

**ORLEANS COURT CONDOMINIUM**  
**www.Orleans CourtOC.org**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**Saturday, September 17, 2016**

**I. CALL TO ORDER**

President Neal Jarvis called the meeting to order at 9:01 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 March 12 BOD Meeting Minutes, copies of three painting bids, and a copy of the proposed 2017 budget. Owners present were Leon Rickards (326), Sid and Magteld King (112); Keith Remaly (305), and Don Brown (118). Owners Antoinette Swiec (205) arrived at 9:15, and Paul and Janet Hill (324) arrived at 10:00. Non-unit owner present was Earl Roland (former owner of 323).

**II. APPROVAL OF PREVIOUS MINUTES**

The meeting minutes from the March 12, 2016 Board of Directors Meeting were reviewed. Andi made a motion to approve the minutes, and Susan seconded the motion; the motion carried unanimously

**III. REPORTS**

**A. President's Report**

Neal read his report, which included the following highlights:

- The elevator renovation has been completed, with reports of 2 people getting stuck, 1 following a power outage at Orleans Court
- There were two Fourth of July courtyard gatherings
- The old rusted green Dumpster was replaced with a new blue Dumpster
- One of the building's plumbing stacks was repaired
- The buildings' walkways and stairs had a mid-season power wash
- Sid King doesn't like our financial report formats, so Neal consulted our attorney, who upheld the Board
- Comcast replaced the internet modem in May
- The WiFi extenders were updated and units replaced in July
- Brett ordered new No Smoking for the courtyard and the stair entrances
- Our attorney foreclosed Unit 222; the unit owners repurchased the unit with all accumulated debt
- Mary Ellen has updated the website as needed
- The hose bib was replaced on the beachside shower
- Neal purchased a new hose and nozzle for the beachside shower at his own expense
- Neal replaced the Orleans Court sign cap at his own expense
- Neal met with Delaware Elevator about unresolved issues; Delaware Elevator will make needed repairs in October, with an anticipated three-day elevator outage
- Three bids were received for repainting condominium doors and trim
- The Maryland Commission on Civil Rights closed the case initiated by Stacy Fletcher
- The condominium has had regular treatments for mice
- Mary Ellen initiated our 2016 Ocean City Beauty Spot nomination, which we won; Neal will attend the ceremony with the Mayor
- Brett replaced several of the exit lights' bulbs
- Neal regularly polices the grounds for trash; he noted cigarette butts in the curb area; Brett will call resort To Us to have the area cleaned up
- The sump pump near the stairs in the basement has filled with sludge
- Neal weeded the front gardens and all flower pots

**B. Treasurer's Report**

Susan read the Treasurer's Report:

- Balances in bank accounts as of September 12, 2016:
  - Operating Account: \$29,614.19
  - Reserve Account: \$100,344.52
- On September 12, 2016 the quarterly HOA transfer from the operating account to the reserve account was made. The amount was \$9,421.50
- On July 12, 2016 the final payment was made to Delaware Elevator for the renovation in the amount of \$7,290.00
- Accounts receivable is \$76,006.29
- Susan noted that we have not received bills from our attorney yet this year

**C. Management Company Report**

Brett read the Management Company Report:

- Brett coordinated the completion of Delaware Elevator's renovation work
- Brett ordered a new Dumpster
- The WiFi was reset to accommodate 150 users at one time
- Neal bought a WiFi timer at his own expense and installed it for a 3:00am-3:30am automatic reboot

- Brett coordinated the mid-season power wash
- Additional courtyard “No Smoking” signs were purchased and installed for the pool area
- Brett spent time responding to Sid King regarding his complaint about the format of our financial reports
- Brett called RYT Plumbing regarding the water source in the basement from the pump corner
- Repairs were made in the 27 units stack in the east building; pipes are being replaced on an as-needed basis with PVC
- Brett has requested that Resort to Us clean the poolside furniture and do the end-of-year cleanup; the pool will be closed for the season next Monday

#### IV. OLD BUSINESS

- **HVAC Covers**
  - Craig is in the process of obtaining recommendations from a vendor for HVAC covers for those unit owners who want them
- **Units in Foreclosure**
  - The bank owns unit 318 and is paying quarterly assessments on schedule
  - Unit 222 owners purchased their own unit at auction and the associated debt at auction in May; we are waiting for them to go to settlement
  - Craig noted that we need written state collection procedures from our attorney
- **Elevator Modernization**
  - Delaware Elevator needs a three day outage to complete needed work; we will ask if November 1, 2, and 3 are suitable; Mary Ellen will then post the outage dates on the website
- **Railing Sealing**
  - Railings have a lifespan until 2039; we will discuss sealing options

