Moreland Courts Condominium Association, Inc.

Board of Directors Meeting

March 22, 2022

Minutes

REGULAR MEETING

The regular meeting for March 2022 of the Moreland Courts Condominium Association Board of Directors was held remotely via Zoom on Tuesday, March 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 Eric Blake, Mebby Brown, John Gearity, Lee Jacobs, Stacy Lang, Ken Lammers, Carol Lowenthal, Judy Richards, Jonathan Shanes, Nancy Shanes, Eric Schreiber, Jeff Wolk and Sara Wotman.

President Beeker determined the presence of a quorum and called the meeting to order at 7:05 p.m.

Owners’ concerns **Eric Schreiber** expressed the desire for more interesting artwork in the Gallery. Paul Stroud responded that the Landmark Committee is looking into this and to expect to see some improvements. **Judy Richards**, in Hawaii, requested an email copy of the flyer invitation to the Moreland Courts Centennial Celebration. **Lin Emmons** expressed agreement with Eric Schreiber’s comments and advocated for rotating art displays. **Jeff Wolk** spoke about the importance of investing in the revitalization of Shaker Square and asked the board’s support for notifying all Moreland Courts residents of the upcoming Ward 4 meeting with new Council Representative Deborah Gray on March 29 at 6 p.m. President John Beeker authorized Paul Stroud to send email notifications of the public meeting to all Moreland Courts residents. Marketing Committee Member **Mebby Brown** displayed the flyer for the Moreland Courts 100th Anniversary Celebration designed by Administrative Assistant Tiara Smith and gave an update on the “Treemendous” Evening scheduled on Saturday, June 25, the “Treemendous Friends” who can purchase trees for the property, and the Winter/Holiday Magic Party in the Gallery on Saturday, November 19, 2022. President Beeker thanked her for all of her hard work on the Moreland Courts centennial celebration project.

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. Secretary Schreiber noted the following additions and corrections to the February minutes:

* Inclusion of the motion adopted unanimously by email on February 3 to approve changes to the bylaws to permit a virtual Annual Meeting to be presented to owners for ratification
* Membership of the Reserve Study Committee has been proposed, not approved
* An amendment to MCCA Bylaws requires 75% approval, not 70%

Hearing no other changes or corrections, on motion of Benoy Joseph, seconded by Chris Malstead, the minutes were approved unanimously.

The following motion was adopted unanimously by the Board by email on March 3 to approve amended language to the bylaws which would allow for the Annual Meeting to be conducted virtually. The original language was changed to respond to resident concerns about transparency.

"It is resolved that the Moreland Courts Board of Directors approves the revised Amendmentto the Association Bylaws received from legal counsel today, March 3, 2022, and authorizes the Board President to circulate the amendment to Unit Owners for ratification pursuant to Article XV of the Association."

Real Estate Listings and Unit Sales Four units are currently on the market. One unit in the West Tower just closed for $600,000.

General Manager’s Report

* Covid Covid numbers continue to go down. Under current trends, the Annual Meeting will be held in person, but not in the Gallery. Other locations are being explored.
* Annual Capital The General Manager deferred this item to the Facilities Committee report which will present a formal budget for approval. Reserve projects are scaled down this year though the Association is still making debt service payments for the elevator loan.
* Delinquent Suites Half of the delinquency amounts seen in the budget are attributable to the unit in foreclosure; other delinquent owners are working with Mrs. Brooks for resolution. The foreclosure case continues to go through the court system. No progress has been made on the unit owner’s attempts to refinance.
* Windows Progress Three unit owners who are not in compliance with our windows policy have reached out to the General Manager for help with window replacement. Noncompliance fines continue to be paid.
* Gas Meter Project The first construction meeting of the Gas Meter Project was held with plans to begin in June. There will be some disruption with hot water that will require coordination. The project will begin with Building 12. Each building should take 2-3 days to complete.
* Bylaws Amendment Administrative Assistant Tiara Smith reported that 58% of owners have voted affirmatively for the amendment to the bylaws to permit a virtual Annual Meeting.
* Shaker Square General Manager Paul Stroud deferred to Jeff Wolk’s comments on Shaker Square and stated that notice of the Ward 4 meeting on March 29 will go out to all residents the next day. President John Beeker suggested extending an invitation and complimentary ticket to Ward 4 City Council Representative Deborah Gray for our Moreland Courts Centennial Celebration.
* Street Light Outages on Shaker Boulevard. Paul Stroud brought the problem of street light outages on Shaker Boulevard to the attention of Rep. Deborah Gray’s staff. The General Manager shared his suggestions on how the circuit problem could be addressed. Rep. Gray’s staff pledged to give this matter their immediate attention and to address the problem as soon as possible.

Treasurer’s Report Treasurer Jim Collins brought to the board’s attention an overage of $58,156 in our year-to-date budget ($31,233 more than budgeted). The overages are due to increased costs for maintenance supplies, a $25,000 major repair and an old landscaping bill from 2021. This will be a topic for discussion at the April meeting of the Budget & Finance Committee.

Audit Report President Beeker presented the recommendation of the Audit Committee from a meeting with the full board held with the full board earlier in the day to hear the report of the auditors. The Association received a very good report from the auditors. Jim Collins made the motion:

**Resolution**

Whereas the MCCA Audit Committee at its meeting of March 22, 2022 reviewed the financial audit for the years 2020 and 2021 and discussed the same with our independent auditor HW & C Co., we hereby vote to approve the above mentioned independent audit report.

