

**ORLEANS COURT BOARD OF DIRECTOR'S
MEETING MINUTES
Saturday March 9, 2013**

DRAFT

I. CALL TO ORDER

President, Craig Smith, called the meeting to order at 10:00 a.m. at the offices of Mana-Jit, Inc., 4100 Coastal Highway, Unit 104, Ocean City, MD 21842. Board members present were: Craig Smith, Barry Bleiweis, David Wessels, and Andrea Hutt. Brett Staley of Mana-Jit was also in attendance.

Owners present were: Betty Feehley, unit 321; Rob Dittler, unit 220;

II. APPROVAL OF PREVIOUS MINUTES

The meeting minutes from Nov 10, 2012 were reviewed. One correction was made under the Presidents report , and several additions were made to VIII Property Inspection Meeting minutes. Barry Bleiweis made a motion to approve the Nov 10, 2012 BOD meeting minutes. David Wessels seconded the motion and the meeting minutes were approved unanimously.

III. RECOGNITION OF UNIT OWNER

A. Those in Attendance with matters to bring before the Board.

None

B. Correspondence from Owners

Brett was called about a white trailer parked on the south side of the building for several weeks. Betty informed us that the trailer is being used by a crew working on one of the units. Therefore no action is required at this time.

IV. REPORTS

A. President's Report

1. Jim Almand has not yet done anything to address collection actions against several delinquent units. Craig told Jim once again to proceed with collection actions against two units as soon as possible, and reiterated the same in an October meeting with Mr. Almand, who seemed to have forgotten the request. At a meeting between Mr. Almand and Craig on Friday, March 8, Craig insisted the pursuit of delinquent accounts be prioritized.
2. The board directed Brett to send letters, notifying Owners of rules violations from the list of issues formed from the inspection that was done in Nov.
3. There is a mediation conference scheduled for the parking space issue scheduled for May 29th, followed by a settlement conference hopefully in early-June. See below.
4. The board has not done anything about the list of issues from the inspection that was done in Nov.

5. Jim Mills has resigned from the board and Craig will be appointing a replacement for the remaining 3 months of his term.

B. Treasurer's Report

1. Balances in bank accounts as of March 8, 2013:
 - a. Special Assessment Account: \$ 58,120.17
 - b. Operating Account: \$ 10,332.33
 - c. Reserve Account: \$ 94,710.71
2. \$ 7,595.75 first quarter payment to reserve account will be made next week. (for Q1-2013)
3. \$ 14,704 for paving expense was paid for from the operating account. Reserve account will pay back the operating account for this reserve expense.
4. PKS review of 2012 finances almost complete and I expect to have report in the next few weeks. Should be completed for the annual meeting.
5. Accounts receivable as of March 8th is \$83,132.42.

C. Management Report

1. There has been an email thread between Brett and Sid regarding electronic transmission of association financials. Sid has a right to the records, but we do not transmit this information electronically except to board members.
2. We have problems with the Exit lights around the building. The metal lights are \$40 each, or we spend \$200 for marine rated lights. Decision is to replace/repair the cheap plastic lights we have as necessary.

V. OLD BUSINESS

1. By EXECUTIVE ORDER, the parking stops at the ends of the south alley will be removed.
2. Regarding the parking space issue, there is a mediation conference on May 29th. Settlement conference scheduled for June 18th, and a trial scheduled for July 18th. Another formal vote will be taken at the annual owners meeting. Jim Almand is preparing the ballot. 66 2/3% of those present is needed to re-write the deed.

VI. NEW BUSINESS

1. By EXECUTIVE ORDER, Rob Dittler has been appointed to serve out the 3 month term vacated by Jim Mills.
2. Barry will verify that the information for the upcoming May 18th meeting is correct on the web site.
3. Barry will procure a new digital recorder to use for the meeting minutes. The board does not want to store an MP3 file for the meeting minutes.

4. Notice for annual meeting was reviewed. First goes out the call for nominations 60 days before. Once the nominations are received, Brett will contact the nominees to make sure they want to run and to ask them to submit a statement of candidacy. Then 30 days before, Brett will mail out the proxies. Jim Almand's proxy form will be mailed out separately 30 days before.
5. It is suggested that we need to get email addresses for all owners and then next year we should stop sending board meeting notices by mail. Annual meetings notices will still be sent via regular mail. This will be discussed at the annual meeting and will be posted on the web site.
6. In the spring, the board will contact the company that installed the screen doors to service them, and replace those that are broken.
7. Brett or Barry will contact Richard Waughtal and make sure he gets paid for the web site work he did in 2012.
8. Letters will be sent to all owners for the property inspections that were done back in Nov 2012. An updated list is attached. Repairs need to be completed by Monday May 20, 2013. Otherwise, the association will do the repairs and bill the owner.
9. Need to set up a service date with Screen Mobile to repair/service the door screens. They are an HOA item for us to repair.
10. We will contact Delaware Elevator and continue to monitor the number of service calls on the elevator. The plan is to re-build the elevator in 2014.
11. May 18, 2013 at 10 AM will be the annual Membership and Election meeting which will be held at St Peters. Andrea Hutt and Jim Mills terms of office will be completed at that time.
12. The water at the bottom of the stairwells needs to be taken care of by installing drains. A French drain should be sufficient. This needs to be done before we talk about the re-coating the deck and power-washing the building. We should try to get it done before the season starts.
13. One loose railing near unit #301 needs to be repaired.

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

VIII. PROPERTY INSPECTION FOLLOW-UP MEETING

The following is an updated list of issues that were found during the Nov 2012 inspection. Owners will be notified to correct the following problems:

Pool room entry door needs to be replaced.

#101 – Will change lock. Needs to install a brush nickel lockset

#114 – Lock box on pool railing. Must be removed

#119 – Lock box penetrates the building. Must be removed and finish restored.

#122 – Remove exterior floormat

- #128 – Torn screen needs to be repaired. Original dead bolt removed, must be replaced with identical finished unit
 - #219 – Lock box penetrates the building. Must be removed and finish restored.
 - #226 – No signs or stickers are permitted on the exterior doors or windows.
 - #305 – Needs to replace the lockset
 - #311 - Lock box must be removed
 - #315 – Lock box penetrates the building. Must be removed and finish restored.
 - #318 - Remove exterior floormat
 - #320 - Lock box must be removed
 - #322 – No signs or stickers are permitted on the exterior doors or windows
 - #323 – Remove wreath on exterior door. Original lock set removed, must be replaced with identical finished unit
 - #324 – Torn screen needs to be repaired.
 - #327 – Lock box on railing is a trip hazard. Must be removed
 - #328 – Lock box on railing is a trip hazard. Must be removed. Remove exterior floormat.
- Owners will be notified that they need to address these issues.