

ORLEANS COURT CONDOMINIUM
[www.Orleans CourtOC.org](http://www.OrleansCourtOC.org)
ANNUAL OWNERS MEETING MINUTES
Saturday, May 16, 2020

I. CALL TO ORDER

President Neal Jarvis (320) called the meeting to order at 10:00am in the Orleans Court Condominiums Courtyard, 14001 Coastal Highway, Ocean City MD. Directors present were Keith Remaly (305), Bob Strauss (122) and Susan Ackerman (315); Brett Staley of Mana-Jit Property Management was also in attendance. Mary Ellen Morris participated by phone. Director's meeting packets included a Meeting Agenda, a copy of the May 19, 2019 Annual Owners Meeting Minutes, and an alpha/numeric unit owner list.

Unit owners in attendance in addition to Board members mentioned: Theresa Remington (107), Carolyn Remington (111), Tammy Dexter (118), Bob Strauss (122), Regina McCoy (126), Marie Torosino (208), Dennis Jones (209), Keith Warner (218), William Woodruff (302), Kathy Nusback (308), Tracie Harris (312), Yvonne Faucher (313), Janet Hill (324), Gilbert Sherman (328)

Neal introduced the Board of Directors, and noted that Bob Strauss was taking photographs of the meeting for the Orleans Court website

II. APPROVAL OF PREVIOUS MINUTES

The meeting minutes from the May 18, 2019 Annual Owners Meeting were reviewed. Marie Torosino (208) made a motion to approve the minutes, and Carolyn Remington (111) 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 October 12, November 16, and March 14, 2020. 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 Neal had limited emails this past year, but there was some communication regarding units 115, 328, and 318
- The laundry rooms had lockboxes added to the doors for security reasons. The November 16, 2019 annual winter letter to owners provided the overview and code, but unit owners can contact Mana-Jit for the code to the lockboxes
- The annual inspection of the fire alarm systems was done, and a cut wire during unit renovation was discovered. The wire was serviced and the unit owner covered the first \$5000 of repairs
- We are continuing with the same insurance company for coverage this year. The new rates are ~2% more than last year, but we have increased coverage of Wind Driven Rain and sewer backup
- Wi-Fi signal extenders have had their annual servicing. There was one small outage that was resolved quickly. There was limited interference with individual unit owners using their own extenders
- Our Treasurer, Susan, has continued her Comcast crusade for service at less cost. The Covid-19 pandemic has caused communications to slow, so we will be extending our two year extension provision in our current contract. Over the next year we will need to consider if we want to negotiate a contract or have unit owners provide their own service. Comcast is the only service provider in Ocean City at this time
- 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, and one guest decided to purchase their own unit
- We continue to remind owners NOT to use flushable wipe products as they clog the pipes and cause issues with the city sewage system. This problem was part of the reason that we needed to find a new insurance carrier last April
- There were the typical maintenance items to address this winter such as light bulb replacement throughout the building, draining the pool, and repairs to hand railings
- 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 walkway-only power washings. 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 created and approved a budget for 2020 and voted to not increase our annual assessments, as there is no big maintenance item looming
- On November 16, letters of instructions were sent to unit owners who are not full time residents asking them to winterize their units by December 1, 2019
- PKS has provided a draft 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 and no issues have been reported
- We 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. Over the winter, Neal replaced some unit owners' tarps that were blown off, but he will not continue this practice. Next winter, we will not be allowing use of the non-approved tarp-type cover
- We have several new owners since we met here last year, including two units that were sold since May of 2019
- It was suggested by a resident that lives year round here at Orleans Court that interested owners should have a voluntary list of units being rented. With this voluntary information your neighbors can alert you if someone was in your unit that should not be. Interested owners should send their unit numbers to Mary Ellen so that she can send an email blast to other owners
- 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
- The pool is cleaned and ready for use, but we will be monitoring notices from the Ocean City Mayor's Office and the Worcester County Health Department. We may be requiring sign-in sheets, limited time usage, and/or limits on people in the pool at any given time
- 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
- Unit owners should know 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 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
- It is the responsibility of each unit owner to keep Mana-Jit and our board secretary informed with up to date contact phone numbers and emails. This list is crucial to sending out important information such as the fire, flood, any break-in's, or other emergencies such as water leakage from one unit to another. Mana-Jit must also be provided with a key to each unit in event of an emergency. If there is an emergency and a working key has not been provided to Mana-Jit, force may be used to enter the unit
- Our irrigation system was serviced over the summer, and the controller was replaced. We ask unit owners to take it upon themselves to water the potted plants in the center of the courtyard when needed, as these pots do not have irrigation to them
- Signs were added to the elevators stating that a key is required for use of the elevators. We also added signage to direct people to the location of our dumpsters
- Bob Strauss and Neal Jarvis shoveled out the drains in the parking lot corners by 140th Street. The drain to Coastal Highway had a broken pipe and Brett had the city make the repair, as the pipe was broken when the sidewalk repairs on the city side were made
- Bob Strauss accompanies Neal on Saturday morning walkthroughs of the condominium complex. Neal trimmed the south alley bushes and the north alley trees
- Resorts To Us replaced the motor for the pump in the baby pool at a reasonable cost
- There was a water heater leak from unit 217 into unit 117. This caused damage that was mitigated, but the incident did leave a balance that the association had to cover, as it was not worth it to make a claim against our insurance coverage. The unit owners of 117 paid the first \$5000 of repairs, per condo law
- Neal replaced the pool and courtyard clocks at a reasonable cost, and added tall ashtray stands in the entrances by the north alley
- A problem renter in unit 322 was removed from the unit by that unit's management company
- Delaware Elevator had to replace a valve that was not part of the past renovation. The \$4000 repair cost was not anticipated in the 2020 budget, but it was partially offset by a decrease in electricity usage as a result of the problem
- Neal signed the 2020 contracts for renewal with Mana-Jit, Creative Landscapes, and Resorts to Us, as each have been a great team player and have kept costs in line
- Unit owners with concerns must send documentation of those concerns to a board member in writing; a courtyard conversation does not assure a response

