

**ORLEANS COURT CONDOMINIUM**  
**www.Orleans CourtOC.org**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**Friday, September 15, 2017**

**I. CALL TO ORDER**

President Neal Jarvis called the meeting to order at 4:02 at Mana-Jit offices, 18 41<sup>st</sup> Street, Ocean City MD. Directors present were Mary Ellen Morris (206), 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 11 BOD Meeting Minutes, and a copy of the proposed 2018 budget. Owners present were Leon Rickards (326), Keith and Diane Remaly (305), John Bleiweis (103). Non-unit owner present was Earl Roland (former owner of 323).

**II. APPROVAL OF PREVIOUS MINUTES**

The meeting minutes from the March 11, 2017 Board of Directors Meeting were reviewed. Susan made a motion to approve the minutes, and Andi seconded the motion; the motion carried unanimously

**III. REPORTS**

**A. President's Report**

Neal read his report, which included the following highlights:

- The annual Owners Meeting was held on May 20 with the usual owners and proxies present
- The rewritten Orleans Court By-Laws narrowly declined passing; additional notification is required next time
- Spring cleanup and power washing is underway
- A bid was received from Screen Mobile for servicing all units' screen doors. The bid was for \$17,000, so it was decided that servicing would occur on an as-needed basis
- A car towing incident occurred when a non-unit owner called a towing service to have a car removed. The car was returned, and the towing company was reminded that only our Property Manager, Mana-Jit, can authorize the towing of a car
- The WiFi had its annual servicing
- The Fourth of July courtyard potluck was held and was successful
- Four emailed letters were sent out to all unit owners with a valid email address on file regarding the recent fire in Unit 324 with status updates. The fire is still being investigated by the insurance companies. Neal asked Brett to get bids for updated fire detectors for each unit
- Jim Almand continues to work on obtaining past due amounts for Unit 222 and Unit 328
- The external courtyard wall was painted
- Mice were reported in two units
- Neal mentioned that we should all be promoting Orleans Court units that are up for sale
- Susan had a third party contact fabricate HVAC covers for several unit owners
- Unit 117's cleanup after a sewage backup is complete
- Items continue to be left near the dumpster and when available, Neal puts them inside the dumpster so that we do not get charged for them
- Neal continues to talk to Jim Almand about the rewritten By-Laws; a special meeting may be necessary
- In mid-August, a loud noise was reported coming from the pool machine room. It was determined that it was most likely a lid on a chlorine bottle popping off due to the high heat

**B. Treasurer's Report**

Susan read the Treasurer's Report:

- Balances in bank accounts as of September 12, 2017:
  - Operating Account: \$55,365.22
  - Reserve Account: \$127,029.17
  - Accounts receivable is \$65,104.18
- On July 18, 2017 the quarterly HOA transfer from the operating account to the reserve account was made in the amount of \$8674.75

**C. Management Company Report**

Brett read the Management Company Report:

- Brett had spring cleanup done
- United Restoration has completed repairs on Unit 117
- Brett is coordinating repairs to unit 324
- Brett obtained bids for smoke detectors
- The courtyard wall was painted
- The process for automobile towing was reviewed with the towing company
- Brett coordinated door servicing for some of the units
- The 2016 financial audit was finalized
- A sump pump was replaced
- The walkway power washing needs to be scheduled

- A railing support for Unit 301 needs to be inspected for warpage
- The light for Unit 327 needs to be secured

**IV. OLD BUSINESS**

**Courtyard Wall Painting**

- Discussed previously

**By-Law Amendment**

- Discussed previously

**V. NEW BUSINESS**

**Fire**

- Brett will obtain final fire report from Town of Ocean City

**Basement Water**

- Brett recommended that we budget ~\$700 each year for sump pump replacement; it was agreed that we would do that

**Property Insurance and Claims**

- There have been three property insurance claims to date this year: One for sewage cleanup in Unit 117, one for fire restoration in Unit 324; and one old one for a fall that occurred in the past
- Our property insurance management group is recommending that we budget a 5-10% increase in premium for 2018. Deductibles are taken from Reserves
- Repairs for unit 324 are nearing completion.

**Smoke Detectors**

- Mary Ellen made a motion to accept Fire Protective Service's bid to replace the smoke detectors in all units at a cost of \$37.13 per unit; Susan seconded the motion; the motion carried unanimously

**Draft Budget**

- The recent audit recommended an increase in dues to build the reserve
- Neal is going to determine the best lighting bulbs in terms of cost, longevity, and uniformity for coach lamps and other condo lamps so that we can stock them
- The smoke alarms are considered to be a capital improvement
- Andi make a motion to keep condo dues flat for 2018 as almost \$42,000 is going into Reserve, and Mary Ellen seconded the motion; the motion carried unanimously. However, the vote will not be taken until the budget meeting on November 4
- Brett will send the finalized budget to the Board and out to unit owners for review and comment

**VI. RECOGNITION OF UNIT OWNERS**

**Unit 103 (John Bleiweis)**

- John noted that the fire detectors are not wired to the fire department at this time, and if we were to do this, the connection would be from the first floor laundry room, and we would pay for that service. Brett said that he will talk to the company that is putting in the smoke detectors about pricing out a direct line to the fire company

**Unit 326 (Leon Rickards)**

- Leon stated that the Maryland Condominium Act has changed, and the Board is now required to provide full contact information on individual unit owners to unit owners
- Leon wanted clarification on who paid the recent automobile towing charge to the towing company

**Unit 305 (Keith Remaly)**

- Keith noted that mail continues to pile up in our only mailbox, and that much of it is for one unit owner in particular
- Keith mentioned that there was a mouse in his unit, so he had his unit treated immediately by the pest control company. A discussion ensued, and it was agreed that we would move the pest control services provided by our vendor from every other month to monthly

**VII. ADJOURNMENT**

At 6:09, Andi made a motion to adjourn and Mary Ellen seconded the motion; the motion carried unanimously

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