

ORLEANS COURT CONDOMINIUM
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BOARD OF DIRECTORS MEETING MINUTES
Saturday, November 10, 2018

I. CALL TO ORDER

President Neal Jarvis (320) called the meeting to order at 9:03am at Mana-Jit offices, 18 41st Street, Ocean City MD. Directors present were Mary Ellen Morris (206), Andi Hutt (101), Susan Ackerman (315); and Keith Remaly (305); Brett Staley of Mana-Jit Property Management was in attendance. Board of Directors' meeting packets included a Meeting Agenda, a copy of the September 14 BOD Meeting Minutes, a copy of the 2019 Budget, and a draft winterization letter to unit owners. Owners present were Keith Warner (218) and Leon Rickards (326); non-unit owner Earl Roland was also present

II. APPROVAL OF PREVIOUS MINUTES

The meeting minutes from the September 14 Board of Directors Meeting were reviewed. Andi made a motion to approve the minutes, and Keith seconded the motion; the motion carried unanimously

III. REPORTS

A. President's Report

Neal read his report, which included the following highlights:

- Brett hired a painter to paint the stairwells
- Mary Ellen has continued to update the website and send welcome letters to new unit owners
- Another unit has sold; the units appear to be selling quickly. Neal noted that self-promotion of units for sale is very effective
- HVAC covers are still available to unit owners at reasonable costs
- Resorts to Us has serviced the pool for the winter
- There is an arrest warrant out for the woman accused of breaking into one of our vacant units
- Neal has offered window security bars to any unit owner that has ineffective window locks
- Mary Ellen has secured a 2018 Ocean City MD Beauty Sport Award for Orleans Court
- Bike racks are still showing some inoperable bikes, and one unit still has five bikes in the racks
- Neal reminded unit owners that when dealing with Comcast, remember to give them our bulk account number

B. Treasurer's Report

Susan read the Treasurer's Report:

- Balances in bank accounts as of November 10, 2018:
Operating Account: \$77,913.16
Reserve Account: \$178,720.85
Accounts Receivable: \$76,479.90
- Since our last meeting on September 14, 2018 two payments were transferred from the operating account to the reserve account totaling \$15,944.75
- It was noted that the sale of unit 328 fell through, and unit 318 is still bank-owned

C. Management Company Report

Brett read the Management Company Report, in which he noted that he:

- Coordinated the repainting of all stairwells; it was decided that he would call the painters to come back for a little additional work. Brett will see if we can get any extra paint so that we have it for touch-ups
- Brett continues to prepare resale documents as needed
- There were no comments from unit owners regarding the proposed 2019 budget that was mailed out last month
- Brett signed a renewal contract with Resorts to Us that will include plant watering
- Brett is actively placing a pool furniture order from Hit the Deck so that it can be signed by December 1, which will give us free delivery; Andi will contact Dennis's in Bishopville to remove/purchase our old furniture for whatever we can get for it

IV. OLD BUSINESS
None

V. NEW BUSINESS
2019 Draft Budget

- Neal noted that we must increase our assessments by 3% to continue to build the needed reserve, per our auditors recommendations (we had no assessment increases for 2017 and 2018)
- The Board of Directors and Brett went through the budget's line items; all agreed that it was in order with no financial changes
- Leon had several comments/questions about the budget that he wanted to discuss; included among those items were a question about the percentage of reserve contribution in the budget, a question about why we budgeted \$5,000 for legal costs, a question about why we are paying \$4,700 for an audit, a comment that a committee, not the Board, should be getting bids for contracts, a question about contracting out bids for D&O coverage, a comment that our budget should have footnotes, a question about what items were included in General Maintenance and Repairs, a question about why we are using \$10,000 from capital expenses to pay for pool chairs, and a question about why we are budgeting \$4500 for landscaping when he proposed a cheaper landscaper

VI. RECOGNITION OF UNIT OWNERS

Unit 218 (Keith Warner): Keith asked about a check reimbursement; Neal told him that it would be credited to his account

Units 326 (Leon Rickards): Leon asked whose unit had the blockage; Neal explained that it was unit 324 and that it was due to cigarette butts being flushed down the toilet. Leon asked about the louvers that were removed on a unit's HVAC and said that he didn't think it was correct that the unit owners pay the attorney's fee for writing to the unit owner about replacing the unit to its previous condition. Neal explained that in the Orleans Court Master Declaration, it clearly spells out what is unit owner responsibility, including what is related to doors and windows. Related to HVAC units, Susan said that her vendor has about 7 HVAC covers still available for \$90 each; after that price will increase

VII. ADJOURNMENT

At 9:59, Mary Ellen made a motion to adjourn and Keith seconded the motion; the motion carried unanimously.

Respectfully Submitted,

Mary Ellen Morris

Secretary, Orleans Court Condominium Association