

Moreland Courts Condominium Association, Inc.

BOARD OF DIRECTORS MEETING

September 22, 2020

REGULAR MEETING

The regular meeting for September 2020 of the Moreland Courts Condominium Association Board of Directors was held remotely via Zoom on Tuesday, September 22, 2020. Present were President Scott Fine, Vice President John Beeker, Treasurer Benoy Joseph and Secretary Jessica Schreiber, Directors Jim Collins, Archie Green and Karen Schiavone. Also present were General Manager Paul Stroud, Operations Manager Sam Morgano and Temporary Financial Manager Kelly Byrnes. It was determined a quorum was present.

Owners Ken & Dorothy Lammers, Mebby Brown, Terri Hamilton Brown, John Gearity, Eric Hodderson, Judy & Pete Richards, Eric Schreiber, Nancy & Jonathan Shanes, Sarah Wean and Sara Wotman were also in attendance.

President Fine called the meeting to order at 7:05PM and asked owners if they had any concerns to discuss.

OWNER CONCERNS

Eric Schreiber asked about fireplace safety. An owner suggested adding a glass light in the back-hall door between the garage entrance hall and building 10.

APPROVAL OF BOARD MEETING MINUTES

The minutes of the meeting held June 26, 2020 were previously provided to the Board for review. President Fine asked for any corrections or additions. Hearing none, on motion of Karen Schavione, seconded by Archie Green, the June meeting minutes were approved.

REAL ESTATE UPDATE

Real Estate Listings

General Manager Paul Stroud previously provided the Board with the MCCA Real Estate Listings report dated September 2020 and then reviewed the report. Six sales closed in the months of July and August, and several of the others on the listed for sale sheet are under contract and scheduled to close by the end of September. Presently there are six units for sale, with three of those under contract.

Unit Sales Report

Six units have sold since the June Board Meeting. Sales prices continue to rise. One unit sold for the historically high price of \$675,000, with the average SF price of over \$90.00 per square foot so far in 2020. A correction was made to the listing report: West Tower unit 2A had a sales price of \$425,000, not \$275,000.

MANAGEMENT REPORT

General Manager Paul Stroud presented his Management Report. He reported that plans are under way to bring back full valet services by October. He stated that there were two elements to consider for this, the public health matter of potential viral transmission for the general population, and the employment practices issue of requiring employees to undertake parking multiple cars on a regular basis once again. The Physician Counsel advised controls and measures to reduce potential transmission and assure safety of employees, which management would undertake. Mr. Stroud commented that the employer/employee relations issue could be a more difficult matter to resolve. President Fine suggested a newsletter to update owners of changes in valet and other services, especially with winter coming up. Jessica Schreiber mentioned now is a good time to circulate the flyer on how residents can prepare for a power outage.

Delinquent Suites. Mr. Stroud reviewed the status of units that have balances exceeding 60 days and informed the Board. All serious delinquencies have been favorably resolved and currently there are no serious delinquencies of more than 60 days.

Unit Sales. Six units have transferred ownership since the last Board meeting.

Windows Progress Report. The list of out of compliance unit owners has been reduced from 14 to 12. Forbearance for those who are either receiving quotations for work or are engaged in window restoration is still in place. Others are paying the window fee being assessed. President Fine recommended sending out a notice to those not in compliance or under contract stating the Board will review and may raise the non-compliance fees at the September meeting. Paul Stroud, Vice President John Beeker, and Rules Committee Liaison Jessica Schreiber will meet to review the policy and recommend next steps.

Electrical systems. Scope development for electrical backup systems are underway with the electrical engineer. Coordination with the Illuminating Company has been necessary to determine configuration of the various switchgear and transformers that convert voltages around the property.

Capital Reserve & Annual Capital. Mr. Stroud reported that back line asphalt, Courts entry doors restoration, boiler repairs, garage space preparation for re-use as an exercise facility, repairs to the main West Garage door, upgrades to improve power distribution in the West Garage boiler room, and modifications to power for elevators in the Point Bldg, Bldg 11 and Bldg 8, replacement of all backline doors and locks, and repairs to fire escapes are under way or are being completed. Remaining work includes roof repairs to the West Garage and replacement of windows in the West Garage. President Fine asked about readjustment of the door to the 13415 building and was a bid for the work had been received and would be completed soon.

