

**ORLEANS COURT  
BOARD OF DIRECTORS  
MEETING MINUTES  
September 12, 2025**

<https://Orleanscourtoc.org>

**Call to Order-** The meeting was held at the offices of Mana-Jit and started at 10:09am. Present were Jeannie McCoy; Michael McCoy; Ashley Catterton; Susan Ackerman from the Board; Brett Staley from Mana-Jit; and owners from units 126, 320, and 328 were also in attendance.

**Approval of Previous Minutes-** A motion to approve the minutes from the March 14, 2025 meeting was made by Ashley and seconded by Michael. The motion passed unanimously.

**Reports-**

**President-** Jeannie stated that it was a fairly quiet summer but there were a few items to note. I was alerted that outside of 219 there was staining on sidewalk (reoccurring issue, got it addressed. We had an issue prior to the 4<sup>th</sup> of July where the West building had some water backup affecting units 101/102. The repairs have been made and it cost \$4983 (below our deductible so it was paid outright). Also during the 4<sup>th</sup> of July holiday weekend there was an issue where a water line in the pool area was broken. This has been resolved and it was a minimal cost (\$215). The last issue noticed is that on our Southeast corner near the shower, the handrail is loose. Jeannie noted that again, it was a nice summer with minimal issues brought forth to her.

**Treasurer-**

Since May 17<sup>th</sup>, the 3<sup>rd</sup> quarter reserves were transferred from operating to reserve account. At the annual meeting, I was tasked with researching CD rates at other banks. Michael found 7 different banks and the rates offered. The best one found was at PNC. He suggested moving \$50K to a 4 month CD paying 4% @ PNC. The short term of this CD would mean that our money is not tied up for an extended period of time. Under 250K ceiling – 215K in BOCC, 3<sup>rd</sup> ¼ reserves transferred. Michael made a motion to open the CD @ PNC bank, seconded by Susan. Motion voted and passed unanimously by BOD. Michael reviewed the cash flow.

Michael made a motion to open the CD @ PNC Bank: “On this day, September 12, 2025, to authorize Orleans Court Condominium Association to open a new account at PNC Bank to purchase a 4 month certificate of deposit for \$50,000.00 signers on the account will be Jeannie McCoy and myself Michael McCoy.” He asked if there were any questions/discussion from the BOD. Motion seconded by

Susan. The vote occurred and all BOD's approved to open a new CD @ PNC Bank.

#### **Management-**

Brett noted that the summer was reasonably quiet. There was a backup in Units 101/102 attributed to flushable wipes. **PLEASE ENSURE ALL GUESTS ARE AWARE THAT THIS IS A PREVENTABLE OCCURANCE.** We all need to do our part to prohibit wipes going down the drains.

RYT is on schedule to check the stub outs that were added for the drain lines, so far everything looks good and there is no current need for jetting. Additional items that he has been working on include: 2026 Budget draft, 2025 audit completed, concrete repair 3<sup>rd</sup> floor elevator area, coordination of Screen Mobile screen replacement for owners that wanted new screens; 10/2 and 10/3 tentative install date. Pool caulking will occur when the pool is closed; scheduled for September 21<sup>st</sup>. He worked with the Fire Marshall to update building keys for the Knox Box. We had a washer/dryer issue on the 3<sup>rd</sup> floor which has been repaired. He also has been in contact with the Postmaster related to the mailbox.

#### **Old Business-**

Mailbox issue was discussed again for final resolution. Brett advised Dan Woods (Postmaster) would be present via telephone to discuss with BOD the specifics related to the mailbox. Mr. Woods advised that to date only two residents of Orleans Court have been in contact with Post Office to get on "the list of names" who will receive mail to Orleans Court. We discussed the issue with Amazon deliveries to the property and he advised that if you aren't on the list you won't get deliveries. After discussion with Mr. Woods, a compromise was offered to continue allowing Yvonne to be the mailbox monitor for residents/owners who receive mail and Orleans Court would be allowed to install a "parcel delivery box" on the property for owners to receive packages at the building. Mr. Woods advised that he would need to review the box we choose and the location to confirm suitability. Jeannie made a motion with a second by Ashley to install a parcel delivery box, the motion passed unanimously. The BOD will choose several box options to present to Dan Woods for review and upon approval the box will be installed.

