

ORLEANS COURT CONDOMINIUM
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BOARD OF DIRECTORS MEETING MINUTES
Saturday, October 12, 2019

I. CALL TO ORDER

President Neal Jarvis (320) called the meeting to order at 4:00pm at Mana-Jit offices, 18 41st Street, Ocean City MD. Directors present were Susan Ackerman (315), Keith Remaly (305), Bob Strauss (122), and Mary Ellen Morris (206). Brett Staley of Mana-Jit Property Management was in attendance. Board of Directors' meeting packets included a Meeting Agenda, a copy of the March 16 BOD Meeting Minutes, and copy of the Orleans Court 2020 Proposed Budget. Owners present were Virginia Jarvis (320), Sue Strauss (122), Stacy Fletcher (324), Betty Feehley (321), Keith Warner (218), Mike and Sharon Sherman (328), and Yvonne Faucher (313)

II. APPROVAL OF PREVIOUS MINUTES

The meeting minutes from the March 16, 2019 Board of Directors Meeting were reviewed. Keith 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 (full report was read at the meeting):

- Unit 328 was sold since our last meeting. Word of mouth continues to be a viable way to promote available units in Orleans Court
- Neal continues to walk the property and picks up litter when he is in town, and he continues to find cigarette butts that have been thrown from balconies; some have been found in the courtyard, despite our no-smoking policy
- Neal continues to address issues as he comes across them: he has removed a few hornets' nests, fixed handrails that had become loose, replaced lightbulbs, and pruned shrubs. Virginia and Sandy Walp (314) weeded the courtyard flower beds a couple of times
- The drain in the east parking lot was clogged; the city cleared the pipe leading to the city drain
- Resorts-to-us continued their pool and walkways maintenance. The main pool was closed twice for extra maintenance, due to babies in diapers in the pool, which is not permitted
- Unit 115 sold at auction after a foreclosure
- Locks on laundry room doors have been an ongoing discussion, due to reports that non-residents/renters have been using the laundry rooms for other than doing laundry
- No one has claimed any of the derelict bikes that were removed from bike racks in November; they will be discarded
- Comcast continues to send out letters to owners who have more than one cable box; owners are reminded to use our bulk account number in addition to their individual account number when dealing with Comcast. Susan will be researching and evaluating cable options, as our Comcast contract is up next year
- Our attorney has two units in collections for unpaid past assessments through 2019
- There was a drain backup from the basement sump pump when the city was working on 140th street; we will continue to watch the sump pumps
- Brett will remove any junk that is stored in the basement
- The weathered and broken clocks in the courtyard were replaced
- Signs were posted stating the location of the Orleans Court dumpster
- The plant irrigation system was serviced
- Fire Protective Services found that during the Orleans Court annual inspection, a wire had been cut from unit 110 during a bathroom remodel, which caused a breach in our system that has since been repaired. Brett will detail the costs that were expended for the repair, and will bill unit 110 for costs over and above the annual maintenance costs
- Neal contacted the city about the poorly done sidewalk repair on Sinepuxtent; it has since been fixed
- Neal noted that when unit owners need to report maintenance issues, they should contact Mana-Jit and not Neal

B. Treasurer's Report

Susan read the Treasurer's Report:

- Balances in bank accounts as of October 10, 2019:
Operating Account: \$66,613.43
Reserve Account: \$220,322.23
Accounts Receivable: \$53,042.75
- Two transfers of \$10,067.00 were made to the reserve account, one on July 17 and one on October 10. Per our 2019 budget, a total of \$40,268.00 was transferred

C. Management Company Report

Brett did not read his report, noting that everything in his report was covered in Neal's report

IV. OLD BUSINESS

None

V. NEW BUSINESS

2020 Budget Prep

- Brett presented copies of the 2020 proposed budget in a format showing historical patterns
- It was agreed that going forward, the Board will utilize email notifications as much as possible in order to reduce administrative costs
- The 2020 proposed budget was reviewed in detail. It was noted that there are no capital improvements in the immediate future. There will be no increase in unit owners' assessments for 2020. The 2020 reserve contribution will be \$37,953
- Keith made a motion to accept the revised proposed budget as discussed, and Bob seconded the motion; the motion carried unanimously

Laundry Room Locks

- As discussed at our March meeting, there were reports of unauthorized use of at least one of our laundry rooms. Neal asked unit owners present at this meeting if they agreed that we should lock the doors, and they agreed. After discussing options, Neal proposed that we will install lockboxes on each laundry room door; the lock box will have a ~1 foot cord with the key attached to it, and each unit will also be mailed a key. The laundry room will be locked from around December to February. Brett noted that this project should cost several hundred dollars. Mary Ellen made a motion that we accept Neal's recommendation, and Susan seconded. The motion passed unanimously

Unit Concerns

- Neal read a letter a unit owner who has serious concerns about the living conditions in Unit 322, which is currently occupied by a long term renter. The letter noted that "The odors coming from the unit and from the back balcony have been so bad at times that I've had to keep my back and front doors and windows closed to avoid the smell. I think the unit is a health hazard and I am afraid of rodent and pest infestation among other things such as plumbing issues, mold, fire hazards, etc." There were two unit owners present at the meeting who had the complainant's authorization to represent her at the board meeting. The two unit owners came forward with additional first-hand descriptions of the conditions in Unit 322, as well as photographs taken when police were called to the unit for a wellness check. Neal noted that while unit owners are encouraged to report issues to the appropriate authorities themselves, in this case, the health and safety of others is an issue. He noted that protocol in handling this issue to date has been followed. The next step will be for Brett to send both a certified, signature. -required letter as well as a certified, no signature required letter to the unit owner, giving the unit owner 10 days to respond with her plans to mitigate this issue. If a response is not received, Mana-Jit will contact all appropriate authorities (Police, Department of Health, etc)

VI. RECOGNITION OF UNIT OWNERS

Unit 321 (Betty Feehley): Betty said that the railing repair near her unit still needs to be completed

Betty also noted that an individual in unit 217 walks around outside in her bra. Brett will make a phone call to the unit owner

Unit 313 (Yvonne Faucher): Yvonne noted that she thinks our laundry machine prices are high; Neal noted that we do not own the machines

Yvonne also noted that she is not happy about non-residents/renters using our pool, and there was a long discussion about possible remedies. In addition, Sharon noted that she has seen people diving in the pool, which is not allowed for safety reasons. There was a discussion about rules enforcement, and Mary Ellen noted that the Ocean City Police Department has a non-emergency number that owners can call if they are uncomfortable calling out such behavior to individuals. It was also agreed that we will remind unit owners of our pool rules when we send out one of our regular communications

Unit 324 (Stacy Fletcher): Stacy reiterated that she has safety concerns about unlocked laundry room doors, especially at night

Unit 218 (Keith Warner): Keith asked about the status of Unit 318. Neal noted that it is bank-owned, but in arrears

Regarding the pool discussion, Keith noted that he has seen people walk from the beach, take a dip in the pool, and then leave the premises

VII. ADJOURNMENT

At 5:52pm, A motion was made a motion to adjourn; the motion carried unanimously.

Respectfully Submitted,

Mary Ellen Morris

Secretary, Orleans Court Condominium Association