

**ORLEANS COURT CONDOMINIUM**  
**[www.Orleans CourtOC.org](http://www.Orleans CourtOC.org)**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**Saturday, May 20, 2023**

**I. CALL TO ORDER**

President Neal Jarvis (320) called the meeting to order at 10:00am in the community room of St. Peter's Lutheran Church, 1<sup>st</sup> Street Coastal Highway, 10301 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 XX, and a non-unit owner Power of Attorney was present from 109. Attendees' meeting packets included a Meeting Agenda, a copy of the May 21, 2022 Annual Meeting Minutes, and an alpha/numeric unit owners list. Proxies were counted and there was a quorum

**II. APPROVAL OF PREVIOUS MINUTES**

The meeting minutes from the May 21 Annual Meeting were reviewed; Susan made a motion to approve the minutes, and unit owner 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 stated that no recording devices or open phone lines were permitted during the meeting

- Our attorney, Jim Almand, has been working on matters relating to unit 222
- "No Trespassing" signs with Section 58-81 city code were installed; this code authorizes the Ocean City Police Department to enforce trespassing laws at their discretion
- The annual inspection of the fire alarm systems was done
- Leak issues from units 322, 222, and 122 were addressed
- We have coverage with a new insurance company, Greenwich, for lower premiums than provided by our previous insurer. The new policy does have verbiage addressing the increased homeowner deductible of \$10,000 for unit owner damage responsibility on their HO6 coverage which is now law in Maryland
- We have a new contractor for pool maintenance, Atlantic Pool Management
- The building was just power-washed for the season. Owners are asked not to drag garbage bags down stair and walkways
- Replacement of the metal feet on the wooden posts for the upper walkways has been completed
- PKS has provided a final copy of the annual audit for 2022. Michael and Brett reviewed the draft copy
- We continue to treat the property for insects and with bait stations for mice
- It appears that most unit owners are now using the approved HVAC covers. Only a few unit owners still use the unapproved tarps strapped over the HVAC units
- Trash (including household items and contractor debris) continues to be left outside the dumpster instead of inside the dumpster. Unit owners are reminded to please put these items inside the container, or call Ocean city Maintenance for a special pick up
- Unit owners are reminded to pick up dog waste on our property and neighboring properties. Unit owners are reminded that only unit owners are permitted to have pets inside their unit; renters may not have dogs in units
- It is the responsibility of each unit owner to keep Mana-Jit apprised of any changes to contact information. This is critical when important information is sent out or when emergencies arise. In addition, Mana-Jit must be provided with keys to each unit. In the event of an emergency when force must be used to enter a unit, any damage caused by forced entry will be the responsibility of the unit owner
- Our courtyard plants are watered by an irrigation system except for the three potted plants near the Adirondack chairs. Unit owners are asked to take it upon themselves to water these plants when necessary
- The 2023 contracts for Mana-Jit, Creative Landscapes, and Resorts to Us have been signed
- Beacon Electric replaced lightbulbs, including those broken by unit owners when moving furniture in/out of units
- Unit owners are reminded not to leave items outside doors, such as doormats, shoes, or chairs. Unit owners are also reminded that towels are not to be draped over balcony railings
- There is a slight sag in the north corner of the west building that an engineer was hired to evaluate. The engineer's report was just received this week, and Mana-Jit will obtain a contractor to make repairs per the

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

Mike, our new Treasurer, read the financial report and fielded questions, primarily about the CD purchase strategy, the reserve accounts, and the banking institutions. 211 unit owner made a motion to approve the report, and 326 unit owner seconded the motion. The motion carried. Please refer to the Annual Owners Meeting Financial Report dated May 20, 2023 for financial details

## **C. Management Company Report**

Brett read the Management Company Report, which augments the President's Report. Brett noted that he:

