

Moreland Courts Condominium Association, Inc.

BOARD OF DIRECTORS MEETING

September 28, 2021

REGULAR MEETING

The regular meeting for September 2021 of the Moreland Courts Condominium Association Board of Directors was held remotely via Zoom on Tuesday, September 28, 2021. In attendance were President John Beeker, Vice President Archie Green, Treasurer Jim Collins, Secretary Jessica Schreiber and Directors Kathleen Hickman, Benoy Joseph and Chris Malstead. Management was represented by General Manager Paul Stroud, Jr. and Controller Mildred Brooks.

Also in attendance were owners John Dunn, John Gearity, Mary Louise Hahn, Carol Lowenthal, Judy Richards, Jonathan Shanes, and Sara Wotman.

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

President Beeker requested that owner comments be succinct and civil during the time allotted before the formal board meeting begins. He asked owners not to speak during the regular course of the meeting unless recognized by a board member related to a topic under discussion.

Owner's Concerns. John Dunn spoke in support of the president's policy regarding Owner Comments.

Approval of Board Minutes. The June board minutes had been distributed to the board in advance of the meeting for review. Jim Collins asked that the June Landmark Committee Report be attached to the June minutes. With the noted addition, Archie Green moved, and Kathleen Hickman seconded the motion to approve the June minutes, which was approved unanimously. The next item for approval was the Minutes of the Special Meeting held on August 26, 2021. Hearing no additions or corrections, Jim Collins moved and Benoy Joseph seconded the motion to approve the minutes of the special meeting. The motion was approved unanimously.

Real Estate Listings and Unit Sales. Paul Stroud reported that five units are currently on the market. The lien on one unit was cured from the proceeds of the sale.

General Manager's Report

- **Covid** The resurgence of the Corona virus has necessitated the wearing of indoor masks for all members of the community. In an action taken by the board, based on the recommendation of the Physicians Advisory Council, Moreland Courts requires all employees to be vaccinated effective September 28, 2021. Employees not fully vaccinated must obtain a weekly covid test and present the results to management before coming on the property. Additionally, nonvaccinated employees must wear masks at all

times while on the property both indoors and outside. Of the 30 employees at Moreland Courts, 25 have been vaccinated with both doses, one has received a first dose, and four are unvaccinated.

- **Exercise Facility** Paul reported that the Exercise Facility is now fully complete, open 24/7 and is being used by Moreland Courts residents.
- **East Tower Project** Re-fabrication of the railings and restoration of the site have been delayed, partially due to supply chain problems.
- The budget process for 2022 is underway.
- Three units are in delinquency, one of which is proceeding slowly through foreclosure.
- **Windows Policy** Starting October 1, unit owners not in compliance with the Association's Windows Policy will be charged an additional \$10 month per window, bringing the fine up to \$20 per window.
- **Capital Repair and Reserve Fund Projects** \$110,000 has been expended by the Association on capital projects through August 21, 2021. Most of the masonry repairs for the year have been completed, with a few remaining projects. Paul reviewed the projects completed under the Reserve Fund, including the stamped concrete sidewalk outside the Courts building, West Garage Roof Repairs, Point Building porch roof repairs, fire escape repairs, 13705 ADA Entrance and others.
- **Shaker Square** Public funding is likely for a public/private acquisition of Shaker Square with certain Moreland Courts residents playing a leadership role in the process.
- **Staffing** Moreland Courts experienced two major resignations recently. Management and the board are looking at best practices to move forward. An intermediate management tier will be added between top management and staff. Larry McHugh was promoted to a new position of Facilities Manager. Louis Henry was promoted to Security Chief and Keith Richmond to Housekeeping Supervisor. An Administrative Assistant position will be added to better coordinate office activities and clerical responsibilities, including assisting with the Moreland Courts newsletter and posting staff names and photographs on the website. A staff maintenance position will be dedicated to removing the daily trash from each household and keeping the property free of trash. The final organizational structure has yet to be determined.

