

Moreland Courts Condominium Association, Inc.

BOARD OF DIRECTORS MEETING

October 27, 2020

REGULAR MEETING:

The regular meeting for October 2020 of the Moreland Courts Condominium Association Board of Directors was held remotely via Zoom on Tuesday, October 27, 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 Byrnes.

Also in attendance were owners Gina Abercrombie-Winstanley, Lillian Emmons, Denise Gardner, Sue Gerson, Dorothy Lammers, Dominique Litmaath, John Saile, Jonathan Shanes and Sara Wotman.

President Fine called the meeting to order at 7:03 PM after it was determined that a quorum was present. President Fine began the meeting by asking if any owners present had a concerns they wished to discuss with the board.

OWNER CONCERNS Sue Gerson asked how the exercise facility was coming along. Paul Stroud responded that construction is on schedule and should be completed by the end of the year.

APPROVAL OF BOARD MEETING MINUTES The minutes of the board meeting held on September 22 were previously provided to the Board for review. President Fine asked for any corrections or additions. Hearing none, on motion of John Beeker, seconded by Benoy Joseph, the minutes were approved.

REAL ESTATE UPDATE General Manager Paul Stroud made the unit sales and listings report. Sales have been very good, unit values continue to rise, and there are only three units currently on the market.

GENERAL MANAGER'S REPORT Paul Stroud identified several highlighted items in his General Manager's Report to go over with the board. Valet services will begin a limited restart on November 1. Employees not comfortable with parking cars will not be required to do so and given other assignments; those who are will be given a small stipend. Car washes are also scheduled to resume.

Next, the General Manager presented the final report from our engineering consultants prepared by Mark Samonas, Senior Project Manager for Building Integrated Services. The engineering consultants looked at options for back-up of the Association's electrical systems with gas fired generators and concluded that the project, although doable, was not recommended based both on

the cost of the project, which would be in excess of one million dollars, as well the effect installation would have on the overall appearance of the property in which electrical conduits would run along the rear elevation of all buildings. This report will be presented to the Facilities Committee for their recommendations to the Board.

Paul Stroud also presented the scope of work and costs for converting individual household gas meters to house meters throughout the property. This would save owners approximately \$40,000 to \$50,000 in aggregate meter fees for individual unit natural gas. The Facilities Committee will review and determine strategies by which this can be accomplished.

An extensive list of projects and associated costs for both Annual Capital and Capital Reserve was shared with the board. Mr. Stroud answered numerous questions from the Board regarding details of these initiatives.

Controller Kelly Byrnes was asked to give a brief update. President Fine complimented her on having provided timely and accurate financial reports to the board.

**TREASURER'S REPORT** Treasurer Benoy Joseph presented the Financial Report for both August and September 2020. He reviewed some of the sectors of the budget, including the Accounts Receivable Report, areas of the operating budget where some variances were presented, and reviewed the Association's cash position on the balance sheet.

### **COMMITTEE REPORTS**

**Budget & Finance** Benoy Joseph reported that the Budget Committee has met twice and is well into the process of development for our 2021 Operating Budget. The committee has benefited from the input of veteran treasurers Bob Baker and Scott Fine. There will be a joint meeting of the Budget Committee and the full board on November 10 at 6:00 p.m.

**Facilities Committee.** John Beeker made the report. The Association has communicated with the community about how the board arrived at a decision regarding sidewalk replacement in front of the Courts Building at the September meeting. Approximately 15 responses were received, of which two expressed concern and the others were in support of going ahead with this project. Facilities has two other projects under consideration: (1) recommendations based on the electric back-up study and (2) the gas meter consolidation project. The committee will reach a consensus on both of these and will report back to the board at the next meeting. Scott Fine thanked Jonathan Shanes for his help on the poured concrete issue.

**Landmark Committee** Karen Schiavone reported the committee is making progress in several areas. Art pieces donated by owners are being installed. She requested that an official thank you from the board be sent to Chuck and Char Fowler for the three paintings installed near the West Gallery. There was discussion of rotating artwork in the Gallery, an idea promoted by owner Lillian Emmons.

**Marketing Committee.** No meetings have occurred.

**Rules Committee** Enforcement of the Windows Policy enforcement is being considered with input from the Rules Committee. The issue will be discussed in Executive Session.

PRESIDENT'S REPORT On behalf of the Board, President Fine acknowledged that so far, the Moreland Courts community has weathered the covid crisis well. Unfortunately, the Holiday Party usually held in the first week of December must be cancelled. He suggested a Zoom Community Meeting on December 7 be held as an opportunity for the board to report back to the community on our committee work and other matters of interest. Jessica Schreiber inquired whether the Association could donate some of the unused holiday party funds to help indigent families struggling in Ward 4 due to the pandemic. It was also suggested that we some of the unused Association funds go to benefit Moreland Court's employees. The matter was referred to our legal advisors to ascertain whether charitable giving is permitted under our governing documents.

CORRESPONDENCE There was no new correspondence.

OTHER BUSINESS Jessica Schreiber relayed a message from a resident who was unable to access Zoom for the meeting. Char Fowler asked the board to focus attention on the poor ventilation and run-down condition of the Moreland Courts Security Office. There was agreement that the condition of the office space where our employees work is a matter of concern and that the matter should be referred to the Facilities Committee for inclusion in their list of priorities.

#### ADJOURNMENT

The meeting was adjourned by President Fine at 9:08 p.m.

#### EXECUTIVE SESSION I

The Board entered Executive Session immediately after adjournment to discuss policy and personnel matters.

The meeting adjourned at 9:08 p.m. to go back into regular session.

#### Motion

John Beeker made a motion to send a letter from the chair of the Rules Committee to the 12-unit owners not yet in compliance with the Association's Windows Policy. The letter will require noncompliant owners to present a plan, e.g. contract with deposit, to replace or restore windows in their unit to Manager Paul Stroud within 30 days. Failure to comply with the Association's Windows Policy will result in an increased fine of \$20 per window effective January 31, 2020. Owners who have questions or concerns about the policy will be referred to board member Jessica Schreiber for a confidential conversation. The motion was seconded by Karen Schavione and passed with all board members voting in favor.

**EXECUTIVE SESSION II:** The board went back into Executive Session at 9:29 p.m. to discuss a second Rules Committee issue. The matter was referred to the Manager Paul Stroud, Rules

Committee Chair Carol Lowenthal, and board members John Beeker and Archie Green for resolution.

The remainder of Executive Session was devoted to discussion of board transition planning and staffing issues.

The meeting adjourned at 10:15 p.m.

Respectfully submitted by:



Jessica Schreiber  
Secretary



Paul J. Stroud, Jr.  
General Manager