

ORLEANS COURT CONDOMINIUM
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BOARD OF DIRECTORS MEETING MINUTES
Friday, September 18, 2020

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 also present were Keith Remaly (305), Susan Ackerman (315), and Mary Ellen Morris (206). Brett Staley of Mana-Jit Property Management was in attendance. Board of Directors' meeting packets included a Meeting Agenda, March 14 Meeting Minutes, and a copy of the 2021 budget worksheet. Owners signed in as present were Gilbert (Michael) and Sharon Sherman (328), Paul and Janet Hill (324), and Leon Rickards (326); owner relative Sid King's son Spencer was also in attendance

II. APPROVAL OF PREVIOUS MINUTES

The meeting minutes from the March 14 Board of Directors Meeting were reviewed. Susan made a motion to approve the minutes, and Keith 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):

- Our property insurance policy was negotiated and put in place
- Trash continues to be left next to our dumpster and Neal or Bob Strauss put it inside the dumpster whenever possible
- The Department of Health sent Neal a letter stating that our wading pool was out of compliance; Neal spoke with Bart Dorsch from the Worcester County Department of Health, and submitted a variance request to the state. Neal then spoke with Mike McNeely from the state, who said he would meet with Bart for a site inspection
- Several units in Orleans Court have been listed for sale; only 318 is still for sale. Neal said that self-promotion is the best promotion for Orleans Court
- Communications from unit owners should be via email, unless an emergency exists
- Some complaints that Neal has received include glass in the pool/courtyard areas, food in the pool area, adults in the children's pool and babies in the adult pool, propping the pool gate open so children could run free in the pool and courtyard, weak WiFi signals, lack of sufficient bicycle parking, smokers with lit cigarettes on walkways, loud noise on balconies late at night, and outsiders using the pool. Measures have/are being taken to address each of these issues
- Neal and Bob installed a new bike rack to allow for additional bike parking
- Brett had "No Glass" signs made, and Neal installed
- Neal and Bob replaced the hardware on a few rusted handrails, and tightened a few loose railings
- Bob made a nice display for our four "Ocean City Beauty Spot" awards
- As a result of a tenant email complaint from unit 109, a new handrail was installed by the two stairs to the north alley
- As a result of an email from the same tenant, the sewer lines from the unit were inspected for clogs, and none was found; if any back-up occurred, it was limited to the tenant's toilet
- The tenant in unit 109 was sent a Cease and Desist letter as a result of his relentless email harassment and threats to the Association
- The HVAC in the elevator machine room failed and was replaced
- Resorts to Us have done a good job working with us amid often changing pandemic regulations; Scott and his team helped negotiate with the Health Department to safely reopen our pool; notices were sent out to unit owners and were posted on the Orleans Court website
- The tall ashtrays that Neal added at the stairs by the north alley have minimized the number of discarded cigarette butts on the ground
- Neal reiterated that when a maintenance or owner issues exist that need attention, unit owners should report the issue by email to Mana-Jit; Brett will contact Neal if he is needed. Neal and his wife often have their own vacation time taken up with these discussions
- Neal and Bob continue to pick up trash when they are in town, and Brett does a weekly walk-through
- 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

B. Treasurer's Report

Susan read the Treasurer's Report. 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 September 16, 2020:
 - Operating Account: \$81,572.35
 - Reserve Account: \$250,139.66
 - Accounts Receivable: \$52,406.89
- On July 20, 2020, the third quarterly transfer from the operating account to the reserve account was made in the amount of \$9,488.25

C. Management Company Report

Brett said that he handled the following items:

- Coordinate the spring/summer preparations with pool, landscaping, walkway/stairwell power washing
- Assisted PKS and the Board to finalize the 2019 audit
- Coordinated the master insurance renewal and had posted on the website
- Handled resale documents and questionnaires
- Coordinated the addition of handrails on the north stairwells from the alley
- Coordinated COVID-19 related guidelines with pool opening
- Worked with unit 318 bank owners to receive payment in full of past owned dues
- Dealt with laundry machine issues related to high volume usage
- Dealt with WiFi questions and issues; worked with Comcast to increase internet speeds from 75MB to 600MB
- Coordinated the addition of a new bike rack and additional signage
- Coordinated the replacement of the elevator machine room AC unit

IV. NEW BUSINESS

Security and Pool Access Control

- Neal suggested forming a Courtyard Pool Committee to offer solutions to issues related to the pool/courtyard usage this past year. Neal had some suggestions as did owners present, which included motion-activated lighting, trail cameras, continued issuance of Rules and Regulations, unit owner identification tags, "Security" tee-shirts, etc.

2021 Budget Preparation

- The Board members worked through each line item on the 2021 budget worksheet, noting only nominal increases for property management, insurance, electric, cable, and powerwashing
- A motion was made by Mary Ellen to accept the 2021 draft budget to unit owners as revised from 2020; Keith seconded the motion and the motion passed unanimously. The 2021 budget will require no assessment increase to unit owners in 2021 if the draft is voted to be accepted

Cable Contract Renewal

- The current contract has been extended for an additional two years, giving us more time to consider alternatives

V. RECOGNITION OF UNIT OWNERS

Unit 326 (Leon Rickards):

- Leon asked the Board to reconsider meeting other than on Ocean City BikeFest weekend, as it was difficult to hear the Board members' discussions
- Leon suggested ways that the budget layout could be improved
- Leon noted errors in the draft minutes of the May Owners Meeting; Neal explained that since this was a Board meeting, those comments should be brought up at the next Owners Meeting so that corrections could be made before approval of those minutes
- Leon noted that all Directors and unit owners should know insurance policy costs and coverage
- Leon noted that Mary Ellen, Susan, Keith and Brett were not performing their jobs as they should

Unit 328 (Mike Sherman):

- Mike suggested that the format of the Board meetings should be changed so that owners could provide input; Neal explained that that was done during the "Recognition of Unit Owners" segment of the Board Meetings

Unit 324 (Janet Hill):

- Janet said that a renter has friends with big dogs regularly in his unit and that they appeared to be nasty; Brett will send a letter to the unit owner stating that renters may not have dogs in their units

VI. ADJOURNMENT

At 5:27pm, Mary Ellen made a motion to adjourn, and Susan seconded. The motion carried unanimously, and the meeting was adjourned.

Respectfully Submitted,

Mary Ellen Morris

Secretary, Orleans Court Condominium Association

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