

ORLEANS COURT CONDOMINIUM
www.Orleans CourtOC.org
BOARD OF DIRECTORS MEETING MINUTES
Saturday, March 11, 2017

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 November 12 BOD Meeting Minutes, and a copy of the proposed annual meeting notice letter with Board of Director nomination form attached. Owners present were Leon Rickards (326), Bob Ackerman (315), Virginia Jarvis (320), Keith Remaly (305). Non-unit owner present was Earl Roland (former owner of 323).

II. APPROVAL OF PREVIOUS MINUTES

The meeting minutes from the November 12, 2016 Board of Directors Meeting were 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:

- Our insurance company is handling a claim filed by Ed Chambers
- A snowstorm early in the year caused some snow clearing problems
- The Orleans Court By-Laws have been under review by the Board of Directors
- CSC ServiceWorks has replaced our washers and dryers and has replaced the old venting with new vents
- Neal has noticed that some units' screen doors have popped out of the tracks; it was noted that all 84 units should have their doors serviced in the spring, which may include adding additional magnets to frames
- There have been no WiFi access complaints since the router upgrade
- Letters were sent out with the approved annual budget instructing owners to not forget to winterize their units
- Unit 222 will be going into foreclosure again, as previous debt has not been paid. The new auction will be in May 2017. The courts have dismissed this unit's unsubstantiated claim of damage
- Delaware Elevator has addressed the few remaining items on the elevator
- Moore Painting has completed painting all of the exterior unit doors
- The building continues to be treated for mice, but there has been no evidence or complaints
- Brett has obtained bids for our courtyard wall which shows a leaching pattern. The wall needs to be powerwashed and the caps need to be sealed first
- Neal mentioned it is always a good idea to promote any units that are for sale in the building
- The Office of the State's Attorney has upheld the Board's decision regarding Sid King's petition for Orleans Court documents
- HVAC covers were sourced; Brett has the details
- Shortly before Christmas, Sid King amended his previous complaints regarding his petition for Orleans Court documents. Neal talked to Ms. Straughn at the Attorney General's office, and she said that the Board has met its obligations
- After Christmas, Sid had more complaints; Neal forwarded Sid's email to Jim Almand, the Orleans Court attorney, with instructions that all further communication must be between Sid and our attorney
- Neal received an email regarding unit 301's complaint about delinquency fees and will forward it to Jim Almand
- Neal received a call from Brett regarding a sewage backup in unit 117; the plumber said the problem was caused by flushing disposable wipes down the toilet, which Brett said has been the cause of the last three sewage backups in the building. The cleanup and repair costs were covered by our insurance company, but our deductible is \$5000
- Neal continues to find items that people place next to our dumpster; Neal places them in the dumpster
- Neal talked to personnel at Lost Treasure Miniature Golf and stated that they should not be using our dumpster to dispose of their trash
- Neal met with attorney Jim Almand along with Craig and Mary Ellen to review our 45 year old By-Laws. Jim recommended an entire rewrite in order to bring our By-Laws into the 21st century. Andi and Susan have reviewed the proposed new By-Laws as well

B. Treasurer's Report

Susan read the Treasurer's Report:

- Balances in bank accounts as of March 9, 2017:
Operating Account: \$38,599.80
Reserve Account: \$109,321.62
Accounts receivable is \$76,572.77

C. Management Company Report

Brett read the Management Company Report:

- Brett had washers and dryers replaced, which included new rigid metal vents, by CSC ServiceWorks
- Brett had the last remaining doors painted by Moore Painting
- Brett oversaw the completion of the last elevator items by Delaware Elevator
- Brett said that the hearing for Ed Chambers' complaints is scheduled for April 5 at 9:00
- Brett reported that Royal Powerwashing can no longer handle our powerwashing needs. The work will go out to bid, but the costs will most likely be higher than what we have been paying
- Brett coordinated the cleanup and repair for the sewage backup in unit 217, which was due to flushing disposable wipes. Brett requested that a notice to not flush those items be posted on our website and be an agenda item for our annual meeting
- St. Peter's Lutheran Church has been booked for our annual meeting on May 20
- Unit 122, which is in collections, had a power outage due to failure to pay Delmarva Power; discussion ensued about unit owners shutting off their power for the winter, and the Board stated that it would have power turned back on in those units so as not to compromise the integrity of other units
- Brett obtained a bid for power washing, cap sealing, and painting of the wall in front of the condominium building; the paint used will be mortar paint. The cost will be \$3500, and Brett will proceed
- Unit 110 called Brett about an issue with their front door; it was determined that the door's hinge mounts were causing the door to hang incorrectly. Brett found a door repair man who would charge \$200 per door; Craig stated that we the problem can be fixed by using 4" screws in the hinges instead of the ones that were provided. It was decided that that approach would be used first, prior to calling in a repair man
- Brett noted that our annual PKS audit is underway

