

**ORLEANS COURT BOARD OF DIRECTOR'S MEETING
MINUTES NOVEMBER 12, 2011**

I. CALL TO ORDER

President, John Bleiweis, called the meeting to order at 10:03 a.m. at the offices of Mana-Jit, Inc., 4100 Coastal Highway, Unit 104, Ocean City, MD 21842. Board members present were: John Bleiweis, Barry Bleiweis and Andrea Hutt. Brett Staley and Craig Boone of Mana-Jit were also in attendance.

Owners present were: Gary Bennett, Unit 121; Sid King, Unit 112; and Leon Rickards, Unit 326.

II. APPROVAL OF PREVIOUS MINUTES

Several additions and changes were made to the meeting minutes. The Treasurer's Report was also added to the minutes. John Bleiweis made a motion to approve the Sept 12, 2011 BOD meeting minutes. Barry Bleiweis seconded the motion and all agreed. The Sept 12, 2011 meeting minutes were approved.

III. RECOGNITION OF UNIT OWNER

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

1. Sid King stated that he is not sure that the board followed all of the rules in deciding that smoking would be prohibited.
Sid would like to know how much money we have recovered from those persons that did not pay their special assessments. Andrea responded that the requested information is provided in the Treasurers Report at every meeting, and that the past meeting reports are available on-line.
Sid said that the lights were out in the courtyard and that it was dark.
Sid stated that he heard that unit 320 is in foreclosure and that the electricity is turned off in that unit.
2. Leon stated that the recent motion regarding the parking of bicycles is in conflict with the on-line condo rules and regulations #2 and #3. The board should modify the rules to be consistent with the motion.
Leon stated that according to the rules, Jim McGrath is correct in providing written notification that he has dogs on the premises.
Leon stated that the interest on the special assessment loans that the board has extended to owners should be shown as interest income in the budget. Brett stated that the special

assessment loans are managed by the attorney and that they receive the money and forward it to the board.

3. Gary stated that he is concerned that someone is going to get hurt by having bicycles parked in the mulched areas of the courtyard. The board will clarify the rules to state that bicycles should be taken in and out through the rear of the building and not be taken through the courtyard.

Brett countered by stating that every condo and apartment building in Ocean City has the same problem. Rolling a bicycle down the walkway is no different then rolling a suitcase or anything else. The condo carries ample insurance to take care of these situations.

B. Correspondence from Owners

1. Brett said that he received a letter from Jim McGrath that they have a new dog which they wish to register, Hudson who will be mostly in unit 124 and Clancy who will be mostly in unit 309

IV. REPORTS

A. President's Report

1. Orleans Court won a beautification contest sponsored by the town of Ocean City. The acclimation was made for all of the recent enhancements to our property. Howard Levin, Rob Dittler and Craig Smith were on hand to receive a plaque. We will find a suitable spot to mount the plaque for all to see.
2. Punch List Update: Blake has inspected and says that all 37 items are completed and that they want to be paid. However several things are not done. #16 The fence around the transformer is not square, it's too high off the ground, the posts need to be extended and the panels need to be solid and taller, the lattice work is unsightly, and it all needs to be redone. #xx Not sure if we have received the operators manual for the irrigation system. #29 The downspout near unit 103 empties out onto the deck instead of into the drain on top of the deck. The cellar hatch has not yet been replaced, but that is a separate item from the punch list. The outdoor showers are not on the punch list, but are not correct. They are not properly secured, they are cheesy PVC plastic. They need to be stainless steel. Barry saw a small corner of concrete is still cracked. Comments on the punch list corrections need to be submitted to the contractor in writing and not verbally. All states says that with regard to the crepe myrtle in the center flower bed, they have checked and that the pipes in the flower bed are several feet away from the tree, and no further action is required.

