

ORLEANS COURT CONDOMINIUM
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BOARD OF DIRECTORS MEETING MINUTES
Saturday, March 17, 2018

I. CALL TO ORDER

President Neal Jarvis (320) called the meeting to order at 9:03 at Mana-Jit offices, 18 41st 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 November 4 BOD Meeting Minutes, a unit owner contact list, and a draft of the Annual Meeting Notice. Owners present were Leon Rickards (326), Dennis Jones (209), Bob Ackerman (315), Michael and Tammi Muehleisen and children (225), Virginia Jarvis (320), and Steve Turnbaugh (301). Keith Remaly (305) joined the meeting later.

II. APPROVAL OF PREVIOUS MINUTES

The meeting minutes from the November 4, 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:

- Neal asked Brett to obtain proposals to repair rust and wear on condominium stairs and treads
- Neal fielded a request by a potential full time owner to have three dogs in her unit
- A report from the fire marshal regarding a recent fire in unit 324 was requested (Neal noted that the Condominium Association's deductible was recovered)
- A unit check was requested for vacant unit 122 so that water could be turned off for the winter as it had no electricity for heat
- Our attorney has informed Neal that a unit that was in arrears has been paying on their past due account
- Mary Ellen has been maintaining the website
- The buildings' crawl spaces have been treated for mice and Neal reminded us that we should not be storing dry food in the condominium units over the winter
- Five units have sold since our last meeting; Neal noted that self-promotion of available units is an effective sales tool
- Six condominium units are still using unsightly tarps as HVAC covers; Susan Ackerman has made metal fabricated covers available to homeowners for \$90 for two
- Susan has talked to Comcast, who has told us that we are locked into a ten year contract that will end in 2020
- Trash items are still being left next to our dumpster which we pay for; it is easy for unit owners to call for items to be removed and pay a small fee
- Neal has received minimal phone communications from homeowners, and in many cases, has directed them to our website for more information
- We renewed our contract with Landscape Creations
- Our pool maintenance company has had to drain the pool, shovel, and plow more than usual this winter
- Winterization instructions were sent out by our management company and are on the website
- Unit 324 had a toilet backup that the plumber said was due to disposing of cigarette butts in the toilet
- Unit 109 had a toilet backup, and the plumber found caulk/grout in the toilet
- Sewage lines were replaced under units 108, 109, 110
- Unit 225 notified Neal that she had a therapy dog on the premises
- We have renewed three year commitment with Direct Energy

B. Treasurer's Report

Susan read the Treasurer's Report:

- Balances in bank accounts as of March 16, 2018:
Operating Account: \$65,866.74
Reserve Account: \$144,779.94
Accounts receivable are \$58,913.45
- On February 4, 2018 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 sent out the 2018 assessment coupon packet to all unit owners, along with winterization procedures
- Brett received three bids for stairwell work
- The PKS annual audit is in progress
- Spring cleanup will begin once the weather allows for it
- Brett coordinated the replacement of the lines under unit 109
- Brett handled several resale certifications and accompanying paperwork since last meeting
- Our meeting location for the Annual Owners Meeting has been secured

IV. OLD BUSINESS

Stairwell Coatings

- Brett received three bids for stairwell repair, from \$7000 for a “scratch and recoat” approach, to \$14,000 for a three-coat repair system. It was agreed that we will take a cautious approach to evaluating short and long term needs, and not be rushed into just a coating approach. We may need to consider replacement stairs
- Neal mentioned that the soffit on the southwest landing of the second floor needs to be removed to check the floor pan for rust the same as the stairways. Craig and Neal will conduct a walkaround after the meeting to review stairwell repair needs; Dennis agreed to accompany them. Some of the repairs will need to be done right away

V. NEW BUSINESS

By-Law Amendment

- The question was asked whether we should continue to try to pass the revised By-Laws amendment. Subsequent discussion by Craig noted the need to educate unit owners as to the fact that our current By-Laws are so antiquated that they could be considered “dangerous” to unit owners, and ways to educate unit owners were discussed, as we need 66% of unit owners to vote to approve new By-Laws. There have been years past where we waited (for unit owners to come to the meeting in St. Peter’s church) to have a quorum (51% of unit owners) in order to hold the meeting, so it is absolutely critical that unit owners attend the meeting or send in their proxy.
- Craig said that he thought we should send certified letters to each unit owner; Neal said that phone calls might be more effective. It was agreed that Mary Ellen would draft a letter that could go out to unit owners on Monday along with the Annual Owners Meeting notice that Brett will be sending out
- It was also noted that we need to include language in the revised By-Laws that states something to the effect that “Any Board Member that brings suit against the Condominium Association is automatically terminated from the Board of Directors

Spring/Summer Season Preparation

- Neal noted that we have renewed our contract for spring/summer season with Landscape Creations at the same rate as last year
- Brett said that the walkways are due to be power washed this year
- Brett noted that the pool is due to reopen May 18
- Mary Ellen noted that she would like to talk to our contractor to discuss extra attention paid to the “Orleans Court” signage flower beds as a selling point in our Ocean City Beauty Spot Award application

Irrigation System

- Andi noted that the current water lines feeding our plantings were installed during the renovation a few years ago, and need to be inspected/readjusted. Different approaches to plant watering were discussed. It was agreed that Brett would ask Scott, our irrigation maintenance man, to take a look at the system
- We all agreed that we could water our plantings if we see that they need water, especially during the hot summer season

VI. RECOGNITION OF UNIT OWNERS

Unit 209 (Dennis Jones)

- Dennis wanted to know why we don’t have a pool cover. Neal explained that we have a security fence around both pools, and that the fences are difficult to open even if you are a short adult. During subsequent discussion, it was noted that alcoholic beverages in plastic cups or cans are allowed, and Dennis noted that it’s nice that our pool stays open late

Unit 225 (Michael and Tammi Muehleisen)

- Michael wanted to know about parking at Orleans Court
- Michael asked about hooking up cable TV, and Neal said he would send him the information, but told him that all he had to do was call Comcast and tell them that his unit was part of the Orleans Court bulk package
- There was general discussion about WiFi signals, and Neal and Dennis discussed WiFi signals and extenders (which we don’t allow)
- There was discussion about insurance coverage, and Neal explained that all unit owners must have HO6 (or equivalent) loss assessment coverage
- Tammi wanted to know what percentage of units are rental units; there was general follow up discussion about this topic and about the positive family-friendly nature of the condominium

Unit 326 (Leon Rickards)

- Leon wanted to know who wrote the letter to unit 324 regarding the fire deductible
- Leon said that our By-Law revisions were sent out improperly and mentioned he was going to create his own website against our bylaws change if he felt it wasn’t being handled correctly
- Leon noted that the Attorney General has said that there are By-Law revisions that Boards of Directors want to put through that are slanted towards usurping owners’ rights and that attorneys should not be allowed to rewrite By-Laws
- Leon suggested that Mary Ellen read a book called *Happy Homes* written for condominium owners and Boards
- Leon noted that Mary Ellen stated in our last minutes that he refused to provide requested information; Neal disagreed with Leon and said that he did ask Leon for the information and that Leon did refuse
- Leon asked which positions would be up for election this year; Neal responded that the Vice President and Treasurer have terms that are expiring

Units 301 (Steve Turnbaugh) and 305 (Keith Remaly): no comments/questions

VII. ADJOURNMENT

At 10:25, Mary Ellen made a motion to adjourn and Susan seconded the motion; the motion carried unanimously.

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