

ORLEANS COURT CONDOMINIUM
[www.Orleans CourtOC.org](http://www.OrleansCourtOC.org)
ANNUAL OWNERS MEETING MINUTES
Saturday, May 18, 2019

I. CALL TO ORDER

President Neal Jarvis (320) called the meeting to order at 10:10 at St. Peter's Lutheran Church, 10301 Coastal Highway, Ocean City MD. Directors present were Mary Ellen Morris (206), Andi Hutt (101); Keith Remaly (305) and Susan Ackerman (315); Brett Staley of Mana-Jit Property Management was also in attendance. Director's meeting packets included a Meeting Agenda, a copy of the May 19, 2018 Annual Owners Meeting Minutes, and an alpha/numeric unit owner list. Owners signing in were Andi Hutt (101), Michael McCoy (105), Barry and Judy Bleiweiss (113), Cathy Kelis (116), Bob and Sue Strauss (122), Jim McGrath (124), Regina McCoy (126), Mary Ellen Morris (206), Marie Torosino (208), Joan Mills (210), Keith Warner (218), Keith Remaly (305), Kelly McGrath (306), Kathy Nuzback (308), Janice and Cornelius Kelliher (310), Susan and Bob Ackerman (315), and Neal and Virginia Jarvis (320). Leon Rickards (326) was present, but did not sign in. Guest attendee was Earl Rowland

II. APPROVAL OF PREVIOUS MINUTES

The meeting minutes from the May 19, 2018 Annual Owners Meeting were reviewed. Barry Bleiweis made a motion to approve the minutes, and Marie Torosino seconded the motion; the motion carried unanimously

III. REPORTS

A. President's Report

Neal read his report, which included the following highlights:

- The BOD met September 14 and November 10, 2018, and March 16, 2019. The minutes of these meeting can be found on the Orleans Court website: www.orleanscourtoc.org. The attendance of unit owners continues to be sparse
- Jim Almand and I had phone calls on the topic of units in default. There are now two bank owned units that should hopefully soon be for sale
- The washing machines and dryers have been replaced and now have an increased price of operation. We hope to have the coin boxes emptied more frequently than last year
- We have done an annual inspection of the newly replaced smoke detectors that have a 10-year lifespan. The suggestion was made that these be replaced throughout the building in 2027
- We were not able to continue with the same insurance company for coverage this year. They declined to offer us a renewal, due to a couple of large insurance claims the last couple years, a fire and a sewage backup. We have avoided a significant increase in cost but had to accept deductible of \$10,000 to avoid a huge increase by other insurers offering coverage. The new insurance rate is \$37,116 versus our past rate of \$36,240, which is a minimal increase compared to other offers. This company does provide:
 - Ordinance or Law coverage with a \$700K limit
 - Limited Mold to \$15K
 - Wind Driven Rain coverage of \$50K (which other companies have eliminated)
- Wi-Fi signal extenders have had their annual servicing. Hopefully this will stay functional throughout the season. There has been occasional interference with individual unit owners using extenders of their own
- Our Treasurer, Susan, has continued her Comcast crusade for service at less cost; we have another year at the current contract price. Over the next year we will need to consider if we want to negotiate a contract or have unit owners provide their own service
- There was an Independence Day potluck party held in the courtyard. Those that attended enjoyed themselves. Some owners attended for the first time ever, meeting new friends.
- We had snowfall again this year, so we had Scott from Resort to Us to shovel and put down a treatment a few times
- We continue to remind owners NOT to use flushable wipe products as they clog the pipes. I will mention again that in 2015 the town of Ocean City had an article in the *Dispatch*. They were requesting people to not use these products as they were causing issues within the city sewage system. We now know that this problem is a part of the reason for loss of our current insurance carrier
- There were the typical maintenance items to address this winter such as the snow removal, various light bulb replacement throughout the building, draining the pool, and repair to the fire alarm system
- Our landscape contractor continues to provide the usual spring spruce up and our summer tropical flowers and fall cleanup. Scott from Resort to Us also continues his service of the pool and weekly cleaning of the walkways.
- This past month we had our semi-annual power washings. I had hoped to use the company that soft washed us last, but they had a huge increase in cost so we chose another company at a much smaller cost. This cost was more in line with years past
- Resort to Us will power wash the staircases a couple of times this summer season as needed. They did that very cost effectively in the past couple of seasons
- We approved a budget for 2019 and voted to increase our annual assessments by 3%. As there is no big maintenance item looming, the current budget and reserve account should suffice
- Once again, letters of instructions were sent to unit owners who are not full time residents asking them to winterize their units by December 1, 2018