IV. OLD BUSINESS

Door Painting

- Discussed previously

HVAC Covers

- Brett obtained bids from Metal Magic of West Ocean City for bulk-order HVAC covers. It was agreed that they are a good investment to help maintain a 55°. It was decided that we would solicit interest on our website and with an order form that would go out with the annual meeting notice; interested parties could then order and pay for them at the meeting
 - 168 units = \$98.00 each
 - 50 units = \$145.00 each
 - 20 units = \$175.00 each

V. NEW BUSINESS

Spring Cleanup and Preparation for 2017 Season

- Brett will go out to bid for landscaping services. If we can save \$500 or more for comparable work, we will consider the new vendor, depending upon services. Scott from Resort to Us will continue to spray for weeds

Courtyard Wall Painting

- Craig made a motion that Brett arrange for Moore Painting to powerwash, seal, and paint the outside wall with breathable mortar paint; Andi seconded the motion and the motion passed unanimously
- In the next off-season, we should consider addressing the metalwork in our building stairwells

Annual Meeting Preparation

- We have only one week to prepare items for our annual meeting agenda. Suggestions include By-Laws, HVAC covers, disposable wipe issues, owner cooperation

Building Uniformity

- It was agreed that when window or door screens need to be replaced, that they will be replaced with a high quality nylon screen at Association expense, as they are considered common elements
- Screen doors need tune ups, including possible graphite treatments, additional magnets, and/or screen replacement. The cost will start at \$1700 (depending upon what work is needed) and will be covered under the maintenance budget

By-Laws

- Neal, Craig and Mary Ellen met with Jim Almand to discuss Orleans Court's 45 year-old By-Laws, to discuss whether they should be revised or rewritten. It was agreed that the By-Laws should be rewritten for three reasons:
 - To bring them into the 21st century and in closer alignment with the Maryland Condominium Act
 - To support the practice of paying quarterly assessments, vs. the annual assessments that are required in our current By-Laws
 - To better handle delinquent assessments

- Board members were concerned about the way that Article XIV, Section 3 was written, in that it doesn't align with our current financial review process. The Board agreed that the section should read: *Annual Financial Review. At the close of each fiscal year, the books and records of the Association shall be prepared and certified by an independent Certified Public Accountant in accordance with generally accepted accounting principles. Based upon such report, the Association shall make available at the annual meeting an annual financial statement including the income and disbursements of the Association.* Neal is going to review this rewrite with Jim Almand for legal approval. A separate proxy should be prepared for this vote
- Craig made a motion to approve the new By-Laws revised by Jim Almand and as amended here today with Article XIV, Section 3 to be passed to owners at the annual meeting for their approval and/or as specified by counsel. Susan seconded the motion and the motion carried unanimously
- Jim Almand will write a cover letter to accompany the By-Laws that will be distributed to owners, explaining why the By-Laws are being rewritten in their entirety at our annual meeting

VI. RECOGNITION OF UNIT OWNERS

Unit 326 (Leon Rickards)

- Leon stated that years ago, Gene Smallwood provided a resolution to have quarterly payments made and that precedent was set. Neal pointed out that previous Resolutions are void with each new administration
- Leon wanted the email complaining about a unit owner's delinquency read aloud. Neal said no
- Leon said he has noticed more yellow envelope electric company notices of past due accounts; it was restated that no unit owners may have power to their units cut off
- Leon said that Gary Bennett (121) made HVAC covers for some unit owners in the past
- Leon noted that in addition to disposable wipes, paper towels should not be flushed down toilets in the building. Neal added that the extra-strong toilet papers are another item that should not be flushed, as they do not float and move through the pipes well
- Leon suggested that Brett go to Delmarva Powerwashing for bid
- Leon said that he was happy that a requirement for a specific H06 policy was not written into the new By-Laws because some people, like he does, have a separate policy

VII. ADJOURNMENT

At 11:54, Mary Ellen made a motion to adjourn and move to a closed Board meeting to discuss individual unit financials; Craig seconded the motion and the motion carried unanimously

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