

ORLEANS COURT CONDOMINIUM
www.Orleans CourtOC.org
BOARD OF DIRECTORS MEETING MINUTES
Saturday, March 12, 2016

I. CALL TO ORDER

President Neal Jarvis called the meeting to order at 9:03 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. Board of Directors' meeting packets included a Meeting Agenda, a copy of the November 7 BOD Meeting Minutes, a proposed Annual Owners' Meeting mailing, an updated unit owners list, and the Accounts Receivable Aging Summary. Owners present were Leon Rickards (326), Sid and Magteld (112); Keith and Diane Remaly (305); a non-unit owner present was Earl Roland (former owner of 323).

II. APPROVAL OF PREVIOUS MINUTES

The meeting minutes from the November 7, 2015 Board of Directors Meeting was reviewed. Andi made a motion to approve the minutes, and Craig seconded the motion; the motion carried unanimously

III. REPORTS

A. President's Report

Neal read his report, which included the following highlights:

- Neal authorized payment for the final landscaping and fence reconstruction as a result of the Delmarva Power
- Mana-Jit's property management contract was renewed for another year with no cost increase
- Elevator renovation notice letters and emails were sent out
- The sewage backup in unit 112 was addressed
- Emails from Ed Chambers started up again; Neal noted that Sid King continues to blind copy Ed on emails to the Board
- Sid requested electronic copies of documents; Neal instructed Mana-Jit to electronically send to Sid those documents to which he is entitled
- Brett reordered the No Smoking signs that were originally sent incorrectly
- Jim Almand, our attorney, has been unable to serve unit 222's foreclosure notice
- The elevator renovation progress has been noted on our website via updates
- An alarm went off on January 5, and was reported by Janet Hill. Neal called Brett, and it was determined that the cause of the alarm was a defective heat sensor in a laundry room
- Neal received a letter from the Maryland Commission on Civil Rights, filed by Stacy Fletcher. Jim Almand responded to the letter, and Neal responded to Atto Commey, who sent the letter. We have not heard back from Atto Commey
- The three buildings have been treated for mice; no further reports or evidence has been found
- Neal notified Brett and the Board of Directors that he would be on vacation, and that Craig would be point of contact in his absence
- Unit 128 went to settlement yesterday, and 318 and 325 are still on the market

B. Treasurer's Report

Susan read the Treasurer's Report:

- Balances in bank accounts as of November 6, 2015:
 - Operating Account: \$111,718.03
 - Reserve Account: \$88,516.71
- On January 11, 2016 the quarterly HOA transfer from the reserve account to the operating account was made. The amount was \$ 9421.50
- On March 10, 2016 the quarterly HOA transfer from the reserve account to the operating account was made. The amount was \$ 9421.50
- On March 7, 2016 two additional payments were made to Delaware Elevator. The amounts were \$31,590.00 and \$ 58,320.00 totaling \$ 89,910.00. We owe a balance of \$ 7290.00 upon completion
- Accounts receivable is \$69,279.29

C. Management Company Report

Brett read the Management Company Report:

- Brett coordinated the mice extermination
- The "No Smoking" signs were returned and the correct signage has been received. Neal will be installing the signs
- The elevator will be operational this week, but we must wait for a state inspection
- Sid requested financial information
- All contracts for spring cleanup activity have been, or will be, renewed
- Brett received the complaint about the elevator outage from the Maryland Commission on Civil Rights, submitted by one of the owners in unit 324, which Neal followed up on
- Brett coordinated the annual PKS audit; Susan signed the Representation Letter, the federal and state tax forms, and the audit questionnaire today

- Brett handled the reported sewage backup in unit 112; the plumber recommended that sanitary wipes should not be flushed in the condominium units

IV. OLD BUSINESS

A. Pool Signage

- Mary Ellen has not yet proposed new pool signage; it was recommended that the new signage be short and to the point and does not necessarily need to reflect the same style as the previous sign, but does need to be consistent with the recently revised Pool Rules. Mary Ellen will send the Board and Brett the new recommendation