B. Treasurer's Report

Susan read the Treasurer's Report:

- Balances in bank accounts as of December 31, 2019:
 - Operating Account: \$70,477.81
 - Reserve Account: \$220,737.13
- Interest earned on accounts for 2019 was \$145.05
- There were no attorney fees paid in 2019
- Balances in bank accounts as of May 16, 2020:
 - Operating Account: \$69,350.94
 - Reserve Account: \$240,240.77
- Activity since last annual meeting on May 18, 2019:
 - Two quarterly payments of \$10,067.00 were transferred from the operating account to the reserve account, totaling \$20,134.00 for a total of \$40,268.00, per the budget
- Activity for 2020:

Two quarterly payments of \$9488.25 were transferred from the operating account to the reserve account, totaling \$18,976.50

- Accounts receivable as of May 16, 2020 is \$58,128.40

C. Management Company Report

Brett read the Management Company Report:

- Brett managed ongoing bookkeeping responsibilities and payment processing
- Mana-Jit hosted BOD meetings and Brett reserved space for the annual Owner's Meeting. The cost of renting this room will be credited to our 2021 Annual Meeting
- Brett acted as unit owner/Board of Directors/Mana-Jit liaison
- Brett coordinated the annual audit with PKS; copies of the report were unavailable at today's meeting, as they were delayed in reaching Mana-Jit due to the pandemic. Unit owners may request a copy from Brett
- Brett worked with contractors to ensure that the property is ready for summer use
- Brett handled resale documents and questionnaires on units that transferred ownership
- Brett handled leak mitigation efforts for units 217/117
- Brett coordinated security locks installation for the three laundry rooms

IV. OLD BUSINESS

Comcast Contract Renewal

- Comcast contract status was discussed in the President's Report
- Neal provided clarification regarding Comcast cable and Internet services: These are separate services. The Comcast expense included in our budget includes cable TV service and boxes. Our internet expense is ~\$1000/year, and the extenders installed about four years ago have enhanced wireless reception. Per Neal, it is not perfect in all units, and newer devices seem to do better in receiving signals. Some owners have chosen to purchase their own internet services. Per Neal, if we decide to get rid of Comcast, we will need to get rid of internet because our current setup will not be able to handle increased load

Laundry Room Security

- Laundry room security was discussed in the President's Report

V. NEW BUSINESS

Comcast Contract Renewal

- The Comcast contract was partially discussed earlier. We do not have a new contract offer due to communication delays/breakdowns during the pandemic. Our current contract offers a two year extension with a 3% annual increase, and we will vote to accept that option. Susan Ackerman made a motion to accept the option for a two year extension with Comcast at a 3% annual increase, and Kathy Nusback seconded the motion. The motion was voted with unit owners, and carried unanimously

VI. RECOGNITION OF UNIT OWNERS

Unit 328 (Sharon Maenner)

- Unit owner wanted clarification about pool rules. Neal confirmed that there is no glass allowed in the pool area, and that children under 14 are not permitted in the pool without a parent present
- Signage in common areas has increased, and Neal noted that there are brass "No Smoking" signs that he has placed throughout the common areas

Unit 218 (Keith Warner)

- Unit owner noted that the walkway railings are looking bad in some areas, and wanted to know what options are available. Neal explained that our current sustainability report says that they are good for several more years, and estimates for treating the current railings ranged from ~\$40,000--\$70,000. We had discussed taking the top of the railings off, planing, staining, and replacing them. Neal noted that the railings are made of good wood and are well made

Unit 209 (Dennis Jones)

- Unit owner noted that the bike racks are full. Neal said that originally, there was only one bike rack, then two, and a couple of years ago, the number of bike racks was increased to four (two on each side of the courtyard). Only two bikes per unit are permitted, which is still a capacity stretch. One solution may be to approach owners who don't use the bikes that they have in the bike racks, and ask if they are willing to give them up

VII. ELECTION OF DIRECTORS

- Neal explained that he and Mary Ellen were running for president and secretary, respectively. There were no other written nominations, and none from the floor. A motion to vote was called by Carolyn Remington, and Kathy Nusback seconded. The nominations were voted, and all were in favor of Neal and Mary Ellen continuing in their current roles

VIII. ADJOURNMENT

At 10:59, Kathy Nuzback made a motion to adjourn the meeting, and Keith Warner seconded the motion, which carried unanimously

Respectfully Submitted,

Mary Ellen Morris Secretary, Orleans Court Condominium Association