- Performed ongoing bookkeeping duties
- Hosted and coordinated Board meetings and the Annual Meeting
- Coordinated the annual audit with PKS and provided copies of those audits today
- Coordinated with contractors to ensure the property is ready for the season
- Coordinated repairs to pipes and units from leaks in 04 and 22 stacks
- Drafted the 2023 budget, and distributed coupons with the annual winter letter
- Assisted with the cancelation of the Comcast bulk contract
- Coordinated post cleats replacement around the courtyard
- Engaged with the engineer for building level issue on the northwest corner. Repairs are out to bid
- Had our internet speeds increased
- Reached out to Delmarva Power, per a unit owner's suggestion for an energy audit; Brett learned that Delmarva Power does not perform energy audits for businesses, and Orleans Court is classified as a business
- Managed the transition from our old pool management company to the new one
- Had our Reserve Study updated per MD HB107
- Brett thanked Neal and Mary Ellen for their years of service on the Orleans Court Board of Directors

## **IV. OLD BUSINESS**

### **WiFi**

- The WiFi coverage was continued last year, due to preferred coverage in the courtyard area. At this time, there is no need to cancel the contract

## **V. NEW BUSINESS**

### **Reserve Study**

- Miller Dodson Associates, who specialize in providing capital reserve studies to Community Associations, completed our required reserve study. The Board of Directors will assess our reserve situation in the fall budget planning cycle and will determine whether or not an assessment increase will be required to meet the reserve recommendations

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

### **Unit 113**

- A question was asked about the situation with the northwest post. It was explained that there was inadequate footing under the northwest walkway corner outside of the 10 stack. The problem will be fixed in the coming weeks when the post will be supported with an engineer's oversight. The estimate for the work went out last week; if any unit owners will be impacted by the support work, they will be notified in advance

### **Unit 321**

- The owner of unit 321 asked if the roof is under warranty; Brett explained that it is

### **Unit X**

- The owner of unit X asked if the exterminator is still treating the units, as she has never been left a notice that the exterminator was in her unit. Brett will look into that issue with Paramount, our service provider

### **Unit X**

- The owner of unit X complained that a member of the new pool company's team was smoking on the premises and was rude when approached. Brett will look into that issue with Atlantic Pool Management, our service provider

### **Unit 326**

- The owner of unit 326 stated that he believed it was rude that the secretary referred to an individual as a "non-unit owner"

- The owner of unit 326 said that in past years, representatives from our insurance company and PKS would come to annual meetings and then it stopped

#### **Unit 222**

- The owner of unit 222 addressed meeting attendees and said that he wanted to explain the financial activities surrounding his unit. He said that he had no issue with the unit owners at the meeting, but he wanted everyone to know that they are good people and to explain the actions regarding his unit

#### **Unit 104**

- The owner of unit 104 asked about our legal fees and what they were for. Brett and Neal explained that the referenced fees were for a number of items that the attorney handled over the course of a few months. The owner of unit 326 stated that he believes we need to get another attorney who bills monthly with appropriate detail and made a motion to look for a new attorney. The motion was not seconded and did not carry

#### **Unit 110**

- The resident said that he is an “attorney-in-fact” and should not be called a “non-unit owner”
- The individual noted that the mailbox was stuffed full
- The individual noted that there is exposed rebar near his unit; he taped the end of it. Brett will notify the contractor
- The individual noted that there is a bike handle overhanging the sidewalk near unit 114
- The individual noted that there have been communications between him and his attorney

#### **Unit 101**

- The owner of unit 101 said that the reason that representatives from the insurance company and PKS were invited to annual owners meetings many years ago was that there were specific issues that needed to be addressed at that time

### **VII. ELECTIONS OF NEW OFFICERS**

#### **Board of Directors**

- Keith Warner and Jeannie McCoy were elected to the Board of Directors for three year terms

### **VIII. ADJOURNMENT**

Neal adjourned the meeting at 11:13am.

Respectfully Submitted,

*Mary Ellen Morris*

Secretary, Orleans Court Condominium Association