

**ORLEANS COURT CONDOMINIUM**  
**www.Orleans CourtOC.org**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**Friday, November 4, 2017**

**I. CALL TO ORDER**

President Neal Jarvis called the meeting to order at 5:01 at Mana-Jit offices, 18 41<sup>st</sup> Street, Ocean City MD. Directors present were Mary Ellen Morris (206), Andi Hutt (101), Craig Smith (224) 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 15 BOD Meeting Minutes, a unit owner contact list, and a copy of the proposed 2018 budget. Owners present were Leon Rickards (326), Mindy Levin McGaffin (102), Joe McGaffin (102), Brendan McGaffin (114), and John Bleiweiss (103). Non-unit owner present was Earl Roland (former owner of 323).

**II. APPROVAL OF PREVIOUS MINUTES**

The meeting minutes from the September 15, 2017 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:

- Fire renovations for unit 324 are complete. On the advice of the Fire Marshal, smoke detectors were replaced in units
- Neal requested that Brett obtain proposals to have the stairways repaired and painted
- Jim Almand is working on the unit 122 foreclosure
- The crawl space has been treated for mice and bait stations laid out. Neal reminded everyone present not to store dry food over the winter if the unit is unoccupied
- Neal made calls to Brett regarding light bulb replacement, etc
- Neal mentioned that we currently have some units for sale at Orleans Court, and that we should let people know about them
- Susan offered to work with a metal fabricator to obtain HVAC covers at a reasonable price, and several unit owners have taken her up on the offer
- Work is complete on units 323, 324, 325 after the recent fire in unit 324
- Several discarded items have been left next to our dumpster; responsible unit owners will be billed for disposal
- Resorts to Us has not increased their maintenance fees for 2018
- The water to the hoses and showers has been cut off for the winter
- Neal reminded everyone present to let owners and renters know about our condominium rules, including the no smoking rules
- The proposed budget was sent out for comment by unit owners

**B. Treasurer's Report**

Susan read the Treasurer's Report:

- Balances in bank accounts as of November 3, 2017:
  - Operating Account: \$141,390.16
  - Reserve Account: \$135,833.61
  - Accounts receivable are \$77,011.18
- On October 16, 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 coordinated fall cleanup
- Fall landscaping will be completed next week
- Unit 324's fire repair has been completed; Brett has the Fire Marshall's report
- Brett was unable to have the smoke detectors replaced in unit 216 (previous smoke detector was drywalled over) and 318 (no keys). Brett will contact responsible parties to have the smoke detectors installed
- Comcast wants to upgrade our service from 25mg connections to 50 mg connections with no increase in price
- The proposed budgets were mailed out according to schedule

#### IV. OLD BUSINESS

##### By-Law Amendment

- Neal has received a recommendation from a unit owner for a by-law amendment, which would state that if a Board Member is involved in a suit against Orleans Court, they are automatically dismissed from the Board. This will be discussed further at a later date
- The Board will discuss resubmitting the by-laws for approval by unit owners at the next Board meeting

##### Fire

- Brett will submit a loss assessment invoice and letter to owner of unit 324 as the damage originated in their unit

##### Property Insurance/Claims

- Neal noted that Orleans Court had two claims this year, one for \$35,140 (sewage back up in unit 117), and one for \$83,947 (fire in unit 324), so our insurance rates will be increasing

##### Water in Basement

- Regarding water in the basement, as it is due to environmental events, we should expect to replace the pumps every year (the one on the front corner was recently replaced)

##### Smoke Detectors

- Discussed previously

#### V. NEW BUSINESS

##### Stairwell Coatings

- Brett has received two bids for stairwell renovation and coatings, and is waiting for a third bid. The first bid was for \$14,000 for all four stairwells (plus an additional \$6,000 to pull out the bullnose on stair treads); the second bid was for \$3600 per stairway using a 3-coat process
- Decision needs to be made as to whether we want to grind down the concrete, replace it, then paint it, or to just repair and repaint, given that stairs have a useful life. Craig noted that he believes that it is a waste of time to put the expensive coating back on, but agrees that we should grind off the existing coating and rust and imperfections etc., repair the steel as necessary, and then provide a high quality primer and paint to be maintained on an annual basis until such time as we decide to replace the stairs. This topic will be discussed at the next Board meeting, by which time Brett will have received the third bid

##### 2018 Budget

- The Board's proposal at last Board meeting was to submit a draft proposal that would not require an increase in unit owner assessments for 2018. Craig disagreed with that recommendation and said that we should increase assessments by 3%
- Brett stated that no unit owners had submitted opinions on the draft budget in the 30-day review period
- Susan made a motion to approve the budget as it was drafted and sent to unit owners, and Andi seconded the motion. There were four votes in favor, and Craig opposed. The motion carried

#### VI. RECOGNITION OF UNIT OWNERS

##### Unit 103 (John Bleiweiss)

- Nothing to add

##### Unit 114 (Brendan McGaffin)

- Stated that the Board is doing a good job

##### Unit 102 (Mindy Levin McGaffin)

- Also stated that the Board is doing a good job

##### Unit 326 (Leon Rickards)

- Leon stated that the letter to unit 324 regarding the fire deductible should come from the Board of Directors
- Leon noted that we should not be going in to unit 318 for smoke detector replacement without authorization from the bank, as that is who owns the unit
- Leon said that the council of unit owners, not the Board, should approve the budget
- Leon stated that our budget format is still incorrect, that the reserve should be in the expense section
- Leon noted that Craig was correct about the stairs, that the metal poles were put in by an engineering firm because of the stair design, and that there was cement, then paint, then coating
- Leon said that stair maintenance should be included in the reserve study
- Leon read aloud an article that he stated was from the state attorney's office and he wanted it noted in the minutes. The President asked for a copy of what he read for the record and Leon refused to provide it

#### VII. ADJOURNMENT

At 6:11, Andi made a motion to adjourn and Craig seconded the motion; the motion carried unanimously

The next Board meeting will be March 17, 2018

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