

ORLEANS COURT CONDOMINIUM
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BOARD OF DIRECTORS MEETING MINUTES
Saturday, November 7, 2015

I. CALL TO ORDER

Vice President Craig Smith called the meeting to order at 3:00 at Mana-Jit offices, 4100 Coastal Highway, Ocean City MD. Directors present were Mary Ellen Morris (206), Craig Smith (224), Andi Hutt (101) and Susan Ackerman (315); Brett Staley of Mana-Jit Property Management was also in attendance. President Neal Jarvis was not in attendance for personal reasons. Board of Directors' meeting packets included a Meeting Agenda, a copy of the September 26 BOD Meeting Minutes, and the 2016 Proposed Budget. Owners present were Leon Rickards (326), Sid King (112); Keith Remaly (305), and Paul and Janet Hill (324); non-unit owner present was Earl Rowland (former owner of 323). Delaware Elevator representative Keith Mitchell joined the meeting to provide information about the pending elevator project. Craig opened the meeting by acknowledging the recent deaths of Jim Remington (111) and Anna Malloy (323).

II. APPROVAL OF PREVIOUS MINUTES

The meeting minutes from the September 26, 2015 Board of Directors Meeting was reviewed. Andi made a motion to approve the minutes, and Susan Ackerman seconded the motion; the motion carried unanimously

III. REPORTS

A. President's Report

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

- Harassment emails from Ed Chambers were received throughout the September 26 BOD meeting. Neal also received an email of complaint from unit 109 about the power being temporarily shut down as a result of the Delmarva Power work; that notice was posted at Orleans Court and on the Orleans Court website prior to the work being done
- Brett shared letters he received from Sid King, who insisted upon receiving requested information electronically. Neal sought legal counsel from Jim Almand regarding these demands
- Neal requested that Brett order the "No Smoking" signs for the courtyard. The signs that were sent to Brett were incorrect, so Brett returned them for the correct signs
- Jim Almand had each board member sign a document so that the courts can proceed to foreclose on unit 222
- Neal looked into the sign that Leon asked about; it is an Ocean City sign and was removed due to damage. Brett will have it replaced and reinstalled
- Neal mentioned that the Orleans Court website continues to be updated
- There were several discussions with Keith Mitchell of Delaware Elevator; the contract was signed and returned to Delaware Elevator
- Delmarva Power scheduled the transformer replacement work; bids were received from the original paving and landscape contractors to complete the finishing work
- Brett contacted Neal about reports of mice in and around the east building; Neal requested that Brett contact the exterminator
- Neal asked Brett to sign off on the Resorts to Us pool contract again this year; he said that Scott and his team do good work, and their fees are reasonable
- Suggestions to add to/improve the Orleans Court website are welcomed
- Neal thanked the BOD

B. Treasurer's Report

Susan read the Treasurer's Report

- Balances in bank accounts as of November 6, 2015:
 - Operating Account: \$67,738.51
 - Reserve Account: \$159,253.94
- On November 6, 2015, the 20% down payment of \$24,300 for Delaware Elevator was made
- Accounts receivable is \$78,090.63
- Amount considered uncollectable from unit 222 is \$70,236.82

C. Management Company Report

- Brett coordinated common-area light fixture cleaning with Scott from Resorts to Us; the cost was \$70
- Brett contacted the exterminator regarding the mice issue. Chesapeake Exterminators was bought and is now owned by Home Paramount Pest Control. Brett mentioned that mice are an issue in Ocean City and are not unique to Orleans Court. Brett believes that the mice are traveling up the pipe chase so baiting in the crawl space is probably required; he will receive the proposal on Monday and will forward it to the Board
- Brett posted signs about the Delmarva Power outage; the signs were updated three times
- The "No Smoking" signs were returned and reordered
- The unit 222 foreclosure documents have been sent to Jim Almand
- Cindy Stevens from Natural Creations has proposed to do the fall plant cleanup along with the finishing portion of the Delmarva power project for an additional \$100; Andrea Hutt made a motion to accept the proposal; Mary Ellen seconded and the motion carried unanimously

