

**ORLEANS COURT CONDOMINIUM**  
**[www.Orleans CourtOC.org](http://www.OrleansCourtOC.org)**  
**ANNUAL OWNERS MEETING MINUTES**  
**Saturday, May 15, 2021**

**I. CALL TO ORDER**

President Neal Jarvis (320) called the meeting to order at 10:03am in the Orleans Court Condominiums Courtyard, 14001 Coastal Highway, Ocean City MD. Directors present were Keith Remaly (305), Bob Strauss (122, via telephone), Mary Ellen Morris (206), and Susan Ackerman (315); Brett Staley and his newest staff member Sean of Mana-Jit Property Management was also in attendance. Director's meeting packets included a Meeting Agenda, a copy of the May 16, 2020 Annual Owners Meeting Minutes, and an alpha/numeric unit owner list.

The required quorum was met, with 37 unit owners/proxies in attendance. Unit owners in attendance in addition to Board members mentioned: Andrea Hutt (101), Jeanine Nutter and Scott Bowers (104), Theresa and Danny Remington (107), Carolyn Remington (111), Barry and Judy Bleiweis (113), Owner (115), Shawn Chadwick (117), Jeannie McCoy (126), Mary Ellen Morris (206), Paul Schnitman (207), Salvatore and Marie Torosino (208), Joan Mills (210), Cheryl Einstein (211), Keith Warner (218), Perry and Sheila Stutman (219), Tracy Renee Garner (220), Jeannie McCoy (126), Speros Miller, Keith Remaly (305), Kathy Nuzback (308), Bob and Susan Ackerman (315), David Chambers, Neal and Virginia Jarvis (320), Janet Hill and Stacy Fletcher (324), Gilbert Sherman and Sharon Maenner (328), and non-unit owner (109)

Neal introduced the Board of Directors, and noted that Bob Strauss was on the phone

**II. APPROVAL OF PREVIOUS MINUTES**

The meeting minutes from the May 16, 2020 Annual Owners Meeting were reviewed. Leon Rickards (326) noted a typo on the minutes, noting that the leak mentioned in the President's Report should have stated 217 was responsible, not 117. Robert McLeary (316) made a motion to approve the amended minutes, and Marie Torsino (208) seconded the motion; the motion carried unanimously

**III. REPORTS**

**A. President's Report**

Neal read his report in its entirety, which included the following highlights:

- Neal reminded that the Board of Directors is a team of five volunteers who work to make the best decisions to keep the the building and property in good working order. Board members are not compensated
- The BOD met September 18 and November 21, 2020, and March 11, 2021. The minutes of these meetings can be found on the Orleans Court website: [www.orleanscourtoc.org](http://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 unit 222
- There was communication with unit owners asking for information. Of concern is the topic of requests to waive fees for late assessment payments. It is important for unit owners to know that the due date is the 1<sup>st</sup> of each quarter with a 15 day grace period for mailing purposes
- The laundry rooms had lockboxes added to the doors for security reasons, but it appears that locking them when not in use is inconsistent. Owners are encouraged to keep the doors locked from December through February
- The annual inspection of the fire alarm systems was done
- We are continuing with the same insurance company for coverage this year The new rates are ~6% more than last year for the same coverage
- Our Treasurer, Susan, has continued her Comcast crusade for service at less cost. Over the next year we will need to consider if we want to negotiate a new contract or have unit owners provide their own service. Comcast is the only service provider in Ocean City at this time
- 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 power washings at the same cost as last year
- We created and approved a budget for 2021 and voted to not increase our annual assessments, as there is no big maintenance item looming

