

ORLEANS COURT CONDOMINIUM
www.OrleansCourtOC.org
BOARD OF DIRECTORS MEETING MINUTES
Saturday, November 16, 2019

I. CALL TO ORDER

President Neal Jarvis (320) called the meeting to order at 9:00am 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 and a copy of the Orleans Court 2020 Proposed Budget which was accompanied by a detailed Year Over Year Budget spreadsheet. Mary Ellen provided Board members with an updated unit owner contact list. Owners present were Bob Ackerman (315) and Leon Rickards (326)

II. APPROVAL OF PREVIOUS MINUTES

The meeting minutes from the October 12 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 103 is for sale
- Unit 322 owner was sent a letter listing concerns with the condition of the unit, as was the real estate company, Holiday Rentals, which is managing rentals for the unit. The unit owner did not respond but Holiday Rental responded, requesting that all correspondence go through them. Holiday is taking action to remedy the condition of the unit, and will not renew the lease, which expires in February 2020
- Unit 222 is still in arrears, and our attorney, Jim Almand, will talk to them to encourage payments towards their assessments in arrears
- Unit 217 had a water heater leak that caused damage to both 217 and 117. Brett has worked with both unit owners and a contractor to address the damage. This caused about \$8000 in damage; the insurance on unit 217 will cover the first \$5000, and the association will be burdened with the balance, as the difference is not worth the risk to future premiums in submitting a claim
- Unit 110 was billed for the cost associated with the repair to the fire protective when a wire was cut during a bathroom renovation, and the unit owners promptly paid for that cost
- When a maintenance issue is known to need attention, unit owners should report the issue via email to Mana-Jit. Brett will contact Neal if something falls beyond his scope of approval
- There was discussion about emailing unit owners/website posting of Orleans Court units that are for sale. The Board agreed that we should begin doing this, and note it in Neal's winter letter to residents

B. Treasurer's Report

Susan read the Treasurer's Report:

- Balances in bank accounts as of November 16, 2019:
Operating Account: \$43,597.29
Reserve Account: \$220,460.71
Accounts Receivable: \$75,774.10

C. Management Company Report

Brett said that he handled the following:

- Distributed the 2020 proposed budget and meeting notice to unit owners
- Prepared and submitted a Year Over Year Budget Detail for the Board in addition to compiling the 2020 Budget
- Invoiced Unit 110 for Fire Protective Services repairs
- Received a letter from Unit 326 which directed all correspondence to be mailed via hardcopy
- Had the 2020 pool contract approved and returned to Resorts to Us
- Working with Units 217 and 117 regarding leakage from a water heater in 217
- Received a response and a key from Holiday Rentals regarding unit 322

- Brett received no response from unit owners regarding the 2020 proposed budget that was sent out, considered to be an acceptance of the proposed budget

IV. OLD BUSINESS

2020 Budget

- Leon said that he thought we should send out the Year Over Year detailed budget spreadsheet to unit owners along with any explanatory notes
- Regarding legal fees, Leon said that he thought our attorney should be sending us quarterly invoices
- Regarding Comcast fees, it was noted that Susan is taking point on Comcast negotiations in 2020

Laundry Room Locks

- This past year, we have had reports about unauthorized persons using our laundry facilities. Beginning the first week in December, the laundry rooms on each floor will be locked with a key. The key will be in a lockbox which will be mounted on the door jamb near the lock. The lockbox will have the key attached to a ~1 foot security cable, which, when the lockbox is opened with a code, is then used to unlock the door. The code for each of the three lockboxes will be the same: **1972** (which is the year that Orleans Court was built; unit owners could make a note of this code on their smart phones). Unit owners using the laundry facilities are responsible for locking and unlocking the door when using these facilities to protect our security

V. NEW BUSINESS

2020 Budget Approval

- Leon was presented a copy of the budget spreadsheet, which he said answered the three questions that he had
- Mary Ellen made a motion to approve the 2020 Orleans Court Budget, and Keith seconded the motion; the motion carried unanimously
- Susan will be taking the lead on looking at our Comcast cable options in 2020. Brett noted that of his management company accounts, only three buildings (with 4, 36, and our 84 units each) have a bulk cable contract. He noted that our cable costs are \$48.28 per unit, per month

VI. RECOGNITION OF UNIT OWNERS

Unit 326 (Leon Rickards):

- Leon asked about the status of Unit 322
- Leon asked how much Unit 328 sold for
- There was discussion about Unit 115 being sold at auction
- Leon said that Unit 318 is up for a Sheriff's sale in the spring
- Leon asked about last quarter's and this quarter's Accounts Receivable figures; Susan and Brett explained that timing of assessments influences these figures

VII. ADJOURNMENT

At 9:52am, Mary Ellen made a motion to adjourn, and Bob seconded. The motion carried unanimously, and the meeting was adjourned.

Respectfully Submitted,

Mary Ellen Morris

Secretary, Orleans Court Condominium Association