IV. OLD BUSINESS

A. Budget

- Owners were invited to comment on any issues strictly related to the budget
- Sid commented that the 2015 budget was drawn up using the format of the 2016 proposed budget; he made suggestions for improvement. He also asked when was the last time that the Board reviewed the Reserve Study; Craig mentioned that it was reviewed about a year ago as a guide to our approach of the elevator remodel project and when discussing railing protection
- Leon also made suggestions for improvement on the budget format, and suggested using the PKS format; he also questioned record retention practices on bids received, and also suggested planting perennials instead of the usual plants
- Mary Ellen made a motion to approve the 2016 budget as presented; Susan Ackerman seconded the motion, and the motion carried unanimously
- Craig said that the budget will be posted on the website

B. No Smoking Signs

- The re-ordered 6" No Smoking signs will be posted once received

C. Elevator Modernization

- Craig voiced displeasure about the Delaware Elevator Proposal rewrite (v5) that Keith Mitchell presented, and said that he hopes the construction process will be smoother than the contract negotiation process. He handed Keith the signed proposal and the 20% deposit of \$24,300. Keith will now have an officer of the company sign the proposal and it will be returned to Brett. Keith agreed to throw in the following customized interior into the deal
- Craig requested a review of the color choices for the inside of the elevator. After discussions with some of the owners present, the following colors and materials were chosen:
 - Flooring: macro "Granite" pattern MMA Flake System (black, white, gray)
 - Walls: Larkspur blue WilsonArt laminate
 - Kickplate: Rimex Metals "304 Oxford" satin stainless steel
 - Ceiling: WilsonArt 6202 brushed-nickel finish aluminum
 - Call button: SurvivorPLUS series vandal-resistant stainless steel with blue button

D. Delmarva Power

- Updates about the Delmarva Power transformer construction project have been posted on site and on the website

V. NEW BUSINESS

A. Pool Signage

- The sign in the pool area is shabby and needs to be reworded and replaced; Mary Ellen will draft proposed language and send it to the Board and Brett for review

B. Unit 222 Foreclosure

- The owners of unit 222 offered Orleans Court an insulting settlement agreement of \$8,000 in return for dismissing \$70,000 of debt; comments were made that the way that they presented their offer was disgusting. Jim Almand is taking action to foreclose on the unit and foreclose on their Delaware property, where we have a judgment in place as well

C. Unit 318 Status

- Unit 318 is in the process of being sold, and we are now collecting assessments from it

VI. RECOGNITION OF UNIT OWNERS

A. Unit 112 (Sid King)

- Sid questioned which documents he would be receiving electronically from Brett, and Craig responded that he would be receiving electronic copies of only the records which showed summaries, entitled to all Owners, including, and limited to, the following:
 - Deposits Detail
 - Checks Detail
 - P&L
 - Balance SheetSid will not be receiving electronic copies of the detailed accounts payable report, which shows individual unit owner payment detail, or other sub-reports, which are essentially notes of the Board and Management
- Sid handed Brett a letter, to which Brett said that he had no response, and Craig said we would address it at the next Board meeting until such time as Neal Jarvis, Board President, could review the request

B. Unit 305 (Keith Remaly)

- Keith asked whether or not he could put a plastic covering on the external portion of his air conditioner, and Craig responded no, that the condominium must have a consistent appearance, but that covering could be put on the air conditioner inside the unit. Keith mentioned that there were a couple of other units with this covering on the outside, and Mary Ellen said that she would ask Neal to look into that
- Keith also mentioned the lines that are appearing on the outside wall. Craig mentioned that it is likely ambient salt in the cement that is leeching through, and he is continuing discussion with All States, Inc about the issue

C. Unit 326 (Leon Rickards)

- Leon read lines from our contract with Mana-Jit, and said that Sid is not asking for personal records. Craig mentioned that Mana-Jit is responsive to the Board and that Brett has provided Sid with all information necessary

D. Unit 324 (Paul and Janet Hill)

- Janet mentioned that her daughter Stacey is on her unit's deed, and that her son Cody is now on the deed as well, so he may be attending future Board meetings

VII. ADJOURNMENT

At 4:55, Andi made a motion to adjourn and move to a closed Board meeting to discuss individual unit financials, and Susan seconded the motion; the motion carried unanimously.

The next meeting will be on Saturday, March 12 at 9:00 at Mana-Jit offices, and the Annual Meeting will be May 21, 2016

Respectfully Submitted,
Mary Ellen Morris
Secretary, Orleans Court Condominium Association