

**ORLEANS COURT CONDOMINIUM**  
[www.OrleansCourtOC.org](http://www.OrleansCourtOC.org)  
**BOARD OF DIRECTORS MEETING MINUTES**  
**Saturday, March 13, 2021**

**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. Also present were Directors Susan Ackerman (315) and Keith Remaly (305); Bob Strauss (122) and Mary Ellen Morris (206) attended by phone, which Mary Ellen pointed out was in compliance with legal requirements. Brett Staley of Mana-Jit Property Management was also in attendance in the room. Board of Directors' meeting packets, which had been emailed out previously, included a Meeting Agenda and the November 21 Meeting Minutes. Owners present were Leon Rickards (326), Keith Warner (218), Bob Ackerman ((315) and Mike and Sharon Sherman (328)

**II. APPROVAL OF PREVIOUS MINUTES**

The meeting minutes from the November 21 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):

- Several units in Orleans Court have been listed for sale and have sold recently. Neal stated that owners wishing to sell should let the Board know so that we can let others know what is available. Most units are selling quickly. Neal welcomed new owners of units 104, 211 and 304 with pending sales; 201 was just listed.
- Leon reached out to Neal to share a Zoom meeting with the city to discuss the use of the former Phillips Seafood properties. It was said the lot next to us will remain as a parking area
- Neal talked to Cindy, our landscape contractor, to discuss options for our seasonal potted plants; Neal requested a mid-season cleanup of bushes and weed pulling
- Neal signed service provider contracts for 2021
- The County Health Department said that the COVID-related rules for the use of the pool have been lifted by the Maryland Department of Health, and Orleans Court is to follow the current county, state and CDC guidelines. Neal has still been unable to get the state inspector to meet on site for the issues brought up by the county claiming that our wading pool gate height is improper per current code; they did extend their concern to October 2021

**B. Treasurer's Report**

Susan read the Treasurer's Report:

Balances in bank accounts as of March 13, 2021  
Operating Account: \$112,395.43  
Reserve Account: \$268,751.73  
Accounts Receivable: \$38,529.09

- On January 4, the first quarter transfer from the operating account to the reserve account was made in the amount of \$8489.25

**C. Management Company Report**

Brett said that he handled the following items:

- In December, Brett sent a copy of the 2021 Budget, the annual winterization letter, and assessment payment coupons to unit owners
- Brett coordinated snow removal with Resorts to Us
- Brett managed plans for spring/summer cleanup
- Brett arranged for the front wall to be repainted at 2017 pricing when the weather warms up and is dryer
- Brett arranged for the landscaping and the power washing to be done; he noted that the power washing will be done at the 2019 rate
- Brett noted that the PKS annual audit will begin soon
- Resale Certificates have been sent out
- Brett noted that St. Peter's church has not yet confirmed availability of their meeting room for our annual Owners Meeting, so we may need to hold it once again in the Orleans Court courtyard, like we did in 2020
- Brett noted that the lockboxes on the back of the 2<sup>nd</sup> and 3<sup>rd</sup> floor laundry room doors have been relocated to the wall, due to wear and tear on the door hinges

- Brett noted that he has been having difficulty finding a contractor to handle the repairs needed where the upper walkway wooden posts meet the concrete at the courtyard level. The north stairwell brackets and galvanized supports can easily be addressed. Brett will continue to research contractors
- Keith motioned to approve the President's Report, the Treasurer's Report, and the Management Company Report; Susan seconded the motion and the motion carried unanimously

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

##### **Pool/Courtyard Committee**

- Only one unit owner, Keith Remaly, volunteered for the proposed Pool/Courtyard Committee. After discussion, it was agreed that we aren't anticipating some of the issues that occurred in 2020, but we do want to address the issue of uninvited guests using the pool and courtyard. It was noted that only guests who have access to their owner's unit may use the pool. It was agreed that we would issue six identification tags that can be attached to key rings or bracelets to each unit owner, and owners would be responsible for them and be charged for lost or missing tags. The tags will have identification numbers on them, not the unit number, for privacy reasons. Brett will research metal vs. plastic options. Leon noted that in the event of uninvited guests, the Ocean City Police Department's non-emergency line should be called. Keith made a motion to initiate the use of identification tags, and Mary Ellen seconded the motion. The motion carried.

##### **2021 Season Prep**

- Orleans Court's siding and walkways will be power washed. Mary Ellen will send out an email noting the planned date, and will also note that owners are liable for their own possessions on balconies

##### **Security Cameras**

- It was agreed that there are no plans to install security cameras at this time

#### **RECOGNITION OF UNIT OWNERS**

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

- It was noted that there is a loose brick by the mailbox

##### **Unit 326 (Leon Rickards):**

- Leon wanted information about the debt on unit 222

##### **Unit 315 (Susan Ackerman):**

- Susan said that she thought our landscaping costs could be reduced by using less expensive plantings and flowers; after discussion, it was decided to maintain the current varieties and level of landscaping that we now have
- Susan also asked about a letter she received regarding insurance coverage and costs; Brett explained our coverage and costs

#### **V. ADJOURNMENT**

At 10:10am, the meeting was adjourned.

Respectfully Submitted,  
 Mary Ellen Morris  
 Secretary, Orleans Court Condominium Association  
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