

Moreland Courts Condominium Association, Inc.

BOARD OF DIRECTORS MEETING

March 25, 2021

REGULAR MEETING

The regular meeting for March 2021 of the Moreland Courts Condominium Association Board of Directors was held remotely via Zoom on Thursday, February 25, 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.

Also in attendance were owners Kathleen Hickman, Dorothy Lammers, Eric Schreiber, Jonathan Shanes and Sara Wotman.

President Fine determined that a quorum was present and called the meeting to order at 7:04 p.m.

Owner Concerns Sara Wotman spoke about the problem of dirt infiltrating her unit on windy days from the unplanted plot between Buildings 7 & 8. Karen Schavione said the Landmark Committee is aware of the problem and has this on its list for clean-up.

Approval of Board Minutes The following changes were made to the February board minutes: (1) The last name of Marketing Committee Chair Chris Malstead was corrected; (2) the use of upper case COVID will be used consistently in minutes. With the noted corrections, Karen Schiavone moved that the board approve the minutes of February 25, 2021, seconded by Benoy Joseph. The motion passed unanimously.

Update on Real Estate Listings General Manager Paul Stroud reported that the Hildebrand unit in the 13615 building will close next week and that there has been activity on the other three units on the market.

General Mangers Report

Paul Stroud reported on one serious collection issue, which has been referred to counsel. A demand letter has been sent out. If there is no response after 30 days, counsel will move forward with foreclosure. Windows progress report: With the waning of quarantine, unit owners are beginning to have their windows redone. One owner recently replaced windows as part of their conversion, and a large unit in the 12 building with frontage exposure on Shaker Square has had windows replaced. Unit owners who are assessed the higher punitive fee continue to make payment.

President Fine requested a report on the opening of the exercise facility. Paul Stroud said he expects the Exercise Room to be "turn-key" by May 1. President Fine also inquired about the status of the bicycle rooms. Bicycles have been returned to the main bicycle room. The second bicycle room was cleaned but requires additional plastering and more clean-up. All new fobs have been distributed and should work on all doors. (Paul Stroud will follow up on Karen Schiavone's feedback that her new fob does not work in East Garage.) Benoy Joseph requested information on where Moreland Courts residents could donate old bikes. In the past, Moreland Courts has made large donations of old, unclaimed bikes. Paul Stroud will share this information with Benoy. There was additional discussion about disconnecting old fobs and whether the old fobs present a security issue. The matter was referred to the Facilities Committee.

Treasurer's Report Treasurer Benoy Joseph reported that Moreland Courts financial situation remains solid. Parking revenue, garage services and in suite maintenance is below budget due to pandemic restrictions. Management is working closely with a small number of delinquent accounts with one potential foreclosure in the future. Expenses were slightly over budget for the month, but favorable year to date. Payroll is under budget due to staff turnover. Heating system repairs are higher than budgeted. In summary, receivables and cash on hand are in good shape, with strong reserve funds for annual and long term expenses. With prudent management, MCCA is staying on budget.

Committee Reports

Budget and Finance Committee An Audit Committee meeting made up of the Budget and Finance Committee, Board of Directors and auditors is scheduled on April 1 at 4:00 p.m.

Facilities Committee Chair John Beeker reported that the Facilities Committee met on Saturday, March 20 to establish priorities for Annual Capital Projects for the year. Committee members discussed seven capital projects. The Floor Mats project in the rear entrances has already been completed for \$7,500. Two of the projects are still being scoped, i.e. Security Office refresh and Board Room Technology. There was consensus that improvement of laundry rooms is high priority. With that introduction, John Beeker sought board approval of the following projects based on readiness to proceed and consensus of priority:

○ Exterior Masonry	\$18,700
○ East Tower Back Hall Restoration	5,000
○ Laundry Room Improvement (7)	<u>24,000</u>
	\$47,700

President Fine restated that the refresh of the Security Office is a high priority for the board. \$25,000 has been earmarked for the project, however the challenge is maintaining security functions while refreshing the office. If there is a strategy that can maintain security while restoring the office space, the Facilities Committee recommends prioritizing this project immediately. Paul Stroud said he will report back to the board with some ideas on this at the April board meeting. He stressed to the board that renovating the laundry rooms is a long awaited, high priority project for many Moreland Courts residents. Archie Green concurred, stating both laundry room improvements and the Security Office refresh are concerns of many Moreland Courts residents, and expressed the hope that both projects could be completed within the year.

