

ORLEANS COURT CONDOMINIUM
[www.Orleans CourtOC.org](http://www.OrleansCourtOC.org)
ANNUAL OWNERS MEETING MINUTES
Saturday, May 21, 2022

I. CALL TO ORDER

President Neal Jarvis (320) called the meeting to order at 10:00am at Higgins Crab House, 12801 Coastal Highway, Ocean City MD. Directors present were Keith Remaly (305), Jeannie McCoy (126), Mary Ellen Morris (206), and Susan Ackerman (315); Sean of Mana-Jit Property Management was also in attendance. Director's meeting packets included a Meeting Agenda, a copy of the May 15, 2021 Annual Owners Meeting Minutes, and an alpha/numeric unit owner list.

The required quorum was met, with 24 unit owners in attendance. A roll call showed that unit owners in attendance including Board members mentioned: 104, 110, 111, 113, 115, 126, 206, 208, 210, 211, 213, 218, 223, 303, 305, 308, 314, 315, 316, 320, 323, 324, 325. Attorney for 109 was also in attendance

Neal introduced the Board of Directors and Sean from Mana-Jit

II. APPROVAL OF PREVIOUS MINUTES

The meeting minutes from the May 15, 2021 Annual Owners Meeting were reviewed. 326 made a motion to change the word "audit" to "review". 208 seconded the motion and 211 confirmed the accuracy of the revised wording; 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 building and property in good working order. Board members are not compensated
- The BOD met September 18 and November 13, 2021, and March 11, 2022. The minutes of these meetings can be found on the Orleans Court website: 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. The Almand Law Office began notice of a sheriff auction
- Unit 109 continues to send threatening emails to the association; he has been sent Cease and Desist orders
- Laundry room locks are not used consistently. Owners are encouraged to keep the doors locked in the winter, and all owners have been notified of the lockbox combination
- Orleans Court won another Ocean City Beauty Spot Award in 2021
- Board Member Bob Strauss sold his unit and the Board voted in Jeannie McCoy to fill the void
- Following last year's Owners Meeting, signs were posted in the pool area stating that the use of pool tags is required
- The north alley was striped to acknowledge 8 parking spaces, which will eliminate confusion over the practice of parking in the alley. The east and west parking lots were also restriped
- "No Trespassing" signs have been posted in accordance with Ocean City's Trespass Enforcement Authorization Program (TEAP), which allows police to take action on Orleans Court infractions without direct contact to Management
- The annual inspection of the fire alarm systems was done
- Unit 217 leaked into 117 again with total damage ~\$11,000. Unit 217 will pay the first \$5000 and Orleans Court will cover the balance, as it is not worth a premium increase to file a claim. This is why the Board is considering an increase to the Unit Owner's financial responsibility to \$10,000 when at fault
- The laundry machines have been updated by the machine owners to accept electronic payment
- Moore Painting Service was hired to seal coat the top rails of railings and balconies and to replace any wood that they determine needed replacement
- We have continued coverage with the same insurance company for the property this year. The new insurance premium is \$49,255 vs. last year's premium of \$40,594. This \$8,661 increase over last year was our best option for the same coverage
- As discussed over the past several years, our Treasurer Susan continued her Comcast crusade for service at

a lesser cost to Orleans Court. Our contract for bulk cable services had already been extended from 2020 and was set to expire in July 22. As discussed at our Owners Meeting last year, we needed to consider negotiating another contract or allow unit owners to arrange for their own service. In our Board of Directors meeting in March it was decided to cancel the Comcast bulk cable service and notices were mailed out and posted on the Orleans Court website that unit owners should prepare for this bulk cable termination. Each unit owner will need to decide if they want individual cable TV, or just get their own internet and use internet for TV

- In September, a draft budget was created and sent to unit owners for comment. There were no comments. In November the budget was approved for 2022; the vote was to continue annual assessments at the 2021 rates with no increase
- Although there are no major maintenance items looming for the near future, we have experienced an increased cost for our utilities and other services
- We received bids to replace the metal feet on the wooden posts around the courtyard. We accepted a bid, though when fall came, the price increased due to labor shortage. We were told that if we held off the work until fall 2022, they would be able to honor the price quoted
- PKS has provided a final copy of the 2021 financial review
- Most unit owners used only the approved HVAC covers over the past winter. Next winter, tarps or trash bags strapped over the HVAC units will not be acceptable
- Trash continues to be left outside the dumpster, resulting in Orleans Court bearing the cost of removal. All items must be discarded in the dumpster, or the unit owner must call Ocean City and pay for pickup
- Unit owners must pick up after their dogs. As a reminder, only unit owners may have dogs on site; renters may not have dogs in the units
- The pool remains a topic of concern each summer. Children in diapers may not swim in the adult pool, and glass containers may not be used in the courtyard. Infractions may be discussed with the individuals at fault, or reported to the non-emergency Ocean City police hotline at (410)723-6600
- It is the responsibility of each unit owner to keep Mana-Jit and our Board Secretary informed of contact information changes
- Unit owners must provide Mana-Jit with a key to their units; should an emergency need arise to enter a unit and a key has not been provided, force will be used and the unit owners will bear financial responsibility
- Our courtyard plants have an irrigation system, but we ask owners to take it upon themselves to water the three potted plants in the center of the courtyard
- Many coach lamps have been broken by delivery personnel and contractors. Affected unit owners must absorb the replacement cost for broken lights
- The Orleans Court WiFi signal and speed were increased, but like bulk cable, this service may be eliminated in September when the current account expires. We will be watching over the summer if WiFi becomes more burdened due to increased use without cable TV
- Unit owner concerns must be sent in writing to Mana-Jit or to the Board of Directors; all emergency calls should go to Mana-Jit

