

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

**I. CALL TO ORDER**

President Neal Jarvis (320) called the meeting to order at 12:00pm in Mana-Jit Offices at 18 41<sup>st</sup> Street Coastal Highway, Ocean City MD. Directors present were Mary Ellen Morris (206), Keith Remaly (305) and Jeannie McCoy (126); Susan Ackerman (315) attended the meeting via teleconference. Brett Staley of Mana-Jit was also in attendance. No other unit owners were in attendance, resulting in a short meeting. Director's meeting packets included a Meeting Agenda, a copy of the September 17, 2021 Board of Directors Owners Meeting Minutes, and the final draft of the 2022 Proposed Budget

**II. APPROVAL OF PREVIOUS MINUTES**

All meeting minutes from the September 17, 2021 Board of Directors meetings were approved. Keith made a motion to approve the minutes, treasurer's report, and the management company report; Jeannie 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. The full reports may be heard at the Board of Directors meetings, which are noted on the Orleans Court website: [www.OrleansCourtOC.org](http://www.OrleansCourtOC.org)

- The annual *Winterization Letter and Reminders* letter will be sent out with the 2022 assessment coupons
- The north alley was striped for parking to eliminate any confusion over parking spots
- New pool chairs and tables were received and stored for next season
- The laundry machines were updated to accept electronic payment
- Brett is arranging for a contractor to begin service to several of the rusted upper walkway post hardware. Other post repairs/maintenance will be done later
- The hatch to the rusted out cellar door has been replaced
- We were notified by the County Health Department that the wading pool gate will no longer be an issue, as state codes have been modified and the gate is now in compliance
- An owner called about internet connectivity; Brett has the service techs investigate, and the issue resulted from a unit owner using an extender
- The railing outside unit 201 was tightened and secured
- RYT came out for repairs needed for two drain lines
- Our attorney has not been able to move forward with collections on unit 222 due to COVID-related delays
- Non-unit owner of unit 109 continues to defy correspondence from the Orleans Court attorney to his cease and desist orders

**B. Treasurer's Report**

Neal read Susan's Treasurer's Report:

- Balances in bank accounts as of November 13, 2021:
  - Operating Account: \$86,155.86
  - Reserve Account: \$314,983.40
- Activity on October 12, 2021
  - The final quarterly payment of \$8489.25 was transferred from the operating account to the reserve account per the budget. Total transferred was \$33,957
- Accounts receivable per the aging summary as of November 13, 2021 is \$70,306.68
- On September 27, 2021 the excess operating funds from the 2020 budget per the financial statements were transferred to the reserve account in the amount of \$19,886

**C. Management Company Report**

Brett read the Management Company Report:

- Brett managed ongoing bookkeeping responsibilities and payment processing.
- Brett prepared bank signature packets for the Treasurer, President and Secretary for the new FDIC insured account

- Brett received and stored the new pool furniture delivery
- Brett coordinated a WiFi outage repair
- Brett ordered and replaced the basement hatch door hardware
- Brett had Beacon replace conduit for basement light wiring. Brett also noted that our basement is dry
- Brett coordinated completion for repairs to 117 and 217 following a leak issue
- Brett discussed the final 2022 budget; no unit owners had any comments regarding the draft budget after it was mailed out
- Brett requested and received three proposals for sanding and sealing the top of the wooden railings
- Brett coordinated the striping of the north alley parking spaces
- Brett coordinated the cast iron pipe replacement and subsequent repairs to stacks \*06 and \*21
- Brett coordinated a service call from washer/dryer issues

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

##### **Mailbox for Small Packages**

- No action will be taken at this time for an additional mailbox. Unit owners will be reminded to remove their mail daily

##### **Rules and Regulations Communications**

- This past season, there have been several infractions of rules, regulations, and common sense by unit owners and/or renters. Reminders will be included in the annual Winterization Letter, due out at the end of November. In addition to winterization procedures, the letter will 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. The letter will also be posted on the Orleans Court website

##### **2022 Budget**

- Brett sent the draft budget to all unit owners in September. No comments/questions were received. Susan made a motion to accept the draft budget, and Keith seconded. The motion passed unanimously

#### **V. RECOGNITION OF UNIT OWNERS**

- No non-BOD unit owners were in attendance

#### **VI. ADJOURNMENT**

The meeting was adjourned.

Respectfully Submitted,

*Mary Ellen Morris*

Secretary, Orleans Court Condominium Association