

ORLEANS COURT CONDOMINIUM
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BOARD OF DIRECTORS MEETING MINUTES
Saturday, March 16, 2019

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 Andi Hutt (101), Susan Ackerman (315); and Keith Remaly (305); Mary Ellen Morris (206) joined the meeting via teleconference. Brett Staley of Mana-Jit Property Management was in attendance. Board of Directors' meeting packets included a Meeting Agenda, a copy of the November 10, 2018 BOD Meeting Minutes, a draft copy of the 2019 Annual Meeting notice, and a draft nomination form for the upcoming director position on the Orleans Court Board of Directors. Owners present were Virginia Jarvis (320), Leon Rickards (326), Robert Ackerman (315), Brendan McGaffin (114), and Joe McGaffin (102)

II. APPROVAL OF PREVIOUS MINUTES

The meeting minutes from the November 10, 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:

- Mary Ellen has sent out a few more welcome letters to new unit owners. She provides them with important information as a new owner as well as a link for our website. She directs them to review what information the Orleans Court site has to offer
- Another unit in Orleans Court has sold since we last met. It sold rather quickly in only a couple of days. So as I regularly mention, if anyone should wish to sell or know of someone wishing to purchase they should make it known to other unit owners. Self-promotion is the best promotion of Orleans Court
- We had continued to offer to take orders for winter HVAC covers from Susan. Her contractor made the last batch and she delivered the last few in December
- Resorts-to-us cleared a path on our walkways for a couple of snow storms
- I have been watching the district court on the topic of Jamie Paolini (the person who broke into the units in our property last winter). The person was found guilty but appealed the decision. She failed to appear and had a bench warrant out. It now appears that a trial was held on January
- A unit owner found clothing left behind in a laundry room last month, believing someone had camped out there. Mana-Jit cleared the clothing out and no further items have been seen
- Several bikes that were not labeled and appeared inoperable were removed following our November meeting. Notice was given that these bikes must be made operable or removed. The old inoperable bikes that had been in a storage closet under a stairwell for years were trashed. The bikes removed from the racks are now in those closets. Following our annual meeting these bikes will be trashed if not claimed. Again, these are very old, rusted, and inoperable and unlabeled bikes
- Comcast has continued to send out letters to unit owners with more than one cable box. Owners should be using our bulk account number when having interaction with Comcast, in addition to their individual account number assigned to him or her
- I was contacted by Brett to let me know he had a complaint about the WIFI dropping out and had Comcast send signals to boost reception. However the signal remained weak for the unit owner that called him. So a service call was made for our equipment to be serviced and it seemed there had been a breach in the equipment. It is now working fine
- I requested Brett to have our seasonal tune up scheduled as was suggested when the new system was installed a few years back. The latest software will be uploaded with updates for the equipment to work at its optimal conditions with the Comcast WiFi modem
- Our replacement pool lounge chairs were ordered and then arrived several months early. Brett arranged for Resorts to Us to receive them and store them in the pool machine room. As 5 of the 15 chairs we had were completely unusable and the other 15 chairs looking to soon be unsafe, I requested that they just be disposed of while we had the labor already on site to deal with that
- The bank that holds ownership to unit 318, contacted Jim Almand's office and they contacted Mana-Jit so they could pay up their past dues assessments thru 2018
- Unit 328 was foreclosed on and sold to the bank that held the note on December 4th at auction

- In December I had a unit owner contact me through Mary Ellen that they did not think they had a set of coupons mailed to them for the annual assessments
- I had another owner set their 1st quarter payment up for auto-pay thru their bank, and it did not hit our bank before the 15th deadline, although it was arranged to pay that day. They now know to schedule payment prior, as the 15th is the last date before a late fee is required and is not our due date. Banks have about a 3 day delay in these types of payments from bank to bank
- Our property was found by Brett to be safe and free of damage following the off shore earthquake in January
- Ocean Waves, the company that last soft washed our building in 2017 increased their cost with a new proposal by \$800. The \$7000 we paid in 2017 is now coming in at \$7800. I requested that Brett get other bids and he received a power washing bid for \$4500. This amount is in line with the deal the old company charged for many years. I requested a COI for this company, which Brett received. So we have a decision to make whether to soft wash as in 2017, or power wash like we did in all the previous years
- Brett sent the draft audit from PKS to Susan and I for review

B. Treasurer's Report

Susan read the Treasurer's Report:

- Balances in bank accounts as of March 16, 2019:
Operating Account: \$78,116.54
Reserve Account: \$189,238.45
Accounts Receivable: \$50,985.24
- The quarterly transfer from the operating account to the reserve account was made totaling \$10,067.00

