Moreland Courts Condominium Association, Inc.

Board of Directors Meeting

April 26, 2022

Minutes

REGULAR MEETING

The regular meeting for April 2022 of the Moreland Courts Condominium Association Board of Directors was held remotely via Zoom on Tuesday, April 26, 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 Schreiber, Stacey Lang, Dorothy Lammers, John Thornton, Julia Thornton, Bill Lang, Lillian Emmons, Carol Lowenthal, Sara Wotman, Jonathan Shane, Sharon Milligan, Marilyn Brown and Terri Hamilton Brown.

President Beeker determined the presence of a quorum and called the meeting to order at 7:02 p.m.

Owners’ concerns No owner concerns were brought before the board.

Approval of the Board Minutes The minutes from the board meeting held on March 22, 2022 had been sent out to board members in advance for review. Hearing no additions or corrections, the minutes were approved on motion of Benoy Joseph, seconded by Jim Collins.

Real Estate Listings and Unit Sales Four units are currently on the market. Two units are under contract and scheduled to close on May 3 and May 10. The two remaining units for sale have been on the market for some time. Price per square foot continues to rise and now averages between $110-130 sf.

General Manager’s Report

**Liens and Foreclosures**. A final ruling on the unit in foreclosure is expected at the end of April. A lien has been filed on another unit in anticipation of a problem with the unit owner’s estate. Controller Mildred Brooks continues to work with the few unit owners in arrears.

**Annual Capital & Reserve Projects** The current list of projects include: (1) Masonry work for multiple projects which await final bids before the contract is awarded; (2) Back hall restoration of the Courts and Studio buildings, which await final bids; (3) Restoration of the Studio Building entry door is under contract and under budget with continuing work on replacement of the marble door treads; (4) Renovation of laundry rooms in the Studio, Tudor and Gallery begins next week; (5) The ADA ramp project will begin as soon as the railing arrives; (6) The steel beams on the West Garage main doors steel are being assessed before masonry work begins; (7) Painting of the offices is underway; and (8) the Security Office and Employee Breakroom are 99% complete except for installation of counter tops and some touch-up painting.

President Beeker and Kathleen Hickman inquired about the difficulty in finding contractors for the painting work. Paul Stroud said the most promising bidder suffered serious, unanticipated medical problems. A second painter under consideration will be available in July. Archie Green indicated the Facilities Committee is considering a balance between the time and cost.

Kathleen Hickman asked about the order of priority for masonry work. Paul Stroud said damage to unit is always a factor with water infiltration into a unit always considered an emergency. Winter weather is also a consideration. Infrared is used to assess the extent of damage. The caps in the parapet walls were not done properly and must be redone under the Master Plan. Moreland Courts has spent more money on masonry than anything else, except for the Elevator Project. Masons are scheduled to work here for 4-6 weeks at a time. Bulk projects have an economy of scale and save Moreland Courts money.

The gas meter project is scheduled to start June 1 and will go from west to east. The work will require coordination because there will be no hot water in each building for up to 72 hours. Paul Stroud has approached the Skating Club about using their shower during this hot water down time.

**Windows Project** Two unit owners have engaged in contracts for window repair or replacement; four units remain noncompliant.

**Bylaws Amendment** The bylaws amendment has been approved by the Moreland Courts community. Once the final amendment is received from our attorney, the amendment will be signed and notarized by the board President and Secretary, after which the amendment will be filed with Cuyahoga County.

**Shaker Square** Resident Terri Hamilton Brown of Burton Bell Carr, Inc. gave an update on the progress in restoring Shaker Square. Councilwoman Gray and Council President Griffin led the way for the Cleveland City Council to approve the $12 million requested for Shaker Square. Negotiations are underway with Shaker Square owner Peter Rubin, who is in default and foreclosure, and Wilmington Trust, lien holders of the bond, for a purchase price that does not exceed the amount funded by the city. The goal is to close, take site control and have a plan in place by June 30.