The motion was seconded by Chris Malstead and passed unanimously.

The Association ended the year with a small surplus. President Beeker recommended that the surplus be placed into the Reserve Fund. Jim Collins made the motion:

**Resolution**

The Board of Directors allocates the Net Operational income from the year 2021 to the Reserve Fund in the amount of $28,911.

The motion was seconded by Jessica Schreiber and passed unanimously.

Committee Reports

* **Budget & Finance Committee** Jim Collins stated that the budget and finance matters had already been addressed in the Treasurer’s and Audit Committee reports and that he had no additional comments to make.

* **Facilities Committee** Chair Archie Green made the report. At their meeting on March 12, 2022, the Facilities Committee approved the following projects for recommendation to the MCCA Board of Directors for their approval:
  + Masonry Repairs
  + Courts and Studio Back Hall Restoration
  + Studio Building Entry Door Restoration
  + Tudor, Studio and Gallery Laundry Room Improvements
  + Garage pedestrian door replacement in East Garage
  + Completion of Employee Break Room
  + Completion of Security Office Updating
  + Courts ADA ramp
  + Studio Building Interior Entry
  + West Garage Main Door Repairs
  + Exterior Lighting, Tudor Buildings
  + Paint of MCCA Administrative Offices

Total Cost: $166,000 (out of a $200,000 Annual Capital Budget)

Facilities Chair Green noted that each project has an estimated completion date.

Jessica Schreiber made the following motion to approve the list of annual Capital projects of 2022.

Resolution: The board approves the Facilities Committee 2022 Annual Capital Budget as presented by the Facilities Committee. The motion was seconded by Kathleen Hickman.

Jim Collins asked how many laundry rooms require work. Paul Stroud said this is a multi-year project with seven laundry rooms scheduled for completion this year and about 15 remaining. Work includes plaster repair, upgrades to electrical systems up to code, plumbing system upgrades, painting, floor treatments, new sinks, plumbing fixtures and hook up for washers and dryers. Some laundry rooms may be repurposed as more and more residents opt for in suite laundries.

Following discussion, the motion was put before the board for a vote and passed unanimously.

President Beeker asked the General Manager to review the 2022 Reserve Study Projects. Paul Stroud said this year’s Reserve Study projects include:

* + Back line wall stabilization and restoration
  + Masonry work focusing on lintels over windows
  + Replacement of window in the Point Building
  + Maintenance work in the West Garage
  + Interior painting
  + Concrete repair in the West Garage
  + Contingency replacement of a water heater, freight elevator repairs, heating or plumbing system repairs, security system upgrades, washer and dryer machines in the laundry room
  + Repayment of the Elevator Loan
* **Rules Committee** Board liaisonJessica Schreiber said there were no rule violations or issues to report.
* **Landmark Committee** Jim Collins said board members had received a written report from the Landmark Committee in advance of the meeting.

* **Marketing Committee** Chris Malstead deferred to the Marketing Committee report made earlier in the meeting by Mebby Brown.
* **Newsletter Committee** Chair Kathleen Hickman reported that the third issue of the Newsletter is ready to go out once columns from the General Manager and Board President are received. Eric Schreiber has agreed to take on the chairmanship of the Newsletter Committee. She will continue as the board liaison.

**Resolution** Chris Malstead moved to have Eric Schreiber appointed chairman of the Newsletter Committee. The motion was seconded by Jim Collins. The motion passed 6 in favor with Jessica Schreiber abstaining because of a spousal relationship. Eric Schreiber was thanked by members of the board for taking on responsibility for the newsletter.

President’s Report President Beeker cited the leadership of Paul Stroud and the contribution of the Physicians Advisory Council to the Moreland Courts community in successfully navigating the Covid pandemic and noted how helpful the advice of this group had been to the board and management when it had to make decisions. He proposed the following motion:

**Resolution** Be it resolved that the Board of Directors of the Moreland Courts Condominium Association recognizes the contribution of the members of the Physicians Advisory Council to the General Manager and board during the Covid pandemic and expresses its appreciation to Dr. Gil Lowenthal, Dr. Dena Magoulias, Dr. Dr. Brendon Patterson, Dr. William Schavione, Dr. Eric Schreiber and Dr. Mike Devereaux.

The motion was seconded by Kathleen Hickman and passed unanimously.

Correspondence None

Other Business Archie Green asked the General Manager to comment on questions brought up in the Facilities Committee meeting from residents about the ADA Ramp behind the Courts Building. Paul Stroud said a contractor has been chosen and an order for the handrail placed for the project. To install heat for this eight-foot ramp similar to what was done in East Tower would add an additional cost of $50,000 to a $10,000 project. Instead, an alternative was found using electric heat lamps that can be walked and driven on and could be installed during snow season at a cost of $1500. The decision was made to proceed with the second option. The decision is being communicated to residents of the Courts Building who were concerned about this issue. In response to a question from President Beeker, Paul Stroud explained how the concrete replacement would be done. Completion of the project is targeted for the end of the 3rd quarter of 2022.

Adjournment On motion of Archie Green, seconded by Benoy Joseph, the meeting was adjourned at 8:04 p.m.

An Executive Session was held immediately afterwards to discuss board policy, board leadership and an insurance matter. No action was taken. The meeting adjourned at 8:33 p.m.

Respectfully submitted: Approved by:



Jessica Schreiber Paul Stroud, Jr.

Secretary General Manager