approved unanimously.

A question was asked regarding the decrease in the special assessment account from last year to this year. Andrea responded that the difference was due to 2012 charges from Allstates and Restoration Engineering that were not settled and paid off until 2013.

IV. REPORTS

A. President's Report

1. Jim Mills resigned from the board 3 months ago and Rob Dittler was stepped in to fill out his term which expires today.
2. The biggest thing is the parking lot issue that was just discussed in the prior meeting. The law suit will move forward.
3. We survived hurricane Sandy without any damage to the building.
4. Mr. King challenged that the proxy ballots were not properly dated.

B. Treasurer's Report

1. Balances in bank accounts as of December 31,2012:
 - a. Special Assessment Account: \$ 57,706.15
 - b. Operating Account: \$ 26,952.20
 - c. Reserve Account: \$ 94,687.75
2. Balances in bank accounts as of May 16, 2013:
 - a. Special Assessment Account: \$ 59,644.09
 - b. Operating Account: \$ 32,801.27
 - c. Reserve Account: \$ 87,624.74

3. SA account Interest earned:
 - a. 2012 \$ 99.43
 - b. To date 2013 \$ 28.14
4. Reserve account Interest earned:
 - a. 2012 \$ 115.81
 - b. To date 2013 \$ 45.24
5. Deposits to Reserve account since last Homeowners meeting:
 - a. \$ 38,768.00 Returned from operating account- 7/17/12. This was the amount transferred from reserve to operating in 2011 to cover unbudgeted 2008 excess membership reimbursements.
 - b. \$ 21,827.75 Quarterly deposits- (3 x \$4,744(fy12) +\$7,595.75(fy13)
 - c. \$ 134.07 Interest
 - d. \$ 60,729.82 Total deposits
6. 2012 tax documents were prepared by PKS, signed by Andrea Hutt and returned to the IRS and State of Maryland.
 - a. No tax payment or refund due to or from IRS.
 - b. Overpayment of \$2,429 to Maryland credited toward 2013 estimated taxes.
7. PKS prepared financial statements for 2012
 - a. No significant findings
 - b. Two transfers were identified in the audit.
 - c. First, the Reserve account repaid operating account \$ 14,704 for paving expense. (March 9, 2013).
 - d. Second, \$863 the Operating account owes the Special Assessment account for money collected for SA account not transferred in May.
8. Accounts Receivable as of May 16, 2013: \$ 109,260. Of this amount approximately \$33,260 is likely to be collected.

Leon questioned the account that was used to pay for the paving. Our accountants said it is a reserve expense and not a maintenance expense. Barry stated that paving of the property is budgeted for in our reserve study.

Several copies of the financial PKS financial statements were made available for review

C. Management Report

1. This year Jim Mills and Brett worked to redo all of the signs around the courtyard
2. Brett assisted Barry in getting the reserve study done.
3. We did a number of warranty repairs around the court yard
4. We changed over to Verizon for internet service and attended one additional antenna on the property which has been very successful. However, very few units are able to get WIFI service in the bedroom.

5. Entire building was power washed last week
6. We replaced the pool machine room door
7. We sent out violation letters to not breach the outside of the building in hanging locks.
8. Sid said that Power meters on the west building are not locked. This is a problem with the power company.. Brett will look into it.
9. Screen Mobile came out to service the screen doors. About half of them required track cleaning and lube. About 40 more were inoperable and are being repaired and will be replaced by next weekend. The screens are a common element.
10. Missing tiles and coping stones were repaired around the pool under warranty.
11. If you have cable issues you should check with Comcast to make sure you have the latest equipment.
12. The Board is looking into the stair wells having water in the bottom and the stair treads that look bad.
13. Craig has decided that the screens will be repaired by the association as a common element
14. Lock sets in the building will be replaced and treated as a common element. There is one lockset on unit #128 that is a combination lock in the correct finish and may be used.
15. You can rekey your lock set, but be sure that you provide a new key to the management company.
16. If you have any plumbing or electric issues please notify the management company immediately. Do not have any service done and then come to the board to ask for payment. The main valve is the owner's responsibility.

