

Moreland Courts Condominium Association, Inc.

BOARD OF DIRECTORS MEETING

June 22, 2021

REGULAR MEETING

The regular meeting for June 2021 of the Moreland Courts Condominium Association Board of Directors was held remotely via Zoom on Tuesday, June 22, 2021. In attendance were President John Beeker, Vice President Archie Green, Treasurer Jim Collins, Secretary Jessica Schreiber and Directors Kathleen Hickman and Chris Malstead. Management was represented by General Manager Paul Stroud, Jr. and Controller Mildred Brooks.

Also in attendance were owners Marilyn Brown, Lillian Emmons, John Gearity, Carol Lowenthal, Sue Nigro, Lloyd Owens and John Saile, Jonathan Shanes, Margie Simon and Sara Wotman.

President Beeker determined that a quorum was present and called the meeting to order at 7:01 p.m.

Owner Concerns (1) Lillian Emmons noted that owner concerns always go to the General Manager whereas it would be more appropriate to contact a board director or committee member. Currently it is challenging to find the names of board and committee members on the Moreland Courts website and no contact information is given. President Beeker said the omission will be corrected. (2) John Gearity encouraged the board to look at the condition of the Lobby in the Courts Building where unsightly peeling paint has remained unaddressed for years. Marilyn Brown similarly voiced her concern about the condition of the Lobby. Paul Stroud noted this is a maintenance problem caused by water damage. He will talk to Larry about the issue and get back to John with a time line for making repairs. (3) Sara Wotman asked if the staff members who are not wearing masks have been vaccinated. Paul answered in the affirmative and reported that most staff members are vaccinated; 6 or 7 out of 29 remain to be vaccinated but no employee has refused vaccination.

Approval of Board Minutes. On motion Jim Collins, seconded by Chris Malstead, the board minutes of May 25, 2021 were approved unanimously.

Real Estate Listings and Unit Sales Paul Stroud reported than an additional unit has been listed for sale in Building 11. Of the three units currently on the market, one is under contract.

General Manager's Report. Paul Stroud reported that valet service has been fully restored. More residents are using the car wash service, which has been resumed. Due to some staff turnover, Moreland Courts is in the process of hiring new employees. Three units are currently in delinquency, one of which is listed for sale. Two of these units have liens and the third is in foreclosure. A few unit owners remain out of compliance with our windows policy. They continue to pay the monthly fines, but additional steps may need to be taken. The Exercise Facility is close to completion. The Board wants to review all forms for the Exercise Facility (waiver, rules and policies) to make sure they are in place prior to the opening. The capital project in East Tower is moving along and has an ice melt system. As General Manager, he monitors the court docket regarding the Shaker Square bankruptcy. There are no new developments to report. John Beeker said the board will look into whether we have sufficient funds in our bad debt account to cover the delinquent suites. Paul Stroud stated that vaccination is a condition for new employee hires. Benoy Joseph asked about public involvement in resolving the Shaker Square bankruptcy. Ward 4's new representative is Marion Anita Gardner until the next election. Prior to that City Councilman Blaine Griffin substituted as our ward representative.

Treasurer's Report. Treasurer Jim Collins made the report. Board members received the budget report by email a week in advance of the meeting for review and questions. He highlighted three areas: (1) The Operating Budget YTD shows a positive balance of \$16,618 with \$12,500 in uncollected accounts. The issue of delinquencies, liens and foreclosures will be discussed at the meeting of the Budget & Finance Committee on Thursday, June 24. (2) The Annual Capital Budget is currently \$44,000 positive YTD. (3) The Reserve Budget is \$77,000 ahead of schedule, due in part to the major East Tower back entrance renovation. This will also be discussed at Thursday's meeting of the Budget and Finance Committee. President Beeker requested that a hard copy of the budget summary be included in the board packet in addition to the email version sent out in advance.

