

ORLEANS COURT CONDOMINIUM
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BOARD OF DIRECTORS MEETING MINUTES
Saturday, February 28, 2015

I. CALL TO ORDER

President Neal Jarvis called the meeting to order at 9:05 at Mana-Jit offices, 4100 Coastal Highway, Ocean City MD. Board members present were Neal Jarvis (320), Mary Ellen Morris (206), and Craig Smith (224); Andrea Hutt (101) attended via conference call. David Wessels (305) was not in attendance. Brett Staley of Mana-Jit Property Management was also in attendance. Board of Directors' meeting packets included a Meeting Agenda, the President's Report, a copy of the November 8th and 24th (2014) BOD Meeting Minutes, the Treasurer's Report, and three elevator maintenance proposals from ThyssenKrup, Otis, and Delaware Elevator. Owners present were Leon Rickards (326), Sid and Magda King (112), Ed Chambers (POA for Norma Rae Haller 109), Paul and Janet Hill and Stacy Fletcher (324), and new owners Bob and Susan Ackerman (315). Non-unit owners present were Earl Rowland (former owner of 323) and Randy Coates. Neal asked Randy if here was there to replace Ed Chambers as POA, and Randy responded that he represented Norma Haller.

II. APPROVAL OF PREVIOUS MINUTES

The meeting minutes from the November 8th and November 24th 2014 Board of Directors Meetings were reviewed. Neal made a motion to approve the minutes from November 8th, Mary Ellen seconded the motion, and the motion carried unanimously. Craig made a motion to approve the minutes from November 24th, Neal seconded the motion, and the motion carried unanimously.

III. REPORTS

A. President's Report

Neal read his report, which covered his tasks since our last meeting:

- Discussions with Attorney Jim Almand about the complaint filed by Sid King and his wife (112) requesting handicapped parking
- John Bleiwess's (103) note that the parking committee would be meeting in February
- Email from William Oliver (115) about his outstanding fees
- Discussions with Jim Almand regarding air conditioner louvers on unit 324, the foreclosure of unit 318
- Discussion with Janet Hill (324) about her air conditioner louvers
- Jim Almand's response to Maryland Commission on Civil Rights regarding handicapped parking
- Installation of two new bike racks
- Instructions to homeowners regarding winterization of their units
- Replacement of stolen retractable screen on unit 219
- Randy Coates' letter to Jim Almand regarding the Parking Lot Committee
- Special Assessment credit due to homeowners
- Emails from Ed Chambers
- Meeting with Jim Almand regarding prior pending items
- Review of elevator maintenance proposals
- Audit preparation request from Mark Swift (PKS) prior to annual audit
- New website input in preparation for possible vote to update website
- Replacement of Orleans Court sign
- Letter from Leon Rickards (326) to BOD Secretary
- Responses to homeowners' concerns

B. Treasurer's Report

Mary Ellen read the Treasurer's Report on Andrea's behalf

- Balances in bank accounts as of February 22, 2015:
 - Special Assessment Account: \$10,059.63
 - Operating Account: \$37,775.98
 - Reserve Account: \$145,124.80
- On February 23, 2015, the balance of the Special Assessment Account was transferred to the Operating Account and the Special Assessment Account was closed
- On February 27, 2015, the quarterly transfer of \$9,421.50 was made from the Operating Account to the Reserve Account
- Balances in bank accounts as of February 27, 2015:
 - Operating Account: \$40,059.68
 - Reserve Account: \$154,546.30
- Accounts receivable is \$105,504.49

Craig asked whether the Special Assessment due from unit 318 is off the books. It will be an allowance for bad debt, and it will be clearly marked and labeled as such

C. Management Company

- Brett said that the new Orleans Court sign has been fabricated, and will be painted and finished within two weeks

- Brett met with the HUD representative in Sid's unit regarding Sid's parking complaint
- Brett said that the Accounts Receivable report is lengthy because homeowner credits are not being applied; it was clarified that they can be used at any time in 2015

IV. OLD BUSINESS

A. Elevator

There was lengthy discussion regarding the three written proposals from ThyssenKrupp, Otis, and Delaware Elevator. Brett mentioned that we need to begin discussions with the chosen vendor about needed parts and scheduling, both of which will take time, and Neal said that he would like to present the final proposal/vendor to the homeowners at the annual meeting on May 16. Andrea suggested that we lock the chosen vendor into a cost and timeline for each phase. After all of these points were taken into consideration by Board members, Craig made a motion that we move forward with final discussions with Delaware Elevator. Mary Ellen seconded the motion, and the motion carried unanimously.

B. Signage

Brett said that the new Orleans Court sign will be ready to install in two weeks. There was discussion about the old sign, which Brett said was in very poor shape, and it was decided to store it in the closet for now until we see if anyone has an interest in it.

C. HUD/Parking Complaint

Neal said that the building was built in 1972, and at that time, there were no requirements for handicapped parking. After discussion, Neal made a motion to assign two handicapped parking spots, one in the parking lot near the east alley and one in the parking lot near the west alley (nearest to the backs of units 101 and 128). Mary Ellen seconded the motion. During the discussion, Craig suggested that we assign four handicapped spaces instead, one of them being van-accessible, because the reality is that our parking lots are rarely, if ever, 100% full, so that should not be an issue. Brett pointed out that the spots should be close to the ramps. Neal then amended his motion, saying that we designate four handicapped spaces, making one van-accessible, based on wherever it best fits. Mary Ellen seconded the motion and the motion carried unanimously.