Summer 2025 prep – all completed and ready for fall prep

#### **New Business-**

Pool/Courtyard furniture is showing wear and tear. Several owners have sent messages to Manajit or Jeannie about the furniture, namely the feet skids are coming off and need replacing. Some chairs need new webbing/seat material. Brett advised this furniture comes from HIT THE DECK and he will reach out to see if they can provide costs on parts for repair. #320 advised there may be some feet skids in the closet by #128. Brett also asked if there is furniture that requires maintenance, please reach out to Manajit to let them know instead of

piling the furniture up in corners. Jeannie noted there was a table without an umbrella, there was a stand but no umbrella.

Washing machine/dryers in units: #109 has installed a combo unit. Per Jeannie this is not allowed by Orleans Court. She had received communication from other owners that this was addressed in the past with another unit owner. #320 offered that this should be covered in our Bylaws under “architectural changes”, unauthorized changes to units are not allowed. This is an addition of a plumbing fixture as well as could be an electrical issue with overloading the panel. Ashley suggested reaching out to Mr. Almand to check past case history to inquire what was done in the past. The BOD agreed to do some research into this and determine how to proceed for consistency.

2026 Proposed Budget- The BOD’s reviewed the draft budget and adjusted as necessary. It was determined after review of the draft budget that HOA dues would remain unchanged for 2026. Our ability to remain claim free for insurance ensures that we don’t need to raise our dues.

Michael inquired about the washer/dryer income and Brett advised it is approximately \$1300/year. Michael asked who sets the amount and Brett advised it is the machine company. We split the income with them.

#### **Recognition of Unit owners-**

Correspondance from owners-

#320-staining after power washing was completed, broken water line near pool and the mailbox issue brought to her attention

#312- suggested we conduct the annual owners meeting on site at Orleans Court (Jeannie noted this was done during Covid pandemic and it wasn’t as convenient as most would think. There isn’t enough seating, weather is unpredictable, and it is hard to hear in this setting). #312 also suggested we conduct a spring clean up on the property. Jeannie suggested that any resident/owner that would like to spear-head this initiative to let us know and we can help notify all owners.

Renter- Jeannie received an email from a renter who was disturbed about someone smoking cigars near the pool.

From the floor:

#328- suggestion to add new signs to the pool gates indicating – NO DIAPERS/SWIMMIES/FOOD/DRINKS at the pool. Reminder for all owners and their guests that this is expected of all of us and we need to distribute the rules to people who may be visiting our property that may not be aware. She noted the railing on the ramp is loose. She also mentioned the broken chairs and suggested maybe we can stow them in a closet on the first floor.

**#328-** Inquired if repairs are still being made to unit 101; there is still a lockbox on the fence. Brett advised he will follow up. He asked if the pool is getting cleaned since it was looking a little dirty. Susan advised they were there currently conducting maintenance. Mailbox- he advised that he mailed himself something to #101's unit and it was received but sent something to another unit # and it had not arrived yet. Suggested that if the BOD does open the CD @ PNC Bank that the BOD give Michael McCoy, Treasurer, the authority to extend or cash out the CD prior to our next meeting. The missing umbrella actually has been gone since last year. The loose railings near the mailbox need Rock-ite (Brett will follow up). He also suggested end of the season pressure washing. A final suggestion was to send notices to owners about notable items such as pool closure dates/mailbox change and winter prep; suggestion noted.

**#328-** inquired about rusted bicycles. BOD advised that part of the winter prep will include a reminder about bicycle condition and a timeline before which bikes in disrepair will be removed.

The next Board meeting will be held Friday November 14, 2025 at 10 am at the offices of Mana-jit.

**Adjournment-** Motion to adjourn was made by Susan, seconded by Michael. No objections and the meeting was concluded at 11:58 am.