Committee Reports

- Ratification of Committee Assignments. Kathleen Hickman moved to accept the recommendations for committee assignments for 2021-2022, seconded by Benoy Joseph. The motion passed. President Beeker said this information will be posted on the website with contact information for the committee chairs.
- Budget and Finance Committee. Controller Mildred Brooks reported on Moreland Court's conversion to a new reporting software program called Rent Manager to replace QuickBooks and Dude Solutions, the work order software currently used by Moreland Courts. Financial reports will be customized to fit Moreland Courts needs with more integration and flexibility. Rent Manager has a residents' portal and app for residents to submit work orders and make Guest Suite reservations. A Guest Suite Calendar will be viewable on the Moreland Courts' website. The program will also help with preparing invoices, budget reports and financial projections. The Controller will go over the new system in more detail at the upcoming Budget & Finance Committee meeting. Director Benoy Joseph commended Mrs. Brooks for thinking innovatively about long overdue software upgrades for Moreland Courts.
- Facilities Committee. Chair Archie Green gave the report. **Power Outages** At the meeting of the Facilities Committee, Archie Green and Paul Stroud discussed the creation of an ad hoc coalition of neighbors from the Cleveland and Shaker Heights neighborhoods to include our elected public representatives to put pressure on the utility company to address the recurrent problem of power outages. Paul Stroud is putting the committee together and has recruited Bob Baker to chair. **Building 9 Project** The entryway project for Building 9 has been moved to the 2022 budget. **Board Room Renovation.** This project will require some plaster work, painting, new or used furniture (collapsible for a multi-purpose room usage) and technical upgrades. **Security Office Refresh.** The renovation is moving forward and will include repurposing a laundry room for a staff lunchroom. Archie Green made a motion for the board to approve the final Facilities Committee Annual Projects expenditures of \$10,000 for the Board Room refresh and \$37,000 for improvements to the staff and security office to include a staff lunchroom for \$37,000. Jessica Schreiber seconded the motion, which was then approved unanimously.
- Landmark Committee. Board Committee liaison Jim Collins made the report. The committee report prepared by Chair Karen Schiavone was sent to board members a week ago and is included in the board minutes as an Attachment.
- Rules Committee. Board liaison Jessica Schreiber stated the Rules Committee will meet post haste to finalize rules for the soon-to-open Exercise Facility.
- Marketing Committee. Chris Malstead reported that the committee is focusing on the events to commemorate the centennial of Moreland Courts in 2022, which will include a dinner. The committee has yet to finalize a budget. Mebbe Brown has prepared a comprehensive centennial celebration plan. President Beeker asked that a request for Association financial support for this event be reviewed by the Budget and Finance Committee before coming before the board. Jessica

Schreiber expressed her position that the centennial dinner should be inclusive of all Moreland Courts residents and not require purchase of an expensive ticket.

President's Report. John Beeker began his report by thanking Archie Green for presiding over the last meeting in his absence. In looking over the last six months of the year, the Association remains in good financial shape, has transitioned through the pandemic safely, done a beautiful landscaping upgrade, and that all capital projects are underway or on schedule. He thanked everyone for providing a good start to his tenure as president.

Correspondence. Paul Stroud has received a large amount of correspondence regarding the decorating decisions made in the Building 9 entrance. These comments have been shared with the Executive Committee and board members and will be discussed in Executive Session.

Adjournment. On motion of Chris Malstead, seconded by Jim Collins, the meeting adjourned at 8:04 p.m.

Executive Session An executive session was held immediately following the board meeting to discuss a Rules matter. The meeting adjourned at 9:02 p.m. No action was taken, however a motion concerning enforcement of the Moreland Courts Windows Policy will be drafted by Jessica Schreiber and circulated to members of the board for a vote within the next 48 hours.

Respectfully submitted:

Approved by:



Jessica Schreiber
Secretary

Paul Stroud, Jr.
General Manager

ATTACHMENT I

2021 MCCA LANDMARK COMMITTEE BUDGET

| Area | Budget Amount | Notes |
|-----------------------|----------------------|---|
| Lounges in 13415 | \$12,000.00 | Redecorating (currently being planned) |
| Entrance Lobbies | \$30,000.00 | Courts (x3) ** |
| Exteriors | \$25,000.00 | will work with original master plan, may be some replacements due to storm damage |
| Artwork | \$5,000.00 | determine how to approach rotating artwork |
| Gym | \$20,000.00 | |
| Floor mats | <u>\$7,500.00</u> | our portion of 15K to be split with Facilities |
| Total for 2021 | \$99,500.00 | |

**Refurbishment of lobbies will likely start with the Courts or Tudors. Original plan was to allocate 10K/lobby, but having inspected and come up with estimates, it looks like we may be able to accomplish this for much less. We may be able to do all 5 this year.

ATTACHMENT II

Resolution*

In that the Association's Windows Policy requires all Moreland Courts unit owners to have replaced or restored the windows in their unit by December 31, 2019 and eight unit owners remain out of compliance with this policy, the board authorizes the assessment of a monthly \$20 penalty per window in the unit on any unit owner who has not completed this work or provided evidence of a contract to complete this work by September 1, 2021.

Additionally, this motion serves as notice of the Board's intent to exercise its legal authority to enter into the unit of a unit owner who has failed to comply with the Association's Windows Policy in order to perform the necessary work of window restoration or replacement, the cost of which will be assessed to the unit owner.

*The motion was made by Jessica Schreiber, seconded by Benoy Joseph, the final language of which was circulated by electronic transmission to all board members who approved the resolution unanimously.