B. Elevator Modernization

- Craig voiced concern over the way that the complaint from one of the owners of unit 324 was submitted by the unit owner, in that the process for administrative remedy was not followed; the complainant went directly to the State of Maryland, which will result in legal fees to the condominium, which all unit owners will ultimately pay for. The process for any issues that the unit owners encounter is that our Property Management Company, Mana-Jit, be notified first

C. Units in Foreclosure

- The unit owners in unit 222 have evaded being served the foreclosure documents. Neal said that the next step is to put the notice in newspapers and at the courthouse. Craig noted that this has taken a lot of time, and that if Jim Almand doesn't want to do the job, we should find someone else that will. Neal will continue to follow up with Jim

V. NEW BUSINESS

A. Preparation for Annual Owners Meeting

- Andi suggested that we have the landscaping, pool preparation, etc. completed by the annual owners meeting. It was agreed that it would all be done, including the pressure washing of the walkways, by May 21
- There was extensive discussion about the proxy form that will be sent to owners, and it was ultimately agreed that the same form would be used but would include the addition of the word "as" in the sentence "to cast my/our vote as designated herein at the meeting," that nominees would be listed in alphabetical order by last name, and that a date line be included next to the signature
- Brett will move the notice of insurance responsibility to the bottom of the cover letter for the annual owners meeting

B. Rules Discussion

- It was decided that laminated Condominium Rules and Pool Rules will be given to each homeowner

VI. RECOGNITION OF UNIT OWNERS

A. Unit 112 (Sid King)

- Sid suggested that there be a procedure in place to describe what should be done in a situation like he had recently with a sewage backup; Brett stated that Sid was correct in calling Mana-Jit, and that Brett responded a few minutes after receiving a voicemail from Sid's son about the backup on Sunday night, and that he arranged for a plumber to handle the issue on Monday morning
- Sid complained about the condition of his unit after the plumbers left after addressing his sewage backup; Brett pointed out that Leon Rickards, who was in the unit at the time, said that the work was satisfactory before leaving
- Sid asked whether the Board believes that the condominium must meet current zoning requirements; Craig responded that construction is done based on zoning requirements at time of construction
- Sid asked about the HVAC unit covers, which Keith Remaly brought up at the last meeting, and suggested that the Board review the topic again
- Sid asked how many parking places we're required to have and how many we have

B. Unit 326 (Leon Rickards)

- Leon noted that a non-unit owner's name, Earl Rowland, was spelled incorrectly in previous minutes
- Leon said that the minutes from the last meeting should have been more specific and quoted the lines that he had read from the Mana-Jit contract
- Leon noted that unit 222's foreclosure has been going on since 2007
- Leon noted that the Board agreed to post the budget on the website but that it hasn't been posted; the Board responded that after consideration, it was agreed that the budget should not be posted because it is confidential information provided only to unit owners
- Leon complained about Brett's attitude when Brett responded to Sid's request for assistance related to his sewage backup. Brett responded that when Mana-Jit calls for a contractor to address an issue, that is who Mana-Jit needs to communicate with, not with other unit owners. Leon then commented that Brett handled the issue well
- Leon handed a petition to the Board, which asked for answers to questions relating to financials of the special assessment that was done when the building was renovated. Neal said that he would send the letter to Jim Almand for handling

C. Unit 305 (Keith Remaly)

- Keith noted that the new elevator looks great, and asked whether the keys should be the same as the old ones, to which Neal responded yes, that they would work once the elevator is fully operational
- Keith asked who renters should call if they have issues about their rental unit; Neal responded that renters should call the unit owner if there are issues, not Mana-Jit, as Mana-Jit will deal only with unit owners
- Keith again brought up the question of HVAC unit covers, and it was agreed that Craig will call C.A. Lindman, who handled our building restoration, for the name of the HVAC louvers fabricator so that we can talk to them about custom fabricating HVAC covers

VII. ADJOURNMENT

At 10:45, Craig made a motion to adjourn and move to a closed Board meeting to discuss individual unit financials, and Mary Ellen seconded the motion; the motion carried unanimously

The next meeting will be the annual Owner's Meeting at 10:00 AM on Saturday, May 21 at St. Peter's Lutheran Church at 10301 Coastal Highway, Ocean City MD.

Respectfully Submitted,

Mary Ellen Morris

Secretary, Orleans Court Condominium Association