

ORLEANS COURT CONDOMINIUM
[www.Orleans CourtOC.org](http://www.OrleansCourtOC.org)
BOARD OF DIRECTORS MEETING MINUTES Friday, September 14, 2018

I. CALL TO ORDER

President Neal Jarvis (320) called the meeting to order at 5:01 at Mana-Jit offices, 18 41st Street, Ocean City MD. Directors present were Mary Ellen Morris (206), Andi Hutt (101), Susan Ackerman (315); Keith Remaly ((305) was on vacation and not in attendance. Brett Staley of Mana-Jit Property Management was in attendance. Board of Directors' meeting packets included a Meeting Agenda, a copy of the March 17 BOD Meeting Minutes, and a copy of the 2019 Budget worksheet, and bid documentation for stairwell painting from A Shore Bet. Owners present were Keith Warner (218) and Virginia Jarvis (320).

II. APPROVAL OF PREVIOUS MINUTES

The meeting minutes from the March 17, 2018 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:

- Underpans were replaced in the NE and SW stairs, as well as the SW stairway landing support
- All 4 stairwells will be painted
- Third floor unit continuing to make payments to bring assessments current
- Unit owners are required to provide Mana-Jit with current contact information
- Mary Ellen has sent welcome letters to new unit owners
- Crawl space hatches have been replaced
- Neal continues to replace burned out lightbulbs with LED bulbs, in hopes of reducing electric bills
- Approved HVAC covers are still available through Susan Ackerman
- We continue to have illegal dumping near our dumpster. Unit owners must dispose of household trash only in the Orleans Court dumpster. Large items can be placed near the dumpster AND THEN the unit owner must call the Solid Waste Department of Ocean City at 410-524-0318 for pickup of those items
- 6-7 patio chairs were taken out of service due to breakage
- Unit owners only may have dogs in their units; renters may not. There have been dog waste issues in the north alley and adjacent parking log. The Lost Treasure miniature golf business is trying to combat this issue with "No Trespassing" signs
- The new master liability insurance policy was signed in April [and can be found on the Orleans Court website]
- Orleans Court Amended Bylaws were proposed and passed in May
- Neal is reminding unit owners that no lock boxes are permitted on unit doors, nor are "For Sale" signs permitted
- There have been issues reported of unit windows that don't lock properly; Brett has locks and window security bars available to any unit owners that need them
- There were two break-ins by the same person earlier this year; an appeal hearing is scheduled for 9/20
- Neal reported that a unit owner was not happy that they had to pay for a plumbing backup in their unit; he reminds unit owners that any inside plumbing issues are the owners' responsibility
- Mary Ellen has applied for a 2018 Beauty Sport Award for Orleans Court and was notified that we are a winner
- Full bike racks are still an issue; unit owners must have an operable bike. Inoperable bikes will be removed.
- A second floor unit has an old uncashed check that Andi will research
- A first floor unit had a front door that was not opening/closing properly and was replaced as part of the renovation punch list. It was agreed that our fall letter will emphasize that doors, windows and screens are the unit owners responsibility
- A renter that was locked out of their unit crawled up the balcony to get into the unit, emphasizing the need for unit owners to have their own liability insurance
- Unit owners should use our bulk account number when calling Comcast: 8299-41-015-0210742
- Unit owners concerned about late payments must understand that if their account is sent to our attorney for collection, the assessments AND attorney fees must be paid for the account to achieve paid status
- Units 304 and 328 are for sale; unit 312 is pending. Unit 318 is entering the foreclosure process through the bank
- Sump pumps were checked and all are in good condition
- There were complaints about renter behavior, babies in the adult pool, etc. this past summer. It is the unit owner's responsibility to ensure that renters understand rules and regulations in Orleans Court
- Brett continues to troubleshoot issues as they arise

B. Treasurer's Report

Susan read the Treasurer's Report:

- Balances in bank accounts as of September 14, 2018:
Operating Account: \$72,485.63
Reserve Account: \$162,594.01
Accounts receivable are \$63,464.68
- On July 16, 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, in which he noted that he:

- Coordinated the spring/summer preparations with pool, landscaping, walkway/stairwell power washing
- Collected an additional proposal to spot recoat top/bottom of stairwells
- Worked with several owners to have front screen/windows/doors serviced
- Worked with Simonton on window lock issues
- Assisted PKS and Board to finalize 2017 audit
- Coordinated front door replacement of first floor unit
- Present for Animal Control removal of snake on premises
- Coordinated issues regarding laundry machines, which were unusable for approximately 7 days (full coin tray, lost power, sand in washer)
- Coordinated master insurance renewal
- Handled resale docs and questionnaires
- Coordinated welding work on stairwells and landings
- Coordinated replacement of 3 crawl doors

IV. OLD BUSINESS

Stairwell Coatings

- Bylaw Amendment – proposed and passed, no further questions/issues
- Preparation for spring/summer season – completed, no issues
- Irrigation system upgrade – no issues
- Stairwell coatings – will be scheduled for this month, as there is some bare metal where work has been done

V. NEW BUSINESS

Plant Watering

- Brett will ask Resorts to Us to annotate their contract to include watering plants that do not have soaker hoses (inside courtyard area)

Security Cameras

- The idea of security cameras was discussed but it was decided that it is impractical due to monitoring limitations and maintenance requirements

Contact Information

- Noted in President's report

Dog Ownership Responsibility

- Discussion was held regarding irresponsible and selfish dog owners in Orleans Court who don't pick up after their pets

Bike Racks

- Any bikes that have flat tires, are not labeled, and/or look inoperable will be stored in the Orleans Court basement until Memorial Day, when they will be discarded. Neal has photos of bikes in the bike racks. We will have bolt cutters available to us on November 10 to cut bike locks so that this can be done
- Brett will discard existing inoperable bicycles that have been stored for at least 3 years
- It was agreed that, due to space limitations, each unit may have only two operable bikes parked in the bike racks

Pool Furniture

- It will cost \$160-\$180/per chair (plus pickup and delivery charges) to repair them, and \$213 to purchase new, with free delivery in April or May if we order before December. It was decided to order 6 low chairs for the baby pool area, 20 chaise chairs for the pool area, and 4 resin composite side tables. The cost for this expenditure will come from the reserve account
- Andi will call her contact in Bishopville to purchase the old pool area chairs
- Brett will ask Resorts to Us to use only Dawn detergent to scrub chairs that become soiled

Windows/Doors

- Since the 2007 Orleans Court renovation, windows and doors are no longer under warranty and are the unit owner's responsibility, although per the Master Deed, any changes to color/style/appearance must be approved by the Board of Directors. We have window lock sets and window bars available for unit owners that need them. Any repairs to screens/doors/windows must be arranged and paid for by the unit owners
- Warranties on windows expired last November

2019 Draft Budget

- The Board of Directors and Brett went through the budget's line items, making adjustments from the 2018 budget where necessary
- After two years of no assessment increase, it was determined that a 3% increase in assessments is required this year in order to continue to build the reserve fund

VI. RECOGNITION OF UNIT OWNERS

Unit 218 (Keith Warner): Keith reported that he believed someone had been in his unit while he was not there, and filled out a police report; he has since changed his locks

Units 320 (Virginia Jarvis): Virginia asked about owners that have removed louvers from their vents. This is not permitted, and owners must pay to have them replaced, as these are condominium property. Our attorney will send a letter to the homeowner who has done this, and the unit owner will be responsible for the attorney's fees to do this

VII. ADJOURNMENT

At 7:10, 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