- The courtyard wall was repainted, something we will need to do every few seasons
- Letters with winterization instructions were sent to unit owners along with assessment coupons with instructions for non-full time residents to winterize their units by December 1st
- PKS has provided a draft copy of the annual audit. Neal, our treasurer Susan and our management company received a copy for their review and signature<sup>SEP</sup>
- 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 continue to service the sump pumps in the north building basement as needed. Old items in the basement were removed
- We have continued to treat the property for mice
- Susan continues to make arrangements for unit owners to purchase the only approved HVAC winter covers
- Neal welcomed several new owners, including units 103, 104, 115, 116, 119, 201, 211, 223, 304 and 311
- 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. It is not the responsibility of the association to cover the cost for a unit owner renovating or tossing out large pieces of furniture
- Neal reminded pet owners to pick up after their dogs on our property and neighboring properties. Only unit owners may have dogs on site; renters are not permitted to have dogs in units
- 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. Chairs have been added to the wading pool area
- The pool remains a topic of concern each summer. The biggest concerns were babies and children in diapers in the adult pool. The other concerns were glass containers in the pool area, non-Orleans Court residents using the pool without an owner present, and glass containers in the pool and courtyard areas
- 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-ins, 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, with damage at the owners expense
- Our irrigation system was serviced. 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
- Neal signed the 2021 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
- Brett is getting bids to replace the hatch door to the cellar
- There were several units' coach lamps broken this past year, many due to furniture being moved through walkways. Owners must observe delivery drivers as purchases are brought in, and must pay for any damages
- Two new bike racks were installed in the north alley. Bikes must be labeled with unit number. Only two bikes per unit are permitted in the bike racks
- Handrails were added to two north alley steps
- The WiFi signal and speed were increased at minimal cost
- Neal attended a Zoom Ocean City Council Meeting where the old Phillips Seafood property next to Orleans Court was discussed; it is said it will remain a parking lot
- Neal put out a request for volunteers for a courtyard committee, but only Keith Warner volunteered. The use of key tags in the pool area was approved at the last BOD meeting though Neal wanted the owners to decide
- Unit owners with concerns must send documentation of those concerns to Mana-Jit in writing; a phone call or courtyard conversation with a board member does not assure a response. Emergency calls should be made directly to OC Police or the OC Fire Company or Mana-Jit
- Following the President's Report, Stacey Fletcher (324) said that when the renter in unit 322 moved out, there was trash and furniture left behind near the dumpster and in the walkways when they moved in. She said that unit owners should be billed for that. She said that she called Mana-Jit and never got a response. She was told the city was notified to come for special pickup and that they were on their timeline for removal. There was further discussion about the need to get back to individuals who have questions or concerns; Andi (101) suggested a brief email stating acknowledgement of the all or email even if we don't yet have an answer. Neal (320) said that his time is valuable and that he's a volunteer. Leon (326) took issue with that, and said that the Board members are not volunteers; Barry (113) clarified, and said that Board members volunteered to be nominated for their roles, and as such, are volunteers

- Following the President's Report, Paul (207) requested that the Board ask unit owners not to put extenders in their units as they are disruptive. Neal said that the last time the WiFi unit was serviced, the extenders were disabled internally electronically
- Following the President's Report, Susan (315) said that the price has gone up for HVAC covers, but that she will still take orders. The covers are \$60.00 each, and must be paid for with cash or a money order to Susan

## **B. Treasurer's Report**

Susan read the Treasurer's Report:

- Balances in bank accounts as of December 31, 2020:  
Operating Account: \$87,735.22  
Reserve Account: \$260,053.11
- Interest earned on accounts for 2020 was \$1362.98
- Attorney fees paid in 2020 were \$775.00
- Balances in bank accounts as of May 15, 2021:  
Operating Account: \$97,350.69  
Reserve Account: \$277,474.94
- Activity since last annual meeting on May 16, 2020:  
Two quarterly payments of \$9488.25 were transferred from the operating account to the reserve account, totaling \$18,976.50 for a total of \$37,953.00, per the budget
- Activity for 2021:  
Two quarterly payments of \$8489.25 were transferred from the operating account to the reserve account, totaling \$16,978.50
- Accounts receivable as of May 16, 2021 is \$46,325.99

Jeannie McCoy (126) made a motion to approve the financial report, and Andi Hutt (101) seconded the motion; the motion carried unanimously

Leon Rickards (326) had questions about the engagement letter from PKS, our auditing firm, and said that the treasurer and the rest of the Board should know what their responsibilities are. Susan, our treasurer, confirmed that she reviews all transactions. Leon then stated that the treasurer should give PKS a scope of work, and Susan stated that she does. Leon said that he'd like to make an administrative resolution that the treasurer signs all checks over \$500, and Andi Hutt (101) responded as past treasurer, that Brett (Mana-Jit) only signs checks that are approved by the Board. Brett noted that he provides PKS with all financials. Imogene McCleary (316) noted that we should always be sure that there is a separation of duties regarding the audit process, and said that it appears that we have the proper monitoring in place. Brett agreed, noting that Susan watches financial activity transaction by transaction, so safeguards exist