B. Treasurer's Report

Susan read the Treasurer's Report (full report on Orleans Court website):

- Balances in bank accounts as of December 31, 2021:
 - Operating Account: \$90,148.44
 - Reserve Account: \$165,171.32 (account #1) and \$150,000.00 (account #2)
- Interest earned on accounts for 2021 was \$1275.21
- Attorney fees paid in 2021 were \$955.00
- Balances in bank accounts as of May 21, 2022:
 - Operating Account: \$62,995.92
 - Reserve Account: \$181,162.40 (account #1) and \$150,203.01 (account #2)
- Accounts receivable as of May 16, 2022 is \$49,957.75

C. Management Company Report

Sean read the Management Company Report, highlighting their responsibilities:

- Ongoing bookkeeping responsibilities and payment processing
- Arranging for and hosting BOD meetings
- Unit owner/Board of Directors/Mana-Jit inquiries liaison
- Annual PKS financial review; copies of the report were available at today's meeting. Unit owners may request a copy from Brett
- Contacting and coordinating contractors
- Resealing rail and balcony caps
- Stack repair

- Budget and coupon mailing
- Liaising with Comcast
- Coordinating TEAP enrollment
- Asphalt striping
- Ordering and setting up new pool furniture
- Hatch door repair
- Coordinating pool pass printing and mailing
- Liaise laundry room issues
- Providing key service to unit owners

IV. OLD BUSINESS ???

Late Assessment Payments

- A discussion was held regarding late fees. It is not for the Board to waive late fees

V. NEW BUSINESS

Comcast Bulk Cable Contract Elimination

- Discussion was held regarding rationale for Comcast bulk cable TV contract elimination on July 1 and unit owner responsibility to select individual services that meet their own needs. Clarification was noted that cable TV and internet services are separate contracts. There was also discussion about internet connectivity issues due to building construction. There was discussion about the internet contract (which is due for renewal in the fall) and whether or not it will be extended
- Discussion was held about best way to handle any financial surplus after contract termination. Neal noted that the fall 2023 budget preparation discussions will take any surplus into account. Unit 326 made a motion that any surplus in the budget be refunded by check to unit owners in proportion to each unit owner. Unit 113 seconded the motion. After discussion, a vote was taken, and the motion did not pass with only four yes votes

Mailbox

- Discussion was held regarding the best way to handle our usually-stuffed mailbox. It was noted that a private mailbox can be purchased for ~\$184 at the local post office for those individuals who would prefer not to have other unit owners sort through the mailbox to find their own mail. There was discussion about the viability of cluster mailboxes. Unit 326 made a motion to look into and pursue cluster mailboxes; unit 328 seconded the motion. After discussion, a vote was taken, and the motion did not pass with only three yes votes. Orleans Court will continue to have one mailbox

VI. RECOGNITION OF UNIT OWNERS

Unit 104

- A suggestion was made to look into an Orleans Court-wide energy audit. Sean will look into it

Unit

- A question was asked about the pest control company's practice of leaving paper slips on kitchen counters stating that they had treated the unit; some unit owners reported receiving the slips but others did not. Sean will look into it

Unit 113

- The unit owner stated that he did not know about a late fee. Unit owner was reminded that he was made aware a few years ago and he questioned it then, Additionally, he was receiving quarterly statements as he was on the Board at the time of his late fee assessment. Unit 326 made a motion that Mana-Jit provide overdue statements to unit owners. The motion was amended that the owner can request a historical payment report. The motion did not carry
- The unit owner asked whether we are current on reserve contributions and asked if we should have a new Reserve Study done; it was noted that the 2010 Reserve Study is still valid

Unit 109

- The attorney for unit 109 asked questions about the nature of the threats in correspondence from the non-unit owner of the unit; the attorney was directed to Jim Almand's office

Unit 326

- The unit owner said that the secretary should be consistent in the roll call noting the unit owners name and roll call by proxies received. It was noted that 29 proxies were received
- The unit owner said that Scope of Work statements should be sent out to multiple vendors for contract work, and that bids should be opened and discussed at Board meetings

VII. ELECTION OF DIRECTORS

- Jeannie McCoy was appointed as replacement for Bob Strauss. She initially intended to run, but withdrew her nomination, resulting in Mike McCoy (105) being voted in by acclamation

VIII. ADJOURNMENT

308 motioned that the meeting be adjourned; 208 seconded the motion and the motion carried. The meeting was adjourned at 12:01.

Respectfully Submitted,

Mary Ellen Morris

Secretary, Orleans Court Condominium Association