- PKS has provided a copy of the annual audit. Our treasurer and management received a copy for their review and signature
- Our secretary, Mary Ellen, continues to add or change items that we wish to include or update on our website. Meeting dates and other maintenance items as well as updates were regularly added. Mary Ellen also sends emails to unit owners with items of interest or concern
- We have continued to treat the property for mice. All three buildings as well as the courtyard have been treated
- We have serviced the sump pumps in the north-building basement again this spring. These pumps continue to be an ongoing issue with a poor drainage design. These pumps get clogged with sediment and generally just need to be cleaned and put back in use
- Susan continued making arrangements for several more unit owners to purchase the only approved HVAC winter covers.
- We have several new owners since we met here last year. About a half dozen sales have happened since May of 2018.
- We prepped the stairs and redid the coatings on the four staircases. Additionally, several stairs had new pans welded in place. Rust will be an ongoing issue
- It was suggested by a resident that lives year round here at Orleans Court that owners should have a list of units being rented. With this voluntary information your neighbors can alert you if someone was in your unit that should not be
- Notice was sent out about owners' responsibilities for the screens and screen door maintenance; the explanation can be found in our Master Deed, page 3, last paragraph in the third section.
- We replaced the aging lounge chairs in the pool area. Additionally we added a few side tables and low sitting chairs by the baby pool
- A couple of the crawl space access doors were replaced, as the old doors would no longer open and close and latch properly
- Trash continues to be left outside of the dumpster, both household waste and building or construction material. These items must be put in the container or the unit owner must call and pay for a special pickup
- 2018 was the year of the dogs at Orleans Court. We find that we must remind all pet owners to pick up behind their dogs. As a reminder to unit owners that rent their units, only unit owners may have dogs on site. Renters are NOT permitted to have dogs in the units
- Once again, Mary Ellen submitted Orleans Court for the 2018 Ocean City Beauty Spot award and we won yet again, so it would appear the time and hard work to keep our property going has been noticed by the town of OC
- All unit owners were notified that with limited space at the bike racks, no more than two bikes per unit are permissible. All bikes are to be clearly labeled with a black number on a white labeled background. All inoperable or unlabeled bikes will be removed and disposed of. There is signage stating that all bikes must be labeled and the rules must be followed, so all have an opportunity to have use of our very limited space
- The pool was a topic of concern last summer. The biggest concerns were babies and children in diapers in the adult pool. The other concerns were glass containers in the pool area. Again, owners whose units are rented out must be sure the renters understand the rules of use of our common elements
- A few dozen window security bars were purchased. These are sized for the front windows and were offered to unit owners that wanted one as an extra security precaution that will allow all of our front window look the same. These were a very inexpensive option to avoid unwanted intruders
- I must mention that it is the responsibility of each unit owner to keep Mana-Jit and in turn our board secretary with up to date contact phone numbers and emails. This list is crucial to sending out important information such as the fire, flood and recent break-in's over the last year

B. Treasurer's Report

Andi read the Treasurer's Report on Susan's behalf:

- Balances in bank accounts as of December 31, 2018:
Operating Account: \$64,175.01
Reserve Account: \$178,944.93
- Interest earned on accounts for 2018 was \$1010.54
- Balances in bank accounts as of May 18, 2019:
Operating Account: \$63,860.49
Reserve Account: \$199,544.38
- Activity since last annual meeting on May 19, 2018:
Quarterly payments were made to the Reserve Account to the Operating Account totaling \$41,969.00 per the approved budget
Two quarterly payments of \$10,067.00 have been made to the reserve account
- Accounts Receivable as of May 18, 2019 are \$60,222.99

C. Management Company Report

Brett read the Management Company Report:

- Brett managed ongoing bookkeeping responsibilities
- Mana-Jit hosted BOD meetings and Brett reserved space for the annual Owner's Meeting
- Brett coordinated the annual audit with PKS; copies of the report were available at the meeting
- Brett worked with contractors to ensure that the property is ready for summer use
- Brett coordinated work for the stairwell welding repairs and coating
- Brett worked with several owners to have front screen/window screens serviced, and purchased security lock bars
- Mana-Jit responded to owner inquiries and acted as liaison between unit owners and BOD