Based on the recommendation of the Facilities Committee, Chair Beeker made a motion for approval of \$18,700 for exterior masonry, \$5,000 for East Tower Back Hall Restoration and \$24,000 for Laundry Room Improvement, for a total of \$47,700. The motion was seconded by James Collins and passed unanimously.

Landmark Committee: Karen Schiavone announced that Anna Dodson has stepped down as chair of the committee because she is moving to Tampa, Florida and has put her unit on the market. President Fine acknowledged her great service to the Landmark Committee. Karen Schiavone has taken over as chair of the Landmark Committee. The priorities reflected in the 2021 Landmark budget are as follows:

○ Redecoration of Lounges in 13415	\$12,000
○ Entrance Lobbies	30,000
○ Exteriors	25,000
○ Art Initiative	5,000
○ Gym	20,000
○ Floor mats	<u>7,500</u>
	\$99,500

Karen Schiavone made a motion for the board to approve the 2021 Moreland Courts Landmark Committee budget as presented. The motion was seconded by John Beeker and passed unanimously.

Archie Green asked about budget plans for the Guest Suite. Paul Stroud said the Guest Suite is being refreshed with various funds (Reserve, maintenance and 2020 Landmark budget).

Rules Committee. Board Liaison Jessica Schreiber reported on a meeting with Rules Chair Carol Lowenthal and Nominations Chair Bob Baker to go over recommendations from the Nominations Committee for changes in policies. It was recommended that the bylaws be modified to permit board members to attend meetings virtually as has been the practice during the pandemic. Discussion of procedures for a board member seeking a second or third term was deferred to the April board meeting. Karen Schiavone has put together a Waiver Form for people using the Exercise Room with input from Jessica Schreiber and Franklin Hickman. The waiver is being looked over by Paul Stroud and will be referred to our attorneys for final review. According to General Manager Paul Stroud, a May 1 opening date for the Exercise Room is contingent on the recommendations of the CDC. Paul Stroud answered questions about the purchase of equipment for the Exercise Room, which has been based on input from owners and consultation with experts on fitness equipment. Because of the pandemic, purchase of weights and bands that require constant sanitization will be postponed. A professional quality exercise machine, approved by our equipment expert, has been donated by a resident.

Marketing Committee Archie Green made the report. The committee members and Paul Stroud met with Lillian Emmons, chair of the Moreland Courts History Project, to discuss the book being written about the history of Moreland Courts as its 100th anniversary approaches. The Moreland Courts History Project would appreciate some financial help from the board to support this project but are also looking to the Shaker Heights Library to help mitigate the expense of the book. The History Project has done a lot of research on the people who have lived here, the Van Swearingen brothers and other historic figures who played a role during and after the creation of Moreland Courts. There was discussion of events to celebrate our Centennial next year including “A Tremendous Evening” on June 24-25, and a 1920’s style summer picnic, events which will require the purchase of tickets. There was a brief discussion about maintenance of the Moreland Courts website and the re-opening of the Guest Suite, which hopefully will happen in mid-April.

President’s Report President Fine said he had nothing to report at this meeting, but would have final thoughts to share at his last meeting as president in April.

Correspondence The memorandum from Bob Baker regarding recommendations for our board nominations process will be discussed at the next board meeting.

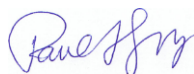
Adjournment The meeting was adjourned at 8:25 p.m.

There was a short meeting of the Executive Committee to discuss personnel matters. The meeting adjourned at 8:50 p.m.

Respectfully submitted:



Jessica Schreiber
Secretary



Paul Stroud, Jr
General Manager