Treasurer's Report. Treasurer Jim Collins sent out the June, July & August budget reports as well as the results of the meeting of the Budget & Finance Committee to board members for review in advance of the meeting. The Association is projected to end the year with a surplus. Although income was below budget due to Covid-related reductions in suite repairs, car washes, this was offset by wage and benefit expenses that were lower than expected. There will be a meeting with Controller Mildred Brooks and General Manager Paul Stroud early next week to begin the difficult process of preparing next year's budget, which will be reported on in more detail at the next board meeting.

Committee Reports

- Budget and Finance Committee Discussion of the budget was included in the Treasurer's Report.
- Facilities Archie Green made the report. The Facilities Committee met last Friday to discuss the following:
 - **Gas Meter Project** Members of the committee want to move forward on this project, which will yield significant savings for all residents. The challenge is how to fund the conversion. The committee is referring this to the Budget and Finance Committee to look at different options. Paul Stroud estimates it will cost about \$140,000 to complete and would pay for itself in less than three years. (Currently unit owners are charged \$36.50/month for the metered connection fee.) The options for paying for this project will be presented at the next board meeting.
 - **Security Office Refresh** Archie acknowledged the frustration of many residents at the length of time it takes to get things done at Moreland Courts, such as the Security Office refresh, laundry room repairs, painting and back hall issues. Delays can occur as staff is pulled into other projects as things are being done but it would require an increase in Moreland Courts staff to complete these projects in a timely manner. Paul and Archie have discussed using some of the savings we experienced this year to hire outside contractors to complete long standing projects.
 - **Water shutoffs.** To limit the inconvenience caused by Moreland Courts-wide water shutoffs, the Facilities Committee is recommending investigating mechanical system option to isolate them to individual buildings.
Paul Stroud and Larry McHugh are looking at completing long standing smaller projects that too often get overlooked in favor of big projects and getting them completed by the end of next year.
- Landmark Committee Jim Collins made the report. The Landmark Committee report highlights the work being done in the two lounges, which should be completed soon. The committee did not meet in September and will be meeting next week. At the upcoming meeting, the committee will (1) give an estimate of project that can be completed this year and (2) a priority list for next year's budget.
- Rules Committee Jessica Schreiber, board liaison to the Rules Committee, presented the proposed policy on political activity at Moreland Courts. President Beeker requested that the Rules Committee draft a policy for review by the board following concerns about a political event held in the Gallery at Moreland Courts. There was a lengthy discussion, but no consensus was reached on the proposed policy as board members are reluctant to limit speech at Moreland Courts. There was agreement, however, that management should not promote any political event at Moreland Courts. Jessica and Rules Chair Carol Lowenthal were directed to find out how other HOAs handle this issue and report back to the board.
- Marketing Committee: Chris Malstead gave a short report as the Marketing Committee had not met since the last board meeting. A meeting is planned for mid-October to discuss anniversary plans for 2022 including an internal communication plan for residents and external plan for the larger community. A new member with expertise in

this area will be joining the Marketing Committee. Treasurer Jim Collins asked that the Marketing Committee submit a budget for the 100th Anniversary of Moreland Courts celebration to the Budget and Finance Committee within the next 10 days.

President's Report Along with his wife and other residents, John has been admiring the gardening work residents are doing in the backline area. On his request, Paul gave him a list of the 20-25 people actively maintaining these gardens. He would like for the board to acknowledge these volunteers with a resolution of appreciation for their efforts at the next board meeting.

Earlier this month, the board had a two-day retreat. It provided an opportunity to reflect on management and board issues, including how we want the corporate body and committees to operate, and how to improve communication with staff and unit owners. The board came away with a list of 12 different areas to focus on in the next year. He commended the serious and insightful work of the board during the retreat.

Adjournment There being no Correspondence or Other Business to discuss, Jessica Schreiber made a motion to adjourn, seconded by Benoy Joseph. The meeting adjourned at 8:19 p.m.

President Beeker then announced an Executive Session to follow the board meeting.

Executive Session The meeting of the Board resumed at 8:25 p.m. to discussion compliance and enforcement of the Windows Policy and the Covid Vaccine Policy. The Executive Session ended at 9:11 p.m. No action was taken.

Respectfully submitted:



Jessica Schreiber
Secretary

Approved by:



Paul Stroud, Jr.
General Manager