Moreland Courts Condominium Association, Inc.

Board of Directors Meeting

February 22, 2022

Minutes

REGULAR MEETING

The regular meeting for February 2022 of the Moreland Courts Condominium Association Board of Directors was held remotely via Zoom on Tuesday, February 22, 2022. 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., Controller Mildred Brooks and Administrative Assistant Tiara Smith.

Also in attendance were owners Jeff Cole, Faye Gary, John Gearity, Peter Hildebrandt, Dorothy Lammers, Eric Schreiber, Sarah Wean, Carol Wipper, Jeff Wolk and Sarah Wotman.

President Beeker determined the presence of a quorum and called the meeting to order at 7:07 p.m.

Owners’ concerns John Gearity requested that board agenda be shared with residents. President Beeker explained that the agenda was for the exclusive use of the board.

Approval of the Board Minutes The minutes from the board meeting on January 25, 2022 had been sent out to board members for review prior to the meeting. President Beeker requested inclusion of the motion to accept the proposed change in our bylaws for ratification by owners in the January minutes. With the noted addition, on motion of Benoy Joseph, seconded by Kathleen Hickman, the minutes were approved unanimously.

Real Estate Listings and Unit Sales There have been no changes since the last board meeting.

General Manager’s Report

* Covid There was good news to report. The daily Covid numbers for Cuyahoga County and the 44120 zip code have gone down precipitously. The Physicians Advisory Council has advised that it is probably safe to inform residents that MCCA masking requirements are now voluntary for members of our community who are vaccinated and without symptoms. Covid safety protocols for staff members remain in place. The board expressed support for the recommendations of the Physicians Advisory Council.
* Delinquent Suites Currently five units are delinquent. The unit in foreclosure now has a balance of over $30,000. The owner continues to seek refinancing while the foreclosure is heading toward default judgment, expected to occur next week. Other owners in arrears continue to work with Mrs. Brooks.
* Unit Sales Seven units are listed for sale as of February 16, one of which at $750,000, and immediately went under contract, is the highest asking price in Moreland Courts history. Four are under contract at asking price. Price per square foot has climbed to $154, five times higher than it was eight years ago.
* Windows Progress No changes have occurred since the last report. Residents who have yet to replace or restore their windows are encouraged to pursue financing through the Restoration Society Heritage Home Loans and told that their monthly loan repayment would be lower than they are currently paying monthly in penalties.
* Annual Capital Work on laundry rooms and back halls remain top priority. The Facilities Committee and Landmark Committee will meet on March 1 to reach a unified strategy on capital project priorities. Other work includes continued masonry, outdoor lamps, front door restorations and landscaping improvements. The Employee Break Room & Security Office are scheduled to be completed by the end of February or early March. Delays are due to back orders. The Moreland Courts Board Room refresh is coming along with new table and chairs, carpet. Additional upgrades yet to be made include an acoustical ceiling and teleconferencing upgrades such as a screen and better acoustics.
* Reserve Fund The final version of the Reserve Study has been received and distributed to key participants and board members. After 14 years of service, Noel Nilson has resigned his leadership role in the Reserve program. His steadfast effort will be difficult to replace. A new small committee specific to administering the Reserve Study has been formed and includes Peter Hildebrandt, Paul Stroud and Scott Fine.
* Gas Meter Project Now that project has been approved by Board and ERTC funds deposited, the Gas Meter Project is moving forward at an expected cost of $145,000. The first construction meeting scheduled for February 18 was rescheduled due to weather for March 4.
* Bylaws Amendment Management has received 60 ballots (48% of membership), all in favor of the amendment to the bylaws. An amendment to the bylaws requires 70% approval by Association members and must occur within a limited time frame. The board will send out a letter to membership reminding them to turn in their ballots, and an article in the newsletter will encourage voter participation.
* Shaker Square The Cleveland City Council has yet to vote on funding for the Neighborhood Partners program. Paul brought to the board’s attention an excellent article on Shaker Square written by Michelle Jackson and asked that it be shared with membership. Moreland Courts is coordinating with the Shaker Square Receivership to restore security camera monitors.
* Exercise Room Kathleen Hickman requested an update on the Exercise Room. Paul reported that the Exercise Room is being utilized by residents, some coming in as early as 7 AM. John Beeker suggested holding an Open House in the summer to promote utilization. A coat rack with cubby spaces and a mirror is being installed in the Exercise Room. The Skating Club has donated a piece of exercise equipment. Chris Malstead requested a newsletter article feature the Exercise Room. Jessica Schreiber suggested putting a chair in the room for people putting on exercise shoes or resting.

Treasurer’s Report Jim Collins reported a slight reduction in income-generating services due to Covid. The Guest Suite income report will be included in the February report.

Committee Reports

* **Budget & Finance Committee** The Committee is scheduled to meet next week.
* **Facilities Committee** Chair Archie Green reported that Moreland Courts has signed a contract for the Gas Meter Project. A delay in the painting the back halls was due to short staffing. Management is looking for additional painters.
* **Rules Committee** Board Liaison Jessica Schreiber presented the Pest Infestation Rule for final review by the Board. The rule was reviewed and revised by Nick Meinert of Kaman & Cusimano who added negligence language for failure to notify management of a pest infestation or take timely action to control a pest infestation within an owner’s unit.

