

Moreland Courts Condominium Association, Inc.

BOARD OF DIRECTORS MEETING

November 24, 2020

REGULAR MEETING

The regular meeting for November 2020 of the Moreland Courts Condominium Association Board of Directors was held remotely via Zoom on Tuesday, November 24, 2020. Present were President Scott Fine, Vice President John Beeker, Treasurer Benoy Joseph and Secretary Jessica Schreiber and Directors Jim Collins, Archie Green and Karen Schiavone. Management was represented by General Manager Paul Stroud, Operations Manager Sam Morgano and Controller Kelly Brynes.

Also in attendance were owners Mebby Brown, Jeff Cole, Lillian Emmons, David Garnitz, Faye Gary, Tom Johnston, Dorothy Lammers, Judy Richards, Eric Schreiber and Jonathan & Nancy Shanes.

President Fine called the meeting to order at 7:01 p.m. but due to technical difficulties with the sound system, the meeting did not begin until 7:09 p.m.

APPROVAL OF BOARD MEETING MINUTES The minutes of the board meeting held on October 27, 2020 were previously provided to the Board for review. Benoy Joseph moved to approve the minutes, seconded by Jim Collins. President Fine asked for any corrections or additions. Hearing none, the minutes were unanimously approved.

REAL ESTATE UPDATE The General Manager gave a brief real estate report. Unit sales and sales prices continue to go up and time on market is relatively short with only a few units currently on the market.

GENERAL MANAGER'S REPORT Despite challenges, 2020 has been a good year for MCCA. Several important initiatives were realized. The Landmark Committee has made our grounds more hospitable and residents have been able to share outdoor spaces. Management is dealing with a few delinquencies. One delinquency may require legal action, which would commence the first week of December.

Letters were sent out to owners out of compliance with our Windows Policy. Management received a good response from four owners. One owner asked for forbearance due to a medical condition that could be compromised by having contractors in the unit. For those who have not responded, additional penalties will begin in February, 2021. The goal is not to collect fees but to have windows replaced.

The Facilities Committee evaluated the findings of the BIS report on the potential to install a backup generator system at Moreland Courts. Despite spending a year addressing the problem, the members concluded a backup generator system is not feasible at this point due to cost,

disruption and installation issues. Paul noted actions already taken to address the problem: Staff routinely monitors power supply lines and notifies the utility company of any loose wires or problems with tree branches. When a problem is reported, the utility company has come out relatively quickly and taken corrective action. Additionally, investments have been made to insure elevators and heating sources are functional during a power outage. MCCA has purchased LED portable lighting that can be quickly set up during a power outage.

A \$140,000 proposal has been received to convert individual unit gas meters to common building gas meters. Additional bids from other suppliers will be solicited to obtain a fair price. The change from individual household units to a global building meter is estimated to save owners \$50,000 per year.

The Exercise Facility should be completed by the end of December and on budget.

Our Capital Reserve budget is in very good shape and under budget on most repair and restoration projects. The Annual Capital fund was used to fund a number of projects this year. Sidewalk replacement will probably not begin until 2021 due to winter weather.

Landmark work is ongoing. The new stay at home orders have allowed a lot of work to be done around the property to enhance outdoor space and improve the grounds and the interior locations.

Moreland Courts welcomes Larry Wilson as our part time maintenance porter.

President Fine made a final comment commending Moreland Courts security employee Karl Batson, Jr. for his handling of an electrical smoke alarm in the 8 building over the weekend. He had the presence of mind to call the fire department immediately and the diligence to check in on everyone in the building, offering calm reassurance.

TREASURER'S REPORT Benoy Joseph made the report. He went over the October income statements, explaining variances and budget items that came in slightly over and under budget. Moreland Courts continues to receive payments in small batches under the CARES Act.