#### V. NEW BUSINESS

- **Door Painting**
  - Brett has solicited three bids for the condominium units’ door painting; the Board agreed that Moore Painting Services provided the best estimate, and Brett is familiar with the company and their work
  - Andi made a motion to proceed with Moore’s proposal after agreeing on the scope of work (the definitions of “clean” and/or “prepare”) with a total price cap of \$6,000. Susan seconded the motion, and the motion carried unanimously
  - It was agreed that the door painting would occur after Delaware Elevator completes their work so that newly painted doors don’t get dinged in the process
- **Unit Owner Only Website Portal**
  - A “unit only website portal” was discussed as a way to list unit rental opportunities and to offer a forum for unit owner discussion; possible unit-owner abuse of the portal was discussed, as was the need for portal maintenance. Mary Ellen made a motion to not consider a unit owner only portal at this time; Craig seconded the motion, and the motion carried unanimously 2016
- **Bylaw Amendment(s)**
  - Craig said that we should take the opportunity to update our Condominium Bylaws, which have not been updated since the building was built in 1971; recommendations included changing the verbiage around the date of our annual meeting, the definition of delinquent assessment payments, and the definition of “luxury” services, as well as others
  - The process to make the changes will be for Board members to red-line the document so that there is one collaborative document ready for unit owners to vote on; we need 56 unit owners to agree to the changes before it can be ratified
- **2017 Draft Budget**
  - Each line item on the recommended 2017 budget was reviewed and discussed by the Board and Brett
  - As expected, it was agreed that our reserve amount was too low, and that at least a 5% increase in assessments is needed. Craig made a motion to increase the 2017 regular assessment by 5%, and Andi seconded the motion; the motion carried unanimously
  - The 2017 budget approval meeting was set for 9:00am November 12, 2016 at Mana-Jit’s offices

#### VI. RECOGNITION OF UNIT OWNERS

- **Unit 324 (Janet Hill)**
  - Janet wanted to know whether the newly renovated elevator is under warranty because she said that her daughter Stacy Fletcher got stuck in it on Friday; when Neal asked, she said that she didn’t report it at the time of the event, that she is reporting it now. Neal said that incidents should be reported as they occur, and that she should have called Mana-Jit
  - Janet wanted to know what a “unit owner only website portal” is
  - Janet asked about our internet saying Stacy Fletcher could not log on the previous day
  - Janet said that she thinks our assessments are too high; Neal explained that our reserves must be built back up after recent expenses and to meet the State’s suggestive reserve amount

- **Unit 326 (Leon Rickards)**
  - Leon said that he made a spreadsheet for 2011-2016 budgets
  - Leon said that he disagrees with the way the Board has prepared budgets over the past few years
  - Leon said that he wants footnotes on our budget sheets
  - Leon said that he thinks we should go out for bid for our landscaping, management, and our audits
  - Leon said that we should list revenue from late charges
  - Leon said that our laundry room income has gone down
  - Leon said that Comcast charges are high; it was explained that we are under contract
  - Leon questioned whether the landscaping expenses are worth it to get a Beauty Spot Award
- **Unit 112 (Sid King)**
  - Sid said that Neal wrote that Sid sent inappropriate emails to Ed Chambers; Neal said that he did not write or use the term “inappropriate” or mention Ed Chambers, and asked Sid to provide evidence to that effect
  - Sid said that he did not say that he wanted reports reformatted
  - Sid wants a copy of the loan contract for unit 318; Neal said that archived condominium documents are available in storage in Mana-Jit’s offices and Sid could make an appointment to look through the boxes
  - Antoinette wanted to know why unit owners’ financials are anyone’s business
  - Neal had to forcefully shout at Sid to have him stop arguing, as Sid was disrupting the meeting and refused to allow the president to respond to Sid’s misstatements
- **Unit 205 (Antoinette Swiec)**
  - Antoinette said that she does not believe that our homeowners’ assessments are unreasonable
  - Antoinette said that our courtyard is absolutely stunning, and that the scenery is beautiful
- **Unit 305 (Keith Remaly)**
  - Keith asked whether our HVAC covers would be ready to order by winter; Craig responded that they would be. Don Brown remarked that he just purchased two new HVAC units, and was told not to cover them. Neal said that it is personal preference for an owner to cover their HVAC units or not
  - Keith asked where window units could be purchased. Craig said that they can be bought at Home Depot or Lowes, and Neal said that the required measurements for the units are on the website
  - Keith asked what the schedule was for the exterminators who serviced our buildings because he wanted to give his renters advance notice; Brett said that it’s the company’s schedule that determines the dates of the visits but each unit is serviced every other month

**VII. ADJOURNMENT**

At 11:45, Craig made a motion to adjourn and move to a closed Board meeting to discuss individual unit financials; Mary Ellen seconded the motion; the motion carried unanimously

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