Jessica Schreiber made the following motion: The MCCA Board of Director adopts the Pest Infestation Rule submitted by the Rules Committee, and reviewed by counsel, for final approval, and to take effect immediately.

Jim Collins asked whether the rule required the unit owner to always use a licensed pest control agent to address a pest infestation. Jessica responded that this is the policy, but that management can sometimes assist with that role. On motion of Chris Malstead, seconded by Archie Green, the motion was unanimously approved.

* **Nominations Committee** ChairScott Fine made the report for the committee, which is made up of Christopher Kascsak, Dorothy Lammers, Lee Poseidon and Paul Stroud. The committee met on February 16 to evaluate the three currently serving board members eligible for new terms: Jim Collins, Benoy Joseph and Archie Green and new board candidate Carol Lowenthal, who serves as the current chair of the Rules Committee. The Committee felt all candidates were well qualified to serve on the board and brought excellent background and experience to the board. Scott noted that the Board has become more diverse in background, skills and unit size and sees this is as a welcome development. The Nominations Committee has unanimously endorsed the slate of officers to include Jim Collins, Benoy Joseph, Archie Green and Carol Lowenthal.

Jim Collins moved to accept the report of the Nominations Committee. The motion was seconded by Archie Green and passed unanimously.

* **Marketing Committee** Chris Malstead made the report. The main focus of the Marketing Committee is to plan for the 100th Anniversary Celebration of Moreland Courts. He shared a **Save the Date June 25 for the 100th Anniversary Celebration** flyer. The centerpiece event will be a dinner party with cocktails, a sit-down dinner and musical entertainment in the East Garage on Saturday, June 25. Tickets will cost $125 for Moreland Courts residents and $150 for other guests. 125 attendees is necessary for the event to be successful. The capacity of the East Garage is 200. Other events will include an enhanced Labor Day Picnic and Holiday Party. The commemoration will include a fundraiser in which residents and supporters can purchase a tree for the property.

Based on the small number of units on the market, fast turn-over, and appreciating values in the real estate market, the committee decided an event with the realtor community was not needed at this time.

Lin Emmons gave a brief update on the Moreland Courts History Project. The book, which will span the 100-year history of Moreland Courts, should be released in the fall.

The Marketing Committee is looking at a comparison study of the level of services provided at Moreland Courts with other luxury condominium and rental properties in the area. This could be followed up with a survey of resident satisfaction regarding the level of services provided by Moreland Courts.

* **Newsletter Committee** Chair Kathleen Hickman reported the February newsletter will be ready to go out upon receipt of the columns from the Board President and General Manager. There was a thoughtful discussion about the purpose of the newsletter, how to handle criticism and how much autonomy to give to the committee.

President’s Report

* **Mission and Values Statement** There was brief discussion of critical feedback on the Values and Mission Statement by one Unit Owner who felt our mission should be to limited to providing luxury “Park Avenue” services as described on our website. What constitutes a high standard of service at Moreland Courts will be a subject for further study and definition by the board. President Beeker brought the Moreland Courts Condominium Association Mission and Values Statement up again for adoption by the board. On motion of Chris Malstead, seconded by Benoy Joseph, the Mission and Values Statement was approved unanimously.
* **Reserve Study Group** The need to appoint a Reserve Study Group was triggered by the retirement of Noel Nilson whose exceptional competence and service cannot be duplicated by one person. The Reserve Study Group will be made up of the Facilities Committee Chair or designee, General Manager Paul Stroud, Jr., Peter Hildebrandt and Scott Fine. The Guiding Principles are (1) Prepare a Reserve Study Capital Plan to determine adequate funding, including estimation of projected useful productive life; (2) to educate Unit Owners about the importance of a Reserve Fund; (3) to make the operation of the Reserve Fund more transparent to owners; (4) to host an annual point-of-contact between the Reserve Study Group and Board. Jim Collins and Paul Stroud suggested a change in the wording of the first principle to state that the engineer will establish the product’s useful life and establish when replacements should be expected. Kathleen made a motion to establish a Reserve Study Group and for the board to appoint the membership of the Reserve Study Group. The motion was seconded by Archie Green and passed unanimously.
* **Amendment to the Bylaws to Allow Virtual Meetings** President Beeker reported the amendment to the bylaws has been sent out to Unit Owners.
* **Annual Meeting** The Board is considering Plymouth Church as a possible location for an in person Annual Meeting. Kathleen Hickman suggested that the East Garage also be considered as a location.
* **Grace Partners Organizational Audit** The board met with Sarah Spengler of Grace Partners on February 1 at the Skating Club to hear their recommendations based on their organizational audit of Moreland Courts. The Board met a week later to review the findings and to prioritize three areas for action. The consensus was to focus on three areas for improvement: (1) To review and improve Moreland Court’s Job Descriptions and Employee Handbook; (2) To better define and measure standards for customer service; and, (3) To offer continued support to the General Manager on personnel management.

Adjournment On motion of Benoy Joseph, seconded by Jim Collins, the meeting was adjourned at 8:50 p.m.

Respectfully submitted:

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Jessica Schreiber

Secretary