C. Management Company Report

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

- Distributed budget, coupons, winterization rules
- Handled resale docs and questionnaires
- Ordered and received new pool furniture
- Worked with realtor on foreclosure of 328
- Coordinated with PKS on 2018 audit
- Obtained proposals for power washing
- Coordinated contracts for pool maintenance and custodial work
- Obtained contract for 2019 landscaping

IV. OLD BUSINESS

None

V. NEW BUSINESS

Power Washing

- As noted in Neal's report, bids were obtained for power washing the building. Coastal Pressure Washing has given us a bid for \$4500. Andi made a motion to accept this bid, and Susan seconded; the motion carried unanimously. Brett will make the arrangements to have the work done, which is a two-day process
- Neal would like river rock beds installed in the corner flower beds by the downspouts where the north building meets the west and east buildings to prevent mulch being pushed out by water overflow

Annual Meeting Notice

- Brett reviewed the draft Annual Meeting Notice and the draft Nomination Form for the upcoming Director position on the Orleans Court Board of Directors. No changes were made and they will be sent out on Monday

Bicycles

- A letter will be sent out to unit owners giving them one last chance to claim any bikes that have flat tires, are not labeled, look inoperable, and/or appear to be abandoned; otherwise, they will be discarded by the Owners Meeting. It was reiterated that each unit may claim two spots in the bicycle berths

Screen Repairs

- The letter that will be sent out to unit owners will also state that the Orleans Court windows and doors are no longer under warranty from the 2007 major renovation and repairs and costs are now the unit owner's responsibility, including screens on the front window and front door, as well as the screens on the sliding doors in back of our units. Unit owners must ensure that unsightly, damaged, or inoperable screens are replaced within 30 days of notification of damage/need for replacement

Cable Contract

- The issue about whether to continue with a Comcast cable contract must be decided before July 2020. Susan will work on getting multiple options on pricing early next year so we can review in March 2020.
- Brett noted that if the Comcast cable contract is cancelled and owners choose to go the route of streaming their viewing content, the current Wi-Fi system won't be able to handle much of that streaming. At that point owners would be forced to obtain their own internet service through Comcast

HVAC Covers

- Susan noted that she has two sets of HVAC unit covers that haven't been picked up yet (paid) and she will send those people a notice the next time she is in town. Also, there is one last set available for purchase that she has in her unit, and which can be purchased at the Owners Meeting or before. There may be a single cover available as well

Pool Chairs

- Noted in President's Report

Foreclosures

- 318 - No movement
- 328 – Bank purchase, listed with realtor. Brett will have lockbox removed

VI. RECOGNITION OF UNIT OWNERS

Unit 102 (Joe McGaffin): Joe said that he appreciates the work that the Board does

Unit 114 (Brendan McGaffin): Brendan said that last year he saw a family with two children using the pool and then changing clothes in the laundry room before leaving

Unit 326 (Leon Rickards): Leon said that no owner should try to police other owners or users breaking rules at the pool or courtyard. If someone sees people with glass or bottles and if they don't respond to moving the glass, they should call the non-emergency Ocean City police number [410-723-6610] and let them deal with it. Leon then noted that we should be putting 10% in reserves per the Maryland Condo Act and questioned the \$44000 suggested in the reserves study by PKS in 2012. He felt currently the \$41,000 that we are putting in reserves is enough. Andi responded that we currently have a good reserve, the property is in good condition, and we shouldn't increase quarterly fees based on a recommendation that was made in the Reserve Study in 2012 when the difference is only \$3,000. Susan noted that a big expense item, the elevator, has already been updated, and that there aren't any more major projects, other than railings, which will be addressed in the future. Andi said that we should discuss any surplus money at the owners Meeting and vote on whether to move any such funds to the Reserve Account or whether we should credit unit owners. Leon noted that the balance will be voted to move to reserves at the annual owners meeting. Brett noted that a new Reserve Study would cost around \$3500. Leon then wanted to know how many units represented our accounts receivable; Neal noted that the biggest percentage is from unit 222 and that we're down to 3 or 4 units making up that number. Leon said that if unit 222 isn't resolved, we should get another attorney. Neal responded that there are liens on unit 222 and that they are currently paying the annual assessments

VII. ADJOURNMENT

At 10:24, Andi made a motion to adjourn and Susan seconded the motion; the motion carried unanimously.

Respectfully Submitted,

Mary Ellen Morris

Secretary, Orleans Court Condominium Association