

**ORLEANS COURT BOARD OF DIRECTOR'S
MEETING MINUTES
Saturday Nov 10, 2012**

I. CALL TO ORDER

President, Craig Smith, called the meeting to order at 9:03 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: Steve Turnbaugh, unit 301; Judy Bleiweis, unit 113; Corny Kelliher, unit 310; Keith Warner, unit 218; Richard Nuzback, unit 308; Leon Roy Rickards, unit 326;

II. APPROVAL OF PREVIOUS MINUTES

The meeting minutes from Sep 15, 2012 were reviewed. One correction was made under new business item 3 to say the "draft" budget was unanimously approved. Barry Bleiweis made a motion to approve the Sep 15, 2012 BOD meeting minutes. Andrea Hutt seconded the motion and all agreed. The Sep 15, 2012 meeting minutes were approved unanimously.

III. RECOGNITION OF UNIT OWNER

[Due to a malfunction of the tape recorder, most of the minutes for this section have been lost]

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

Richard Nuzback unit 308 was present to discuss the plumbing bill that was sent to him by the associating. This issue will be reviewed under old business.

Keith Warner, unit 218 [information lost]

B. Correspondence from Owners

None

IV. REPORTS

A. President's Report

Jim Almand has filed motions to address the parking space issue. As of now there is nothing to report.

Jim has been told to proceed with collection action on two units that are delinquent. There is nothing to report.

B. Treasurer's Report

1. Balances in bank accounts as of November 9, 2012:

- | | |
|--------------------------------|--------------|
| a. Special Assessment Account: | \$ 57,291.77 |
| b. Operating Account: | \$ 22,540.89 |
| c. Reserve Account: | \$ 85,176.49 |

2. Invoice issues with REI were finally cleaned up and they were paid outstanding balance of \$1,487.77 on 9/29/12.
3. All States final balance including retainage of \$8,337.40 was paid on 9/29/12 .
4. Natural Creations was paid \$700 from special assessment account for the additional container plants south of masonry wall.
5. It's time to transfer the Q4 quarterly payment of \$4,744 from operating account to reserve account.
6. Accounts receivable as of November 9th is \$89,011.08. Of this amount approximately \$82,565.99 is expected to be collected.

C. Management Report

There is an issue with the lights and battery backup on the EXIT signs. Craig will look into it.

V. OLD BUSINESS

1. Issue regarding the bottom step of the swimming pool was never addressed. The step is too high Craig needs to discuss this with the pool company
2. Allstates – Craig will write the letter and get them paid off. All repairs made will also have a 1 year warranty.
3. Railings – Craig will look at them today when we do our inspection.
4. Insulation and air conditioning in the elevator room will be looked at today when we do our inspection.

VI. NEW BUSINESS

1. The deck coating is showing signs of wear, particularly in the stair wells. The deck coating is a maintenance item. The board will inspect it at today's walkthrough.
2. Craig received no comments on the budget. Andrea had one phone call from Carolyn Remington and I had a phone call from John Bleiweis about the increase in the power washing budget. Increase is because we intend to wash the entire building this year. Also, the increase in the landscape budget was also mentioned. This is because we are investing in more perennials to maintain our beautification status. Andrea moved that we accept the 2013 Budget for next year. The motion was seconded by Barry and approved unanimously. (see attached)
3. In the spring board will contact the company that installed the screen doors to come out and service them, and maybe replace those that are broken.
4. The meeting tentatively scheduled for Jan. 26, 2013 has been CANCELLED.
5. Mar 9, 2013 at 10 AM will be the next scheduled business meeting. At that time we will prepare for the annual meeting.
6. April 6, 2013 at 10 AM is a tentative meeting date, if we need it.

7. May 18, 2013 at 10 AM will be the annual Membership and Election meeting which will be held at St Patricks. Andrea Hutt and Jim Mills terms of office will be completed at that time.

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

Meeting was re-convened to discuss renewal of the Mana-Jit Management Contract. Barry made a motion that we accept the contract. Dave seconded the motion and it was approved unanimously.

VIII. PROPERTY INSPECTION FOLLOW-UP MEETING

Members of the board met and conducted an informal inspection of the property. The following issues were noted. Owners will be notified to correct the following problems:

Pool room entry door needs to be repaired.

Air conditioning will not be installed in the elevator room at this time.

#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

#226 – No signs or stickers are permitted on the exterior doors or windows.

#311 - Lock box must be removed

#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.

| ORLEANS COURT 2013 BUDGET | | | |
|-------------------------------|-----------------------------|--|---------------------|
| ITEM | | | Budget 2013 |
| CONDO FEES | | | \$188,485.00 |
| LAUNDRY INCOME | | | \$1,750.00 |
| INTEREST INCOME | | | \$150.00 |
| | | | \$190,385.00 |
| EXPENSES | | | |
| ADMINISTRATIVE | | | |
| | Management Contract | | \$14,112.00 |
| | Legal/Audit | | \$10,000.00 |
| | Administrative | | \$3,000.00 |
| | Estimated Taxes | | \$0.00 |
| | | | \$27,112.00 |
| | | | |
| | | | |
| INSURANCE | | | |
| | Multi Peris, Liability, D&O | | \$28,000.00 |
| | Flood | | \$21,750.00 |
| | | | \$49,750.00 |
| | | | |
| UTILITIES | | | |
| | Electric | | \$5,000.00 |
| | Water | | \$2,500.00 |
| | Phone, Emergency, Internet | | \$650.00 |
| | Internet | | \$1,300.00 |
| | Cable | | \$39,000.00 |
| | Website Maintenance | | \$350.00 |
| | | | \$48,800.00 |
| | | | |
| ELEVATOR | | | |
| | Service Contract | | \$3,000.00 |
| | Repairs & Maint. | | \$1,000.00 |
| | | | \$4,000.00 |
| | | | |
| POOL | | | |
| | Service Contract | | \$4,500.00 |
| | Repairs & Maint | | \$1,000.00 |
| | Pool supplies & chemicals | | \$2,250.00 |
| | Licenses | | \$450.00 |
| | | | \$8,200.00 |
| | | | |
| GENERAL MAINTENANCE & REPAIRS | | | \$4,400.00 |
| POWERWASHING | | | \$4,500.00 |
| GENERAL SUPPLIES | | | \$150.00 |
| CUSTODIAL CONTRACT | | | \$6,500.00 |
| STORM DAMAGE | | | \$1,000.00 |
| LANDSCAPING | | | \$3,000.00 |
| PERMITS | | | \$10.00 |
| FIRE SAFETY SERVICES | | | \$750.00 |
| PEST CONTROL | | | \$1,750.00 |
| TRASH REMOVAL | | | \$100.00 |
| | | | \$22,160.00 |
| | | | |
| RESERVE | | | \$30,383.00 |