D. Unit 318 Foreclosure

The unit is now owned by Orleans Court. Jim will speak with the current occupant to give him the opportunity to voluntarily vacate and will begin the process to vacate or evict.

E. Unit 222 Status

Craig made a motion to have Jim Almand begin foreclosure on unit 222 and to put a judgment against the homeowner's primary residence; Neal seconded the motion and the motion carried unanimously.

F. Association Website

Mary Ellen reminded the Board that our current website is built using outdated technology and that we must rely on one individual to manage the posting/unposting of documents, etc. We have reviewed proposals from three sources, and Charles Hall seems to be the best fit for our budget and requirements. A discussion was held regarding a committee, and Mary Ellen and Neal will take the lead as a "committee" and solicit homeowners for participation/input. Craig said that only Board Members (2) should have administrative rights. Mary Ellen made a motion to begin work on a new website with website designer Charles Hall; Craig seconded the motion, and the motion carried. Mary Ellen will send an email to homeowners soliciting interest.

G. Missing HVAC Louvers

Neal said that discussion has been ongoing since 2013 regarding Janet Hill's missing HVAC unit louvers on unit 324. A lengthy discussion among Janet Hill, Neal, and Craig ensued. Craig made a motion that Unit 324 provide the louvers to be reinstalled on the HVAC unit, Neal seconded the motion, and the motion carried unanimously. Neal asked Brett to send someone out to handle the reinstallation.

H. Bike Racks

Neal said that each bike must be labeled with the unit number of the owner. Unclaimed bikes will be moved to the storage area and then disposed of. Brett will handle it.

V. NEW BUSINESS

A. Attorney Fees

Neal reiterated that Orleans Court unit owners must pay for their own attorney fees when a cost is incurred at their discretion. Any Orleans Court legal fees will be made public and discussed at the Annual Meeting

B. Accounting Issues

Not everyone is using the credits that they have received from the Special Assessment, so Brett will send out a reminder when he sends out the Annual Meeting notice

C. Expiring Board Member Terms

Craig and Dave's terms will expire in May; Neal and Mary Ellen both have three-year terms and have two years left on their terms; Andrea has one more year left. There are five Director positions on the board, four of which are officer positions. Brett will be mailing out a call for nominations on March 16 and April 16

D. Notification of Association Rules/Homeowner Responsibilities

Craig mentioned that last summer, there were several instances of rules being broken, the majority of which seemed to be by renters. The issue is that we don't have a way to enforce these rules. It was agreed that Mary Ellen will send out reminders to unit owners via email on June 1, 15, July 1, 15, and August 1, 15. Brett will also send out a written reminder with the call for nominations and the notice of the Annual Meeting. Andrea said that if a unit owner is breaking rules on a consistent basis, they should be notified in writing by the Board

E. Routine Spring Activities/Maintenance

After discussion, Craig made a motion that we schedule the pool maintenance and the spring plant clean-up so that vendors complete both tasks by the Annual Meeting on May 16; Andrea seconded the motion and the motion carried

VI. Recognition of Unit Owners

A. Unit 324 (Paul and Janet Hill, Stacy Fletcher)

- Stacy introduced herself as a full time resident and suggested that we focus on the big issues, not on small rules infractions

B. Unit 315 (Bob and Susan Ackerman)

- Susan introduced herself and her husband Bob and asked for clarification on the Board's role, and how Board Members are nominated

C. Unit 112 (Sid King)

- Sid stated that we are under the umbrella of the Maryland Condominium Act
Sid stated that he has complained in the past about the wooden railings turning green

D. Unit 109 (Ed Chambers, POA for Norma Rae Haller)

- Ed thanked Brett for responding so quickly to a plumbing issue that was resolved
- Ed stated that we would be hearing from Randy Coates, attorney for Norma Rae Haller (it was unclear to the Board as to what we would be hearing from Mr. Coates about, and Ed declined to elaborate)

E. Unit 326 (Leon Rickards)

- Leon asked for clarification regarding the status of Unit 318
- Leon commented about the louvers as a common element on Unit 324
- Leon requested from Brett the opportunity to review our records, and obtained copies of attorney's fees. Leon said that the Board needs to have attorney Jim Almand provide his billing in detail and on a timely basis
- Leon said that during the recent snowfall, sidewalks were not cleared and there was not a path cleared to the dumpster. He pointed out that if someone falls, we are liable. There was agreement that a better job must be done regarding snow removal in the future. Brett will discuss the issue with Scott.
- Leon said that the Board has an obligation to provide service to unit owners, and that he did not believe that Mary Ellen was providing sufficient service to him in her role as Board Secretary. He said that he intends to file a complaint with the state Attorney General to that effect
- Leon stated that he did not believe that the Board was operating in good faith about the Consent Decree

VII. Adjournment

At 11:26am, Craig made a motion to adjourn this meeting and to move into a closed session for discussion of Annual Meeting plans and of individual unit owner matters. Mary Ellen seconded the motion and the motion carried unanimously. After the adjournment, Randy Coates complimented Neal, saying that he felt Neal had held a well-run meeting. As he left, he came over to Neal and shook his hand, said "great meeting – you have your hands full with this crowd."

Respectfully Submitted,

Mary Ellen Morris

Secretary, Orleans Court Board of Directors