V. OLD BUSINESS

A. Reserve Study

Last year we had just completed the reserve study done by an independent engineering firm of all common elements on the property that the association has to maintain. The association has to save \$44,537 a year to be able to maintain the property for the next 30 years with no special assessments. Our 2013 budget calls for \$35,000 per year going into the reserves so we are probably going to have to increase the dues next year to reach the number that we need.

The next major item we are going to have to replace is the elevator. The elevator is old. As part of doing the reserve study we had a thorough inspection done by our elevator company. The cost of a new elevator is \$125,000 to \$170,000. We had Delaware Elevator send us a record of all the service calls we had last year. There were only 7 service calls; 3 door, 2 key switches, 1 fan, and 1 nothing found. We did add a new door edge sensor last year as a safety device. It is Barry's opinion that we can probably get at least another year before we have to tear down the elevator. By the time we do that I believe we will have enough money in the reserve account to cover the expense without any special assessment. When we do the job we will get at least 3 quotes. If you need an elevator key, contact the management company.

B. Parking lot paving

Last year we re-paved the west parking lot and seal coated the east lot and the north and south alley ways. The lots are not perfectly level. Craig ordered the removal of parking bumpers that blocked the front alley way to respect the fact that they are currently legal parking spaces. Speed bumps were removed because they were a trip hazard. We are not going to stripe the alleys because we do not want people parking in the front or back alley ways. The city owns the alley on the north side.

Leon asked what is the board's plan to provide parking once the city installs meters on the street. The board currently has no plan other than to resolve the current legal situation.

C. Legal Matters

There are two owners that are currently not paying their assessments or condo fees. One unit was on a payment plan, they have defaulted on the plan and we have told our attorney to foreclose on the property. The second unit is an ongoing lawsuit, we won a summary judgment, they have filed an appeal and we are waiting to hear the results.

Sid wants to know where the late payment penalties are accounted for. It is managed by our management company.

D. Future Projects

The board's intent for the south alley is to put in shrubs and plants once the legal issues are resolved. Nothing more.

The excess money in the special assessment account will be used to landscape the south alley. When we are done with the renovation, then we will decide what to do with the excess money in the special assessment account.

The Federal Govt has changed their schedule for flood insurance due to hurricane Sandy. That is going to greatly affect our budgeting next year.

The board is looking into adding irrigation lines for the containers outside the wall. Conduit is already there. The issue has not yet been addressed by the board.

VI. NEW BUSINESS

A. Email transmission for condo information

The board has determined that they will not transmit financial records electronically.

The board would like to switch to electronic transmission of meeting notices, etc. An information page has been sent for all owners to provide their email addresses and other information. Legal and annual meeting notices will still be sent by regular mail and electronically.

We also will be posting more information to our web site. It is www.Orleans Court.us We have a new web site and our webmaster has been very responsive. We have added the July 4th party pictures, etc.

V. RECOGNITION OF UNIT OWNERS

Date of the annual meeting cannot be changed to avoid Cruisers weekend. It's written in the bylaws.

See Brett for an elevator key.

VI. ELECTION OF BOARD MEMBERS

There is one board seat available and there are no nominees.

Carolyn Remington nominated Rob Dittler for the board. There were no other nominations.

Rob Dittler was elected by acclamation.

VII. ADJOURNMENT

Dave Wessels entered a motion that the meeting be adjourned. Andrea seconded the motion. The motion Passed. The Board adjourned the meeting at 12:25 PM

**ORLEANS COURT BOARD OF DIRECTOR'S
SPECIAL MEETING MINUTES
Saturday May 18, 2013**

I. CALL TO ORDER

President, Craig Smith, called the meeting to order at 9:00 a.m. at St. Peter's Lutheran Church, 10301 Coastal Highway, Unit 104, Ocean City, MD 21842. Board members present were: Craig Smith, Barry Bleiweis, David Wessels, Andrea Hutt, and Rob Dittler. Brett Staley of Mana-Jit was also in attendance.