Unplanned projects nearing completion include improvements of additional outdoor space, including a picnic area in a location adjacent to the West Garage.

Paul Stroud introduced Kelly Burns who has joined the staff as temporary financial manager. Paul is very pleased with her work. She spoke to the board briefly about her background and expressed enthusiasm for her work at Moreland Courts.

TREASURER'S REPORT

Treasurer Benoy Joseph presented the Treasurer's Report to the Board. Due to the integration of a new finance manager the July and August Financial Reports have not been able to be completed. Moreland Courts has received reimbursement from the state Workers Compensation Fund related to our reduced staffing due to the COVID pandemic. Those funds will be allocated to pay for landscaping and cleaning supplies. Treasurer Joseph reviewed the general conditions of information from those financial reports, which all indicators support the Associations financial condition to continue to be excellent.

COMMITTEE REPORTS

Budget & Finance. Committee Chair Benoy Joseph made the report. The budget process has begun with an organizational meeting held on September 17. In the meeting, various concepts for employee compensation were discussed. The possibility of changes to the employee health plan was also an important topic. Management will be developing several scenarios to present in a preliminary budget draft. Operations Manager Sam Morgano reported on a possible IRS nonrepayable credit of \$5,000 per employee (\$140,000 total) based on our payroll expenses. If the credit goes through, a fee of 12% goes to the agent who identified and applied for the credit on our behalf. If received, the money will likely go in the Reserve Fund.

Facilities Committee. Board Vice President John Beeker reported that adjustments to the Annual Capital budget made possible by economies in the Reserve Project. The committee has considered a project to replace the sandstone sidewalks in front of the Courts Buildings with a stamped concrete sidewalk at a proposed cost of \$40,000. The project is high priority because the condition has been debilitating and the uneven nature of the sidewalk presents a safety hazard year around. The committee believes the stamped concrete has many of the aesthetic features of sandstone while being considerably more affordable and therefore recommends the project for board approval. Discussion ensued about the improved appearance, maintenance, safety, and useful life this system would enable as opposed to the current sandstone pavers. Owner Mebby Brown spoke against the proposal and urged the board to use sandstone in order to retain the historic nature of the sidewalk area. Following discussion, Jim Collins moved and Jessica Schreiber seconded a motion to allocate \$40,000 of available 2020 Annual Capital funds to the installation of the stamped concrete sidewalk in front of the Courts Buildings. The motion was approved unanimously by the Board.

Landmark Committee. Board Liaison Karen Schiavone updated the board on the status of the improvements to outdoor spaces and gardens and plans to re-decorate the entrance lobby of the West Tower. Archie Green mentioned that the Guest Suite furnishings such as linens, mattresses, and spaces need refreshing. The Landmark Committee will look into this. The dog run has been made into a little picnic area for residents who seem to be enjoying it.

Rules Committee. Board Liaison Jessica Schreiber reported there has been no Rules Committee activity since the Pest Policy was presented at the June meeting.

PRESIDENT’S REPORT

President Scott Fine thanked the management team for their dedication and steady leadership during this time and noted the six year anniversary of Paul Stroud coming to Moreland Courts as our General Manager. He commended Paul for his leadership during challenging times, for the improvement in procedures, good financial decisions and *esprit d’corps* among staff, sentiments that were shared by the entire board. President Fine then asked for input on whether Moreland Courts should have a town hall meeting. The consensus of the board is that a meeting in December would have value because the association was unable to hold its annual meeting due to the coronavirus. The Town Hall meeting would be held virtually in lieu of a holiday party.

CORRESPONDENCE

None.

OTHER BUSINESS

None

ADJOURNMENT

President Scott Fine adjourned the meeting at 10:03 p.m.

President Fine asked all owners to sign off at 10:05PM and continued the meeting in executive session.

EXECUTIVE SESSION

An executive session was held to discuss policy and personnel issues.

The executive session concluded and adjourned at 10:40 PM.

Approved by the Board of Directors:

Respectfully submitted by:

Jessica Schreiber
Secretary

10/26/2020

Date

Paul J. Stroud, Jr.
General Manager