

ORLEANS COURT CONDOMINIUM
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BOARD OF DIRECTORS MEETING MINUTES
Friday, September 17, 2021

I. CALL TO ORDER

President Neal Jarvis (320) called the meeting to order at 4:00pm in Mana-Jit Offices at 18 41st Street Coastal Highway, Ocean City MD. Directors present were Mary Ellen Morris (206), and Susan Ackerman (315); Keith Remaly (305) and Jeannie McCoy (126) attended the meeting via teleconference. Brett Staley of Mana-Jit was also in attendance. Neal noted that Jeannie McCoy was appointed to replace Bob Strauss when Bob moved out of state and resigned. Unit Owners in attendance were from units 326, 328, and 201. Director's meeting packets included a Meeting Agenda, a copy of the March 13, 2021 Board of Directors Owners Meeting Minutes, and a 2022 Proposed Budget

II. APPROVAL OF PREVIOUS MINUTES

The meeting minutes from the March 13, 2021 Board of Directors Meeting were approved as amended: Under New Business, Keith Remaly's name was incorrect; the Pool Committee volunteer was actually Keith Warner. Mary Ellen made a motion to approve the amended minutes, and Susan 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:

- We met on May 15, 2021 for the Annual Owners Meeting
- Orleans Court won a 2021 Ocean City Beauty Spot Award
- Bob Strauss resigned his position of director at the conclusion of our Annual Owners Meeting when the BOD went into session to determine new officers on the board. Jeannie McCoy accepted the role as director
- Only one unit in Orleans Court had been listed for sale and has sold. If you are selling your unit, let the board know so that we can let others know
- We added courtyard signs stating the required use of pool tags
- A few pool chairs have been ordered to replace broken ones
- Brett had the laundry room dryer vents cleaned
- Our landscape contractor was contacted for mid-season cleanup
- Beacon Electric has replaced broken bulbs and coach lamps
- Brett is obtaining bids to deal with rusted upper walkway post hardware (where the upper walkway wooden post meets the concrete at the courtyard level). Only two contractors submitted bids, and one of them wanted to work on one post to determine difficulty before committing to the entire job. This will be an expensive project
- Resorts to Us power washed the stairs and walkways
- The hatch to the cellar has rusted out and will be replaced this fall
- Alley parking has been an issue, and lines for designated parking spaces will be painted
- The Resorts to Us contract has been signed with a small price increase
- A unit owner requested not to include her name in meeting minutes. Going forward, unit owner numbers for reference will be used, without names
- RYT repaired the outdoor foot shower
- The pool was closed for a day in August due to feces in the pool; it is imperative that diapers/pull ups are never allowed in the pool
- A renter had two dogs in the pool one evening, a clear health hazard
- Ocean City code has changed recently, and our wading pool gate falls within code requirements
- Neal and Jim Almand, our attorney, are continuing to work on collections of liens against unit 222 owners, now that court closures and foreclosure moratoriums have been lifted
- Jim Almand sent a letter on May 19th to the tenant in unit 109 to cease and desist his harassing behavior of emails and texts toward the Board of Directors members
- Unit 217 leaked into unit 117 again and ~\$11,000 damage was caused. Unit 217 will pay the first \$5,000, and Orleans Court will unfortunately pay \$6,000, as filing an insurance claim would result in higher premiums. It was agreed that we need to raise our deductible to \$10,000

B. Treasurer's Report

Susan read the Treasurer's Report:

- Balances in bank accounts as of September 17, 2021:
Operating Account: \$92,900.94
Reserve Account: \$286,414.06
- Activity on July 15, 2021
The third quarterly payment of \$8489.25 was transferred from the operating account to the reserve account per the budget
- Accounts receivable per the aging summary as of September 17, 2021 is \$54,723.54

Susan mentioned the need to open a second bank account since the FDIC insures only up to \$250,000. Mary Ellen made a motion, per audit recommendations, to open this second account. Jeannie seconded the motion and the motion carried unanimously. Susan will work this process through the Bank of Ocean City

Per audit recommendations, Mary Ellen made a motion to move \$19,886 in excess 2020 operating funds into the reserve account. Jeannie seconded the motion and the motion carried unanimously

C. Management Company Report

Brett read the Management Company Report:

- Brett managed ongoing bookkeeping responsibilities and payment processing
- Brett designed, ordered, and mailed out the new pool tags; only one pool tag replacement (for cost) has been required
- Brett worked with PKS to finalize the audit
- Brett ordered the new replacement pool furniture; it will be stored until spring
- Brett coordinated the seasonal WiFi tune-up, resulting in enhanced connectivity
- Brett obtained proposals for the basement hatch; the door will be replaced and has been ordered
- Brett obtained pricing for support post attachments in the courtyard and stairwells at a cost of roughly \$2,600 each; we will start with work on 6 posts in the pool area
- Brett coordinated leak mitigation from 217 to 117; full repairs are pending
- Brett compiled agenda and distributed the meeting notice for this meeting
- Brett compiled the year-over-year budget prep spreadsheet for discussion and final draft

IV. OLD BUSINESS (some old business discussed previously)

Security Cameras

- It was decided that we would not discuss security cameras further at this time, as we don't have appropriate monitoring availability

V. NEW BUSINESS

Mailbox for Small Packages

- It appears that a very few unit owners are using the Orleans Court mailbox as their personal mail storage unit, causing mail and packages to pile up. The use of this mailbox will be addressed in an upcoming Orleans Court communication, and in the meantime, will replace the box with a much larger one that can accommodate packages and mail

Rules and Regulations Communications

- This past season, there have been several infractions of rules, regulations, and common sense, including:
 - Rude verbal challenges by owners/tenants (i.e., parking in the North Alley)
 - Allowing diapered children in the adult pool, requiring attention from pool management
 - Attempts to put bag of trash in the electrical area by courtyard
 - Allowing dogs in the wading pool
 - Dragging leaking trash to the dumpster, resulting in dirty streaks on walkways and requiring additional power washing
 - Discarding used furniture and mattresses in dumpster enclosure (instead of IN dumpster), resulting in an unsightly trash area and a removal expense charged to Orleans Court
 - Loud and foul music
 - Skateboarding on premises

A letter will be going out to unit owners to remind owners and tenants of our condominium rules and regulations that were designed to promote safety, controlled costs, and courteous behavior for all unit owners and tenants

VI. RECOGNITION OF UNIT OWNERS

Unit 201

- A question was raised about who to call with baseboard heater questions; Neal recommended Beacon Electric
- A question was raised about door lock questions; door locks and handles can be replaced in kind or re-keyed, but either way, Mana-Jit must have a key
- A question was asked about laundry room security; Neal reiterated that the laundry room should be locked from December – February, and the lock can be accessed by code
- The unit owner mentioned a loose rail outside her unit: Neal fixed it, as well as another loose rail

Unit 328

- The unit owner mentioned that the elevator lock needs lubrication

Unit 326

- The unit owner requested clarification on cause of the 217 leak and insurance deductibles
- The unit owner said we should go for additional landscape bids
- The unit owner requested information about plans to sand and seal the top of railings; Brett will be obtaining bids

VII. ADJOURNMENT

The meeting was adjourned at 5:36pm.

Respectfully Submitted,

Mary Ellen Morris

Secretary, Orleans Court Condominium Association