

Moreland Courts Condominium Association, Inc.

BOARD OF DIRECTORS MEETING

January 26, 2021

REGULAR MEETING

The regular meeting for January 2021 of the Moreland Courts Condominium Association Board of Directors was held remotely via Zoom on Tuesday, January 26, 2021. Present were President Scott Fine, Vice President John Beeker, Treasurer Benoy Joseph, Secretary Jessica Schreiber and Directors Jim Collins, Archie Green and Karen Schiavone. Management was represented by General Manager Paul Stroud, Jr. and Operations Manager Sam Morgano.

Also in attendance were owners Marilyn Brown, Lillian Emmons, David Garnitz, John Gearity, Doug Honig, Ken and Dorothy Lammers, Rosalie Litt, Sam and Sue Nigro, Judith Richards, Eric Schreiber, Jonathan Shanes, Margie Simon, Gordon and Sarah Wean and Sara Wotman.

President Fine determined that a quorum was present and called the meeting to order at 7:02 p.m. Due to the large turn-out of Moreland Courts residents, President Fine asked owners to introduce themselves, tell where they lived and how long they have resided at Moreland Courts.

OWNER CONCERNS Lillian Emmons mentioned that the Moreland Courts book exchange section had been moved from the Front Desk to a bookcase in a recessed corner of the Gallery. The new location and low bookcase make it difficult for people to see the book titles. She suggested that the books be moved to a table near to the garage door in the Gallery for better visibility and easier access. The matter was referred to the general manager for follow up.

APPROVAL OF BOARD MEETING MINUTES The minutes of the board meeting held on October 27, 2020 were previously provided to the Board for review. John Beeker edited a sentence in the General Manager's Report for clarification to read: "The room in which the exercise facility will be implemented should be completed by the end of December and on budget." Secretary Schreiber noted two corrections on p. 3 (1) the increase in owners' assessment is 1.1% (not 1.4%) and the change in owners' annual assessment is for calendar year 2021 not 2020. With the aforementioned corrections, the minutes were approved unanimously on motion of John Beeker, seconded by Karen Schiavone.

REAL ESTATE UPDATE General Manager Paul Stroud reported that there has been very little activity with only one property sale and low inventory.

GENERAL MANAGER'S REPORT Paul Stroud stated that although 2020 had been a challenging year due to the threat of COVID-19, it was actually a good year for Moreland Courts in terms of property values and the Association's financial stability. Goals for 2021 are to build on last year's successes and continue to improve the ownership experience with attention to physical conditions and amenities. Two units are currently in delinquency. One has adhered to a

payment plan; a lien was filed on the second unit and Moreland Court's counsel is moving forward with foreclosure. Unit Sales have slowed down with only one unit transfer in December. Progress continues to be made in enforcement of our windows policy. Some delays are due to mitigating circumstances. Only 3 or 4 units remain to be completed. The exercise facility is awaiting final inspections. The remaining work includes a choice of floor covering, installation of new exterior doors and filling the space with new or leased exercise equipment. There are still insurance and liability issues to address and possible delays due to the coronavirus pandemic. Opening of our new Exercise Facility is anticipated in the spring. \$739,000 has been budgeted for Capital Reserve projects in 2021. The East Tower Rear Entry project for \$210,000 may be deferred; residents will be apprised of the situation. The Facilities Committee had a very productive meeting on Saturday, January 23 to discuss Annual Capital projects, which will be discussed later in the meeting. Several staff positions are open; management is in the process of evaluating objectives for filling them.

TREASURER'S REPORT Board Treasurer Benoy Joseph made the report. It appears as though we have a positive variance to budget for December, driven mostly by no bad debt expense and lower-than-expected natural gas costs, mostly offset by higher-than-expected elevator expenses. Historically, year -end adjustments are made in December and reviewed by our auditors in the spring. However, because we have a new Controller, she hasn't had an opportunity to make any of these adjustments. As a result, the board will defer spending much time on the December figures until the adjustments have been made.