- Brett handled resale documents and questionnaires on units that transferred ownership
- Brett ordered new pool furniture and had it delivered
- Brett coordinated repair issues due to laundry service; owners should let Brett know of any issues going forward
- Brett had our three crawl space doors replaced

IV. OLD BUSINESS

Bylaw Amendment Vote

- Bylaws available on website

2017 Excess Funds Transfer

- At our last meeting, we voted to have these funds remain in place. Leon made a motion that in 2018 and 2019, we move any excess funds from operating funds to the reserve account; Neal seconded the motion, and the motion carried unanimously. Neal noted that this practice will help with any future assessments

BikeRacks

- Two spaces allocated per unit
- Inoperable or unlabeled will be discarded by end of this month

V. NEW BUSINESS

Comcast Contract Renewal

- Cable services are the largest of Orleans Court's operating expenses
- Regarding cable options, Neal noted that there are limited options in Ocean City. Unit owners may obtain their own cable services, but we can't have more dishes or wires on the building. Neal asked meeting attendees to spend some time thinking about it, and maybe we can come up with a solution.
- Neal also noted that our current contract calls for one "free" cable box per unit; additional boxes will be charged to the unit owner at \$4-\$10 more

Laundry Room Security

- Two of our unit owners noticed someone may have been using the laundry room for personal use. Ideas for additional security include a keypad lock for winter months, which will cost about \$200 each

VI. RECOGNITION OF UNIT OWNERS

Unit 113 (Barry Bleiweis)

- Barry wanted to know how long it has been since our Reserve Study has been updated, and wanted to know if we are up to date with recommendations. Andi said that the next item to come up will be the railings. Neal said that things are in order; the painting and power washing has been done, the stairs have been repaired, and the elevator has been renovated, so we don't need a new study at this time. A new study will cost upwards of \$3500, and we want to be in compliance and manage the process for 84 unit owners. Andi then noted that we had to have the study done previously because we had no baseline, but now we do, and that the study is a recommendation, not a mandate. Neal noted that we have almost \$200,000 in reserves, and no major projects on the horizon. If banks don't feel there is enough in reserves, they will not provide mortgages to buyers. The reserve is increasing because we're spending less. Leon noted that there is no set time required between reserve reports, and the railing are good until 2039 if they're maintained
- Barry asked why our dues went up by 3% if we have excess funds. Neal said that we're trying to close the gap in building our reserves in order to avoid future assessments

Unit 105 (Michael McCoy)

- Mike wanted to know how much of the Accounts Receivable is old; Neal responded that two units are bank owned, two are in default, and 80 are current. Leon noted that he also questioned the Accounts Receivable at the last meeting. He said that we should replace our current attorney, since he hasn't been able to resolve issues with those who didn't pay their assessment. Leon made a motion that the Board of Directors should seek new legal counsel to resolve 318, 328, and 222 issues. There was no second, and Neal tabled the motion

Unit 326 (Leon Rickards)

- Leon said we used to record our minutes. He said that the minutes don't reflect what was said, and that the March minutes don't reflect his questions about \$60,000, which was important
- Leon asked why we schedule board meetings when we have events going on in Ocean City and a lot of traffic
- Leon stated that for all services, we need to send out a scope of work to contractors, and that last year, we spent \$4500 for landscaping when we could have obtained it for \$3000. Judy Bleiweis responded that the Board is a volunteer group, and Leon disagreed, saying that the Board is elected. Kathy Nuzback pointed out that Board members "volunteered to be elected"
- Leon said that the screen doors have warranties, and they are part of the common elements; Neal again referenced our master deed
- Leon noted that the front wall needs repainting, as there is bleed-through

VII. ELECTION OF DIRECTORS

- Neal explained that Bob Strauss was running for a Director position. There were no other nominees. A vote was called, and all were in favor of Bob assuming the position
- Leon suggested that Bob tell the unit owners a little about himself. Bob stood up and noted that he is a volunteer

VIII. ADJOURNMENT

At 11:35, Kathy Nuzback made a motion to adjourn and Keith Warner seconded the motion; the motion carried. Neal then handed out security bars to unit owners who wanted one

Respectfully Submitted,

Mary Ellen Morris Secretary, Orleans Court Condominium Association