COMMITTEE REPORTS

Budget & Finance Treasurer and Committee Chair Benoy Joseph presented the proposed 2021 budget report. (The Board was already made familiar with the proposed budget at a joint meeting held with the Budget & Finance Committee on November 16.) He began by expressing the board's gratitude to members of the budget and finance committee for their hard work, and acknowledged the contributions of board president Scott Fine, former Treasurer Bob Baker and the support of the budget development process from the MCCA Management Team.

The objectives set by the Budget & Finance Committee were to review the total unit owners' assessment, funding of the capital reserve, projects funded by the reserve fund and to increase funding for the Housekeeping staff and equipment.

The highlights of the proposed 2021 budget are:

- A net increase of \$33,092 in owners' assessment, which will result in a slight 1.4% or \$13.79 per month increase for a .5% unit owner.
- An increase in parking from \$70 to \$75 per month per space.
- 2% COLA for all hourly employees
- An increase in employee hospitalization of 18.3%
- A fully funded Reserve Fund of \$550,000 and Annual Capital Fund of \$200,000 (no increase from 2020).
- Reduction in Bad Debts to \$30,000
- A balanced budget of \$2,674,635

MCCA will continue to fully fund the Reserve Fund.

Owners will have the option to prepay their share of the NCB loan.

Following the budget presentation, the Budget & Finance Committee Chair Benoy Joseph made the following motion:

The MCCA Budget and Finance Committee unanimously recommend to the MCCA Board of Directors the following:

- That the Budget for Calendar Year 2021 totaling \$3,424,635 be adopted;
- That \$3,154,065 be assessed to all Owners of record in accordance with their individual percentages of ownership for calendar year 2020, payable in twelve (12) equal monthly installments.
- That \$270,570 be calculated for discretionary special service fees which include guest suite reservations;
- An estimated additional \$305,000 be assessed to owners obligated to continue making monthly payments according to their pro-rata share of remaining Master Plan Rehabilitation Loan.

Jessica Schreiber moved to approve the motion, seconded by John Beeker. Following discussion, the motion was approved unanimously. President Fine thanked Chair Joseph and the members of the Finance Committee and staff for keeping MCCA fiscally responsible.

Facilities Chair John Beeker noted that most of the actions taken by the Facilities Committee had already been covered by General Manager Paul Stroud. The Committee looks forward to meeting again early in the year to start planning for new capital budget projects.

Landmark Committee liaison Karen Schavione reported that the Landmark Committee is finishing up projects for this year. At their next meeting, the committee will develop a plan of action for 2021.

PRESIDENT'S REPORT Historically, the Annual Meeting provides a good opportunity for the board to make reports to the community. However, both the Annual Meeting and the Holiday Party have been canceled due to COVID. Instead, President Fine suggested hosting a virtual Town Hall in December to report to the community on the activities of the board and committees during the year. Paul Stroud expanded on the idea, proposing a well curated and produced

holiday celebration in the form of a one-hour Zoom Webinar that will spread some cheer and good will, beginning with a musical performance by Marsha Ferrito around the Christmas tree, followed by virtual visits to 6-8 Moreland Courts households to share holiday traditions, stories and childhood memories, e.g. Christmas in Cuba, family Hanukkah celebrations, etc. Paul invited people who are interested in making this happen to contact him.

Scott ended the meeting by saying he has now been on the board for five years and as his service comes to a close, how grateful he feels to those who have served on the board along with him and for being a part of the unique, engaged and wonderful community that we have here at Moreland Courts.

CORRESPONDENCE None

OTHER BUSINESS None

ADJOURNMENT

Scott Fine adjourned the meeting at 8:43 p.m.

EXECUTIVE SESSION

President Scott Fine convened the Executive Session at 8:43 p.m. with the entire board and General Manager Paul Stroud to discuss personnel matters and succession planning.

The meeting adjourned at 9:47 p.m.

Respectfully submitted by:



Jessica Schreiber
Secretary



Paul J. Stroud, Jr.
General Manager