

**ORLEANS COURT CONDOMINIUM**  
**[www.OrleansCourtOC.org](http://www.OrleansCourtOC.org)**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**Saturday, November 5, 2022**

**I. CALL TO ORDER**

President Neal Jarvis (320) called the meeting to order at 12:02pm in room 203 of Mana-Jit at 18 41<sup>st</sup> Street Coastal Highway, Ocean City MD. Directors present were Mary Ellen Morris (206), Susan Ackerman (315), Michael McCoy (105), and Keith Remaly (305). Brett Staley of Mana-Jit was also in attendance. Unit Owners in attendance were from units 321, 326, 315, and 104, and a non-unit owner was present from 109. Director's meeting packets included a Meeting Agenda, a copy of the September 16, 2022 Board of Directors Meeting Minutes, the 2023 draft budget spreadsheet, a draft copy of the Owner/Guest/Renter Information Sheet, the 2021 Winterization Letter, the 2022 Spring Letter, and the Orleans Court Owner List

**II. APPROVAL OF PREVIOUS MINUTES**

The meeting minutes from the September 16, 2022 Board of Directors Meeting were reviewed; Susan made a motion to approve the minutes, and Mike 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 stated that no recording devices or open phone lines were permitted during the meeting

- The bank signatures have been updated to reflect the change of Treasurer role from Susan to Mike
- Resorts To Us closed the pool for the season
- The fall landscaping cleanup was completed
- Brett was asked to have a contractor address a wobbly section of the pool fence and to scrape up an exposed area of concrete sealer by the west gate
- Brett was asked to have the rain gutters cleaned and to seal any leakage
- A large container was ordered to be placed by the pool next year for items "lost and found"
- A platform has been installed near the south alley shower so that you don't have to stand in sand while rinsing off
- The east parking lot drain has been cleared of sand and debris, and the sand in the landscape box around the Orleans Court sign has been removed
- The state of Maryland is now mandating a reserve study be done by all condominium associations by October 2023
- The contractor has begun service to several of the rusted upper walkway post standoff hardware; Brett and Neal labeled each one to be replaced. The plan is to do all at once, as there were fewer in need than originally thought
- Pool lights will be addressed prior to opening season in May 2023
- Brett requested bids from pool service companies to service our pool in 2023
- Outdoor showers have been winterized
- Attorney Jim Almand's team continues with the foreclosure activity against unit 222. The unit owners have retained an attorney to stave off the foreclosure; sheriff's information is posted on the door. History: On August 24, 2022, the Sheriff levied foreclosure on Unit 222. The unit owner called the Almand office on September 6<sup>th</sup> and stated he wanted to resolve the matter. They responded that they would present any proposed settlement/resolution to the association of Orleans Court. To date they have not heard from the unit owner which has 30 days (9/24) to file a motion to release the property from the levy. After this time-period passes, Almand's office can request the Sheriff sell the property. The aforementioned statement is the information Neal was given though late in October an attorney filed on behalf of the unit owners.
- Unit owners with past due balances for assessments were sent notification to clear these debts
- Unit 210 has an issue with the doorjamb becoming out of square; an engineer will determine if there is a structural issue
- Renters and/or unit owners continue to leave items outside their front doors, especially on end units; notice of this concern will be addressed in the Winterization Letter



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

Mike, our new Treasurer, had transition questions for Susan, the outgoing Treasurer; she will show him how to log onto our accounts to obtain most recent balances. Mike met with our Orleans Court auditor Lee McCabe earlier today

#### **C. Management Company Report**

Brett read the Management Company Report, which augments the President's Report

- Brett created and distributed the meeting notice
- Brett continued working with contractors for repairs on 04 and 22 stack leaks
- Brett continued monitoring contractor All States post clean replacements
- Brett coordinated gutter/downspout cleaning and miter sealing
- Brett continues to address items from BOD walkthrough punch list
- Brett had all outdoor water sources winterized
- Brett prepared final draft of 2023 proposed budget and distributed to owners
- Brett sent mailbox violation letters to unit owners
- Brett will continue to address pool light issues
- It was noted we need a state certified reserve study, hopefully by the same company as our present study

### **IV. OLD BUSINESS**

#### **2023 Budget Prep**

- Leon said that the budget should have better notations and should be presented in an open meeting. Neal mentioned we had had an open draft meeting that Leon attended in addition to today's meeting

#### **Pool Lights, Rules, Equipment**

- Brett said there was an incorrect rumor circulating regarding the pool lights; he noted that they are the original lights and are on order

#### **WiFi**

- No issues

#### **Renter Packet**

- A letter intended to inform unit owners and their renters/guests about Orleans Court rules was reviewed. It was approved and agreed that the letter should go out with the 2023 assessment coupons and winterization letter, with instructions to unit owners who rent through rental organizations to send it to them for inclusion in their marketing materials. The Rental Letter should be included in the rental agreement when unit owners rent their units

#### **Mailbox**

- Brett sent notifications to mailbox users stating that we are considering elimination of the common mailbox because some owners were abusing mailbox privileges by allowing their mail to pile up in the box, making it difficult for others to find their own mail. Brett and Neal noted that since there has been improvement, so no action will be taken at this time

### **V. NEW BUSINESS**

#### **2023 Budget Approval**

- Mary Ellen made a motion to approve the 2023 proposed Orleans Court budget; Mike seconded the motion and the motion carried
- We are required to have another Reserve Study done, but it should be just a matter of updating our previous study

#### **Winterization Letter**

- The 2022 Winterization Letter and Renter Letter were reviewed and approved for sending out with assessment coupons

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

#### **Unit 105**

- There was discussion regarding the funding for our Reserve Account. It was agreed that we would revisit that once the new Reserve Study is completed

#### **Unit 104**

- The owner of unit 104 asked if we could hang the pool poles and tools on the side of the storage unit; Brett noted that it had already been done



- The owner of unit 104 asked if anything could be done about the odors from CBD/marijuana smoking on back balconies impacting the air around other units. Neal explained that we cannot control smoking on balconies, and unit owners may want to discuss the issue with their neighbors. He also stated that we don't know who is legal to smoke cannabis but OCPD could find out. The balconies are private property and Neal made a suggestion for an air purifier, which he uses in his own unit due to cigarette smoke impacting the air around his unit. Neal will send information on his air purifier upon request

**Unit 321**

- The owner of unit 321 asked if we could revisit the difference in annual assessments for Orleans Court units. Neal explained that assessments were based on a percentage of ownership on the Master Deed, and that the amounts were based primarily on the view from each unit. The owner of unit 321 was told that all unit owners and their mortgage companies would have to approve the change in assessments to be made equal

**Unit 109**

- A non-unit owner of unit 109 mentioned an asbestos report that he sent via email, and was told his attorney is handling it
- A non-unit owner of unit 109 asked why duct tape was removed from the pocket screen door of unit 109, and asked if pocket screen doors were a common element. Neal explained that pocket screen doors belonged to unit owners and notice of clarification was sent out several years ago explaining that

**Unit 326**

- The owner of unit 326 had a question about annual reserve contributions and Susan clarified by stating we funded around \$38K

**VII. ADJOURNMENT**

Mary Ellen made a motion to adjourn, and Keith seconded it; the meeting was adjourned at 1:10pm.

Respectfully Submitted,

*Mary Ellen Morris*

Secretary, Orleans Court Condominium Association