

**ORLEANS COURT CONDOMINIUM**  
[www.OrleansCourtOC.org](http://www.OrleansCourtOC.org)  
**BOARD OF DIRECTORS MEETING MINUTES**  
**Saturday, March 14, 2020**

**I. CALL TO ORDER**

President Neal Jarvis (320) called the meeting to order at 9:00am at Mana-Jit offices, 18 41<sup>st</sup> Street, Ocean City MD. Directors also present were Keith Remaly (305), Bob Strauss (122), and Mary Ellen Morris (206), via teleconference. Brett Staley of Mana-Jit Property Management was in attendance. Susan Ackerman (315) was not in attendance. Board of Directors' meeting packets included a Meeting Agenda, November 16, 2019 minutes, and a copy of the proposed Annual Meeting notice. The only owner present was Gilbert (Michael) Sherman (328)

**II. APPROVAL OF PREVIOUS MINUTES**

The meeting minutes from the November 16 Board of Directors Meeting were reviewed. Keith made a motion to approve the minutes, and Bob 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):

- Winterization letter and annual assessment coupons were sent out
- Additional LED daylight lightbulbs were ordered to keep in stock
- Residents continue to leave bulk items by the trash bin. These items cost Orleans Court to have them removed, so Neal continues to try to place these items in the trash bin to help minimize our costs
- The Department of Health sent certificates of good standing for pool maintenance to Neal's home; Brett has notified them of the correct mailing address
- Our Orleans Court Owners List and the Orleans Court website are updated regularly; welcome letters that include the website address are sent to new owners
- Susan has been in regular contact with Comcast regarding our cable contract
- Units 115 and 116 have recently been listed for sale; Unit 103 closed yesterday, and Unit 104 is pending. Neal continues to remind owners about self-promotion for our units listed for sale as a good way to get the word out
- The renter in Unit 322 has moved out, and cleaning and restoration are underway
- Jim Almand is working with Unit 318's owner to help manage payments that are in arrears
- Neal added two tall ashtrays at the stairs from the north alley, where cigarette butt litter has been a problem due to disrespectful residents
- Neal reminds owners that maintenance issues should be reported to Mana-Jit via email

**B. Treasurer's Report**

Brett read the Treasurer's Report on Susan's behalf. The motion to approve was made by Mary Ellen, and was seconded by Keith; the motion was approved unanimously

- Balances in bank accounts as of March 12, 2020:  
Operating Account: \$80,835.92  
Reserve Account: \$230,500.67  
Accounts Receivable: \$48,511.40

**C. Management Company Report**

Brett said that he handled the following items. The motion to accept this report was made by Bob; Keith seconded, and the motion carried unanimously

- The 2020 budget, assessment coupons, and winterization letter were sent out
- Laundry room locks were inspected
- The same St. Peter's church meeting room was reserved for the May 16 Annual Owners Meeting
- The 2020 landscaping agreement was received. The price remains the same; Neal will sign the agreement and Brett will send it out today
- The March 14 BOD meeting notice was sent out
- The draft for the May 16 Annual Owners Meeting notice was prepared for review
- The repairs to Units 217 and 117 due to a water heater malfunction have been completed

- Brett is meeting with PKS today to discuss the annual audit agreement. Because the request for information was delayed, the completed audit will not be available by the Annual Owners Meeting

#### **IV. NEW BUSINESS**

##### **Spring/Summer Preparation**

- This is the “off year” for full power washing of Orleans Court; only the front deck and the stairwells will be power washed. Neal suggested that they do a pre-service spot scrubbing in several areas prior to the power washing, especially the decking by Units 102 and 103 by the staircase and the path leading from Unit 322
- The pool will be open, and all plantings and mulching will be completed by the Annual Owners Meeting, weather permitting

##### **Annual Meeting Notice**

- When the Annual Owners Meeting Notice and Proxy are mailed, the mailing should include a stamped, self-addressed envelope
- No stamped, self-addressed envelope is required for Board of Director nomination forms

##### **Cable Contract Renewal**

- Susan sent the Board of Directors a copy of the email chain received from Michelle Langrell, the account executive for Xfinity Communities (Comcast)
- Pros and cons of renewing/canceling the Orleans Court bulk contract were reviewed in detail, as were the various internet/cable/video options should we decide to cancel the current contract. It was noted that our current Orleans Court internet service is extremely inexpensive (however, five owners have made decisions to purchase their own internet service at a higher price)
- The current Comcast bulk contract ends in July with an option to renew for one year at a 5% increase. Neal will ask Susan to obtain pricing and a formal contract for 1, 3, and 5 year cable-only bulk contracts for the board to review. The next step would be to negotiate better pricing on the contract. We have approximately 60 days to make the final decision

##### **Board Member Terms**

- Neal and Mary Ellen's Board of Director terms expire in May, and both have agreed to serve again if elected. Keith and Susan's terms expire next year, and Bob's expires the year after that

#### **V. RECOGNITION OF UNIT OWNERS**

##### **Unit 328 (Mike Sherman):**

- Regarding cable and internet needs, Mike noted that full time/seasonal/rental residents all have differing needs/wants. Mike noted that our current bulk rate is good, and that we could not get a price like that for comparable options

#### **VI. ADJOURNMENT**

At 10:07am, 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