

ORLEANS COURT CONDOMINIUM
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BOARD OF DIRECTORS MEETING MINUTES
Saturday, November 12, 2016

I. CALL TO ORDER

President Neal Jarvis called the meeting to order at 9:00 at Mana-Jit offices, 18 41st Street, 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 September 17 BOD Meeting Minutes, and a copy of the 2017 proposed budget. Owners present were Leon Rickards (326), Sid King (112), Joe McGaffin (102) and Brendan McGaffin (114). Non-unit owner present was Earl Roland (former owner of 323).

II. APPROVAL OF PREVIOUS MINUTES

The meeting minutes from the September 17, 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:

- Ed Chambers filed a lawsuit against Orleans Court related to a fall that he said he had three years ago; our insurance company is defending the lawsuit
- The mid-season powerwashing was completed
- Neal sent a copy of the by-laws to Mary Ellen, who will start the update process
- CSC ServiceWorks has informed us that they will be replacing washers/dryers in the spring with a delayed increase of \$.25 per load
- A unit owner had an issue with her screen door
- A unit owner had WiFi issues that have been resolved
- A unit owner had an issue with a ceiling fan
- Leon requested time on the agenda to discuss the proposed budget
- A unit owner had WiFi issues. Neal talked to our vendor, Nick Mitchell of Home Innovations, and it was discovered that another unit owner had installed a range extender that disrupted the signals; that extender was removed, and signals appear good
- Our attorney, Jim Almand, continues to work on foreclosing unit 222; the unit owners refused our offer of discounting the interest on the amount they owe
- Mary Ellen provides website updates and email notices of importance to unit owners
- The pool has been winterized and the furniture is being moved to storage for the winter
- Delaware Elevator's additional renovations for the elevator have been rescheduled to November 29-December 1, 2016
- The painters are in the process of repainting unit owners' front doors
- The buildings continue to be treated for mice, although there has been no evidence of a problem
- The Orleans Court Beauty Spot Award plaques (2011, 2014, 2016) have been mounted on the pool fence
- Vendor bids for 2017 have been accepted
- Neal contacted two management companies for estimates; Mann Properties was extremely expensive, and Shore Properties never responded
- Units 205 and 216 are still up for sale

B. Treasurer's Report

Susan read the Treasurer's Report:

- Balances in bank accounts as of November 11, 2016:
 - Operating Account: \$51,255.80
 - Reserve Account: \$100,443.46
- Balances include reserve
- Accounts receivable is \$81,698.82 (\$72,904.82 is from unit 222)

C. Management Company Report

Brett read the Management Company Report:

- Brett coordinated the WiFi repair
- Brett worked with Delaware Elevator to get a new date for additional renovation as they were unable to keep their previous commitment to have the work done earlier in November. As a result, they will replace the blue elevator panels at no cost to us
- Brett coordinated a conference call with Craig to discuss counter-claims of water damage to unit 222
- Brett is coordinating the door painting project, which requires chasing down current keys to a handful of condo units
- Brett noted a January 25, 2017 court date for our liability insurance carrier and Ed Chambers
- Brett coordinated needed vent cleaning/repairs on the washers and dryers and noted that they will be replaced in spring with more energy efficient units; a \$.25 increase in cost of the machines will not occur until Labor Day. Susan asked Brett to talk to our vendor about the possibility of getting larger-load washers

IV. OLD BUSINESS

Door Painting

- Discussed previously

Unit Owner Only Website Portal

- It was decided that this will not be a website addition at this time; the topic may be revisited later

2016 Orleans Court Beauty Spot Award

- Discussed previously

Bylaw Amendments

- The bylaws are in need of updating; Mary Ellen will start a draft and will forward to the next board member for their input and it will be forwarded from there. Mary Ellen will compile all of the board members' contributions and Neal will then forward to our attorney. We would like all input by February 1

2017 Draft Budget

- Leon requested time to discuss his thoughts about budget preparation and possible cost reductions. He suggested that the format be changed so that Reserve Contributions are in the expense section. He said that he thinks our cable bill is too high and suggested that we could eliminate it from our budget and have all unit owners obtain and pay for their own service, or consider other options. It was pointed out to Leon that our unit owners voted in our May Annual Meeting to keep our current package. Craig made a motion to have Leon form a Cable Committee, with Leon as head of the committee, to explore future options. Mary Ellen seconded the motion and the motion carried unanimously. Leon said that he thinks our landscaping costs are too high. Neal said that Leon should send any landscaping proposals to Brett. Leon said that our legal fees are high because they were board generated. He also questioned why maintenance and repairs were included in the budget. Lastly, he suggested the use of footnotes in the budget

V. NEW BUSINESS

Office of Attorney General Letter

- Neal said that Brett handed him a letter prior to the meeting that was from the Office of the Attorney General, and that he has not had time to review it in detail. Neal said that Sid does not believe that he is getting the financial information that Sid has requested regarding the status of each unit's financials, so he filed a complaint with the Maryland Office of the Attorney General. Neal said that he will be forwarding the letter to our attorney for review, which will result in a legal fee for Orleans Court. If we are to provide Sid with individual unit's financials, we would do so without attaching unit owners' names to the documentation; this activity will also result in an added cost to Orleans Court, as Brett will need to go through archived records and develop the documentation

HVAC Covers

- Craig has been unable to call Mumford Sheet Metal Works about making standard HVAC covers, should unit owners wish to purchase them for their own HVAC units. Brett said that he would call Mumford

Budget Approval

- Brett received no comments from unit owners regarding the 2017 draft budget that was mailed out; Andi said that should be considered a vote of confidence
- Craig made a motion to approve the 2017 budget; Andi seconded the motion and the motion carried unanimously

VI. RECOGNITION OF UNIT OWNERS

Unit 326 (Leon Rickards)

- Leon pointed out that unit owners who rent their units must have a rental license and a noise permit
- Leon said that he believed we should have reduced insurance rates based on our flood zone

Unit 112 (Sid King)

- Sid said that Mary Ellen didn't have the words recorded correctly in the last minutes regarding the shouting between himself and Neal
- Sid read the first page of the letter that we received from the Office of the Attorney General as a result of his filing a complaint with the state

Unit 114 (Brendan McGaffin)

- Brendan complimented the Board on the meeting

Unit 101 (Andrea Hutt)

- Andi said that she received a letter from Barbara Beall about the titling of her condo unit; Andi also provided an email address for Barbara. Mary Ellen noted that we have most unit owners email addresses for email communications/announcements. Leon said that he did not give permission for Mary Ellen to use his email address; Mary Ellen pointed out that she had obtained it from an earlier email that he had written to her, and asked if he wanted to have it removed from the email list, to which he said no

VII. ADJOURNMENT

At 11:33, Craig made a motion to adjourn and move to a closed Board meeting to discuss individual unit financials and the letter from the Office of the Attorney General; Susan seconded the motion; the motion carried unanimously

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