

**ORLEANS COURT
BOARD OF DIRECTORS
MEETING MINUTES
November 14, 2025**

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Call to Order- The meeting was held at the offices of Mana-Jit and started at 10:02 am. Present were Jeannie McCoy; Michael McCoy; Ashley Catterton from the Board, Susan Ackerman attended via conference call line; Brett Staley from Mana-Jit; and owner from unit 211 was in attendance as well.

Approval of Previous Minutes- A motion to approve the minutes from the September 12, 2025, meeting was made by Ashley and seconded by Susan. The motion passed unanimously.

Reports-

President- Jeannie noted she doesn't have anything specific during her Presidents report but will comment on old items and new items at the appropriate time.

Treasurer- The 4th quarter 2025 HOA reserve contribution was transferred from checking to our main reserve account. Michael noted that he has also purchased 2 CD's since last meeting, 1 for \$50K @ PNC @ 4% rate for 4 months which is part of our operating fund. The other CD is a 26 week @ 3.25% from BOCC which yields an extra 25 basis points.

Jeannie asked a question related to 2025 reserve study and the plans that called for specific improvements and budgeting ie parking lot surface and parking stops. Brett advised that our HOA is not bound by completing items on a timeline, however we are expected to fund the projects in the specific years that they are slated for. If the property is not aging/wearing as quickly as expected, the money is at least deposited and accruing interest until the time we need it. The reserve study is currently scheduled to be recast in 2028 and some of this will be reviewed at that time.

Jeannie motioned to approve Treasurer report and Ashley seconded with unanimous vote to approve by BOD.

Management- Brett noted that he also didn't have much to report. The pool caulking has been completed. The Screen Mobile project for replacement screen doors has been completed. He asked if we as a BOD have decided on the parcel box to install. Susan and Jeannie shared choice so he can take back to Postmaster for review.

Old Business-

Mailbox: No issues since last meeting. Parcel box choice given to Brett. Will move forward with install once Postmaster approves it.

2026 Budget Prep: Budget prep is complete, no outreach from residents or feedback regarding the draft budget per Jeannie. Remainder of BOD confirms no discussion as well as Brett has not received any inquiries. Passed along to new business for vote.

Pool and Courtyard furniture: Brett is in contact with the vendor to obtain parts to repair current furniture that need feet and cross bars.

Washing machines in units: Brett spoke with attorney Jim Almand regarding the issue. He has no opinion and nothing in case files to reference. Brett advised that it will have to come from BOD to make a decision and notify residents that the plumbing in the building won't support 84 individual washing machines. Susan and Jeannie commented that we should consider bylaw change to address the issue. The board agreed and will move forward immediately. A letter will be sent to Jim Almond for approval before sending it to all unit owners for the by-law change.

New Business-

2026 Budget Approval:

Michael asked how comfortable are we with our current insurance values prior to sending to the BOD to vote. Brett advised that things have been flat and he seems comfortable with our budget amounts. Last year we were at 76K and we increased to 81K for insurance. He thinks we should be ok. Ashley motioned and Michael seconded to approve the 2026 budget. The vote passed unanimously.

Winterization letter discussion: Susan requested the letter be updated to reflect HVAC covers to be ordered in the Spring. The lead time is too great and she doesn't have many opportunities to get to the beach over the winter months to deliver anyway. Moving forward, residents will be reminded to place orders with her at the May annual owners meeting.

Recognition of Unit owners-

Correspondence from owners:

Jeannie noted that she received communication from an owner about their HOA dues.

Another owner noted lightbulbs in the back lot were out and they were replaced.

Susan advised she was notified about pool gates not being locked, this has been addressed by Brett.

Units in attendance:

#211- Thanked the BOD for great job we are doing.

Michael asked Brett if he has experience with Special Assessments. Michael asked what the process is and Brett advised that the reserve study should hopefully eliminate any needs for special assessments (typically used for emergency repairs) and then owners have to share the cost. He noted that Orleans Court has been very good with maintenance and upkeep of the property, and he feels that we should keep up our diligent care of the building.

Jeannie brought up the leaks in 210/310- Brett advised it has been fixed.

The next Board meeting will be held at the offices of Mana-Jit on Friday March 13, 2026 at 3 pm.

Adjournment- Motion to adjourn was made by Michael, seconded by Jeannie; vote to close meeting passed. No objections and the meeting was concluded at 1044 am.