Our November year-to-date positive surplus was approximately \$41,000, including the guest suite. This is before approximately \$11,000 in net employee retention credit income.

The balance sheet shows total cash was approximately \$1 million, a reduction of around \$430,000 from the end of November. Four items explain this reduction: First, our payables were reduced by \$247,000 from the end of November, as we paid a number of invoices that were related to third and fourth quarter work. Second, December is typically a month with a large operating loss because of winter heating costs and because we also budget to pay all of the management bonuses in this month. Third, cash held by owners to pay down their portion of the Master Plan loan is paid during December. Fourth, the cash we hold for hourly staff is paid in December (and starts to be collected from owners in November).

Once adjustments are made and supported by our auditors, any surplus will be added to our reserve funds, and will contribute to lowering the future need to raise owner charges for maintaining a fully funded reserve.

Collections remained strong, with an Accounts Receivable balance of \$29,000. The same two units have been in arrears for several months, and liens have been filed in both instances.

## COMMITTEE REPORTS

**Budget & Finance** The Budget and Finance Committee has not met since the 2021 budget was adopted. However, Chair Joseph wants owners and board members to know that we've had stumbling blocks during the transition period of our financial reporting. During this time,

President Scott Fine has stepped up and devoted an enormous amount of time to this effort as we changed staff and automated from Quick Books to Management Reports in Excel. In summary, the board and owners can rest assured that the Association's finances are in order.

### **Facilities**

Chair Beeker reported that the Facilities Committee met on Saturday, January 23 to begin the process of setting priorities for the Annual Capital Program for 2021. The meeting was well attended. Members were given an overview of possible projects for consideration and also discussed a broader range of projects on a master list that includes longer term ideas for possible consideration in the future. Project priority setting will be undertaken in earnest at the next meeting of the Committee scheduled for mid-March. In the meantime, Paul Stroud requested committee endorsement of a project to install mats at each of the building entrances on the backline. This has been identified by Sam Morgano as a crucial measure to reduce dirt and salt tracked in by residents, contractors and others. The Facilities Committee has recommended that \$7500 be approved from the Annual Capital Budget for this purpose. This represents half of the project cost. Karen Schavione, board liaison to the Landmark Committee, recommended that the Landmark Committee fund the other half of the cost.

Mr. Beeker then moved that the Board approve an expenditure of \$15,000 for the purpose of implementing a matting program at all building entrances on the backline as recommended by management, half of which is to come from the Facilities portion of the Annual Capital budget, and half from the Landmark portion. The motion was seconded by Mr. Green and carried.

President Fine asked about progress on getting the new fobs to residents who don't have them. Paul Stroud said he would follow up.

**Landmark** Karen Schavione made the report. The Committee met today. Fifty per cent of our budget is moving along. Nothing is moving as fast as we would like, but we have a plan in place.

**Rules** Jessica Schreiber reported than we have received some responses to the letter the committee sent out on the Windows Policy. The responses alerted us that certain owners are in unique and unusual situations. The Rules Committee has remediated a number of neighbor/neighbor issues, which seem to have been resolved. A memo was sent out to all residents asking neighbors to be sensitive to noise disturbances during a time when people are spending more time in their units.

**Marketing.** No meeting was held this past month. Board liaison Archie Green was asked to alert the committee that the Moreland Courts website is in need of some updating.

PRESIDENT'S REPORT President Fine noted that it is unusual that we have been operating normally since the last meeting! He gave special thanks to management and staff for making life during COVID as safe and reasonable as possible for us. We all long for the time that is coming when we will again be able to convene together in person as a board, for a town hall meeting and for summer and holiday parties.

CORRESPONDENCE None

OTHER BUSINESS None

ADJOURNMENT President Fine adjourned the meeting at 7:51 p.m.

**EXECUTIVE SESSION** Non-board members were asked to leave the meeting before an executive session of the board with General Manager Paul Stroud in attendance to discuss personnel matters. The meeting adjourned at 8:31 p.m. No action was taken.

Respectfully submitted by:



Jessica Schreiber  
Secretary



Paul J. Stroud, Jr.  
General Manager