Barry Bleiweis (113) asked when the last reserve study was done, and discussion ensued. Our current reserve study is adequate for Orleans Court life expectancy

## **C. Management Company Report**

Brett read the Management Company Report:

- Brett managed ongoing bookkeeping responsibilities and payment processing
- Mana-Jit hosted BOD meetings
- Brett acted as unit owner/Board of Directors/Mana-Jit liaison
- Brett coordinated the annual audit with PKS; copies of the report were available at today's meeting. Unit owners may request a copy from Brett
- Brett worked with contractors , including power washing, wall painting, etc
- Brett handled resale documents and questionnaires on units that transferred ownership

Kathy Nuzback (308) made a motion to accept the Management Company report, and Carolyn Remington (111) seconded the motion; the motion carried unanimously

#### **IV. OLD BUSINESS**

##### **Comcast Contract Renewal**

- Comcast contract status was discussed in the President's Report. Jeanine Nutter (104) asked how much our assessments would be reduced if we eliminated Comcast, and Neal responded that they would not go down very much and personal cable contracts may cost unit owners more

##### **Pool Tags**

- Neal said that there was an issue last summer with perceived trespassers and also people known to until 311 having guests use our pool when the residents themselves weren't on site. Neal said that guests must not use the pool unless a resident is on site or have a key to access their unit, as they would have no access to a bathroom if needed. There was subsequent discussion about how that would be known, so it was again agreed that pool tags were needed. The discussion included a recommendation for bar coded tags, but it was decided that that may be an administrative burden. Imogene McCleary (316) said that uninvited people on our premises constitutes trespassing, and police should be called. Andi Hutt (101) made a motion to purchase six tags for each unit, and Paul Schnitman (207) seconded the motion; the motion carried unanimously. Shawn Chadwick (117) suggested that we have a large sign by the pool that states residents should call the police (with police non-emergency number included) to report unauthorized people in the pool area. Jeanine Nutter (104) suggested that the tags be bright and distinguishable

#### **V. NEW BUSINESS**

##### **Late Assessment Fee Payments**

- Late assessment fee payments were discussed in the President's Report. There will be no waivers for late fees

#### **VI. RECOGNITION OF UNIT OWNERS**

##### **Unit 109 (Non-Unit Owner)**

- A question was asked as to whether or not Orleans Court had a plumbing contract with Atlantic Plumbing. We do not have any plumbing contracts

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

- Leon said that in the past, we had our insurance agent at meetings, as well as PKS, for question and answer sessions. Leon also stated that we should have insurance and budget committees, that the Board shouldn't be making these decisions

##### **Unit 113 (Barry Bleiweis)**

- Barry asked if Mana-Jit checks for water in the basement, and Neal responded that they do so routinely. Judy commented that the landscaping looks beautiful

##### **Unit 324 (Janet Hill)**

- Stated that adults sit in the kiddie pool and drink. She feels they should not be permitted
- Neal noted that our little pool in the courtyard is licensed as a "wading pool," not a "kiddie pool," and because of that distinction any resident can use it, though he did agree if children are around, they should have first priority

#### **VII. ELECTION OF DIRECTORS**

- Brett asked for nominations for the Board of Directors from the floor, as Keith and Susan's terms were expiring. A non-resident (109) nominated Leon (326) and Stacey (324); a nomination was also made for Mike Sherman (328). Leon and Mike both declined the nominations
- Paul (207) made a motion to accept the current Board of Directors through acclamation, and Carolyn (111) seconded the motion. The motion passed unanimously

#### **VIII. ADJOURNMENT**

Before adjourning the meeting, Neal offered sympathy for the recent deaths of Bill McCoy (110) and Sid King (112). The meeting was adjourned at 11:48am.

Respectfully Submitted,

*Mary Ellen Morris*

Secretary, Orleans Court Condominium Association