B. Treasurer's Report

1. Balances in bank accounts as of November 11, 2011:

a. Special Assessment Account:	\$ 75,927.30
b. Operating Account:	\$ 79,297.85
c. Reserve Account:	\$ 28,854.52

2. Q4 deposit of \$4,589 transferred from operating to reserve account on November 9, 2011.

3. Invoices paid for Courtyard project in 2011:

REI	\$ 29,968.72
All States	\$ 292,038.55
Landscaping	\$ 8,518.33
Furniture	<u>16,469.00</u>
Total:	\$ 346,994.60

Previous REI \$ 25,252.00

Total Courtyard \$ 372,246.60

Upcoming expenses:

Allstates balance/retainage (50%)	\$ 15,370.45
REI estimated expenses	3,000.00
REI invoiced/no work detail	<u>\$ 1,836.00</u>
Total estimated upcoming expenses:	\$ 20,206.45

Estimated Balance in SA account: \$ 55,720.85

4. AR summary total as of September 30, 2011 is \$87,657.67

C. Management Report

1. The new signs are ready to be installed.
2. Brett has received a \$19,770 bill for the flood insurance (slight increase).
3. The irrigation system will be winterized and flushed out this week.

4. The walkways and stairwells were power washed on Oct. 15th.
5. He will take care of the light that is out in the courtyard.

V. OLD BUSINESS

1. Pool Covers – We never got anything in writing as to who was responsible for the damage to the pool covers. Neither the roofers or Lindeman or anybody else is willing to pay for them. We have to replace the baby pool anyway. Most pools no longer use pool covers. Most of the time they drain the pools in the spring to clean them.
2. Parking space situation – Resolution of the condo documents will be pursued by the attorney with a letter to the 25 who did not respond and the 2 that responded NO. Brett will respond back to Jim Alman that he should proceed with the filing in which we will petition the court to resolve the issue.

VI. NEW BUSINESS

1. We have received a \$9,000 bill from Jim Almand for services for the last 4 years. Pretty good deal. It's reasonable. We're going to pay it.
2. Renewal of the pool contract was approved with no increase in price \$5000. Custodial contract was renewed for \$500 a month for 12 months. Mana-Jit contract has also been approved by email. Email evidence should be provided.
3. The 2012 operating budget which was reviewed at the last meeting. We will separate out the items for legal and audit. There is no requirement for a Capital Expenses line item. Interest income is from the special assessment acct and the reserve acct. Administrative includes estimated taxes which are \$0. We will reduce the budget for the water bill to \$2500, and increase the budget for cable to \$37,500. Barry Bleiweis entered a motion that the budget for 2012 be accepted. Andrea Hutt seconded the motion. The motion Passed.

All money that is excess in the operating acct at the end of the year is put into the reserve acct. Leon said that we should ask Jim Almand to send us a bill at least once a year.

4. Reserve Study. Estimates were solicited from 3 companies. Everybody has a copy but have not had time to review it yet. Bids were received from Restoration Engineering Inc. \$6,700, ETC \$3,700 and Miller and Dodson \$3,590. I am still looking for a copy of the last engineering study that was done in 1999.
 - a. Board member should send Barry your questions so that I can get answers before the next meeting
 - b. I should include the coating on the staircases

- c. Include electric components and wiring, including elevators
 - d. Someone needs work with them the estimators to tell them how old various components are before they give you a replacement estimate.
5. The railing situation is tabled for next meeting
 6. Parking lot situation is tabled for next meeting
 7. Blocking off the alleyway in the front of the building is a discussion that is tabled for next meeting.
 8. Changing of the wall lights is being pursued by Steve Turnbaugh, and will be discussed at the next meeting when Steve has a new light for us to review.
 9. The 2 Crepe Myrtle need to be topped off by Cindy Stevens which will be handled as a landscape maintenance item, to be discussed at next meeting.

VII. ADJOURMENT

Andrea Hutt entered a motion that the meeting be adjourned. John Bleiweis seconded the motion. The motion Passed. The Board adjourned the meeting at 12:12 PM

The next BOD meeting is scheduled for Saturday, January 12, 2011 at 10:00 a.m.

VIII. CLOSED SESSION

A closed session was held to discuss late payments.

Andrea Hutt entered a motion that the closed session meeting be adjourned. John Bleiweis seconded the motion. The motion Passed. The Board adjourned the meeting at 12:39 PM