Mr. Smith introduced himself as well as the other board members. He stated that Jim Mills had resigned his position on the board in March and that Mr. Rob Dittler was appointed to serve out Jim's term which ends today.

Mr. Sidney King challenged the manner in which the meeting was called.

II. ROLL CALL

Brett Staley proceeded with the roll call. It was determined that there were 24 owners present and he has 22 proxies. This represents a quorum consisting of 54.7% of the owners.

III SPECIAL MEETING BUSINESS

Mr. Smith stated that there was a conflict in the language of the deed and the record plat submitted by the developer. This problem was first discovered during the renovation of the property. This issue needs to be resolved. For the last 2 years the board has attempted but was unable to resolve the issue by consent which would require 100% concurrence by the owners. That brings us to today's meeting.

Mr. Smith introduced Mr. Jim Almand, the association attorney who presented the original plat and reviewed the problems that make the original plat impractical and that it was never followed. Because we were unable to obtain consent, the association has filed a law suit in the circuit court of Worcester County. That case is pending and we have 5 owners that are actively fighting the case. There is a mediation session scheduled for May 29th for 2 hours in Snow Hill with a court assigned mediator. If that session is unsuccessful there is another settlement conference with a facilitator scheduled for June 18th. A trial date is set for July 18th. The purpose of this special meeting is to take another formal vote to see if the membership wants to reform the documents to eliminate what was set up in 1972.

Mr. King stated that there is a potential for the board to eliminate 20 parking spaces. Mr. Almand stated that there are not 84 parking spaces there today which could be assigned if we wanted to. Mr. Smith stated that the board intends to landscape the area in the south alley to enhance the curb appeal of the property. The north and south alleys are not designated fire lanes according to the fire marshal. The city will eventually put parking meters in the front of the building. The board currently has no viable plan to ensure that every owner will be able to park on the property.

There is also an issue regarding the unit designations in the master deed and the unit numbers on the door. That is not an issue for today.

IV THE MOTION

John Bleiweis moved that we call for the motion.

Carolyn Reynolds made the motion that the association will petition the circuit court of Worcester County to correct the improper description of the units by removing the parking spaces as being part of the unit and eliminating the assignment of parking spaces. The motion was seconded by John Bleiweis.

Proxies are being counted for this question.

The FINAL vote is 37 FOR, and 10 AGAINST. The motion has been carried and the suit will proceed.

V ADJOURNMENT

Dave Wessels entered a motion that the meeting be adjourned. Andrea seconded the motion. The motion Passed. The Board adjourned the meeting at 10:05 AM

**ORLEANS COURT BOARD OF DIRECTOR'S
MEETING MINUTES
Saturday May 18, 2013
DRAFT**

I. CALL TO ORDER

President, Craig Smith, called the meeting to order at 12:00 p.m. at St. Peter's Lutheran Church, 10301 Coastal Highway, Unit 104, Ocean City, MD 21842. Board members present were: Craig Smith, Barry Bleiweis, David Wessels, Andrea Hutt and Rob Dittler. Brett Staley of Mana-Jit was also in attendance.

No Owners were present.

The purpose of this meeting is for the BOD to elect officers for the new year.

Andrea Hutt nominated Craig Smith to once again serve as President. The motion was seconded by Dave Wessels. The motion passed.

Craig Smith nominated Barry Bleiweis to serve as Vice President. Rob Dittler seconded the motion. The motion passed.

Dave Wessels nominated Andrea Hutt to serve as Treasurer. Barry Bleiweis seconded the motion. The motion passed.

Andrea Hutt nominated Dave Wessels to serve as Secretary. Rob Dittler seconded the motion. The motion passed.

Craig stated that Rob Dittler will serve as the designated Director

Craig Smith asked for a motion to adjourn. Dave Wessels seconded the motion. The motion Passed. The Board adjourned the meeting at 12:25 PM

The next regular meeting is scheduled for Sunday June 23, 2013.