**Staffing** Jim Collins asked about the 8-month delay in filling a maintenance position. Paul Stroud said the job description has been changed to an apprentice maintenance position with growth potential. Management has recently hired a promising new candidate with a beginning salary of $15/hour. The new hire will take on responsibility for clearing out the trash on the ground and back halls.

Treasurer’s Report Jim Collins reported that after a shaky start, this month’s financial report was much better. Operational costs are under budget by $3300. He noted that the Guest Suite is holding its own now and might even show a profit this year. The Reserve Fund has not yet been tapped this year.

Committee Reports

* **Budget & Finance Committee** Chair Jim Collins stated there was nothing to add to the Treasurer’s Report.
* **Facilities Committee** Archie Green reported that the Facilities Committee is looking to establish a feedback mechanism on owner satisfaction with the work of the contractors done inside suites from our preferred contractor service list. This information would be shared with the General Manager.
* **Rules Committee** Board liaison Jessica Schreiber reported that the Rules Committee has looked at video doorbell and security cameras installed by unit owners in response to a resident inquiry. The board does not have the authority to prohibit the installation of security cameras inside the suite that capture activity outside the unit. According to our attorney, in Ohio there is no expectation of privacy in common elements of our buildings. Installation of home security systems only becomes an issue if the security camera is mounted on the exterior wall of a common element. The Moreland Courts Rulebook already prohibits damage to exterior walls, so the committee concluded that a new rule unnecessary at this point. Another resident expressed concern about violations of our rule prohibiting moving trucks from being on the grounds of Moreland Courts during off hours and on weekends. The General Manager acknowledges this can be a problem but pointed out that sometimes the moving company puts the owner in an untenable position. A reminder of Moreland Courts rules governing moves will be included in a future newsletter.

* **Marketing Committee**
	+ Centennial CelebrationBoard liaison Chris Malstead reported that the Marketing Committee met on April 25. The primary focus was on activities around the June 25 Centennial Celebration Dinner. A press release will go out to focus on the history of the building and what the 100th anniversary of Moreland Courts represents. Six weeks before the event, a beautiful invitation to the gala dinner will go out to people who have already reserved a spot. Paul Stroud gave a brief update on the Moreland Courts history book. The committee discussed whether to send invitations to our elected officials and concluded the best course of action was to invite Ward 4 Rep. Deborah Gray, City Council Present Blaine Griffin and Mayor Justin Bibb to our August Picnic and Holiday Party rather than the ticketed June 25 dinner.
	+ Marketing Survey The committee is in the process of putting together a survey of the fee structures and services provided at five fellow “competitor buildings” to learn how Moreland Courts compares with comparable residential options.
	+ Tree purchases Mebby Brown reported that twelve trees have been purchased as part of the Tree-mendous celebration. The Committee is working with our landscaping and City tree planting services to determine the best locations to replace damaged or old trees. 120 RSVP’s have been received for the dinner. 125 is the break-even number with an estimated capacity of 175 guests.

President Beeker asked for a status report on removal of the large tree stumps on Haddam Road. Paul Stroud said he has talked to the forester and awaits a date for removal. If necessary, staff will remove the tree stumps before June 25.

* **Newsletter Committee** Board Liaison Kathleen Hickman made the report. A productive committee meeting was held in early April devoted to making the process of publishing the newsletter smoother and to address some issues regarding content and procedure. The May newsletter will be ready to go out once the president’s report from the April board meeting is received. The frequency of publication is still being determined. Tiara Brown was complimented on her production work for the newsletter.

President’s Report

* **Annual Meeting** The proposal before the board is whether to have an in person Annual Meeting at the Skating Club in a room large enough to allow for social distancing. The alternative under consideration was to hold the Annual Meeting at Moreland Courts in the Gallery. A third option is to hold the Annual Meeting remotely if the bylaw change is filed in time to take effect. A streaming option will be available for residents who do not wish to attend the meeting in person. Following discussion, President Beeker made the recommendation that the Annual Meeting be held at The Skating Club and asked for a vote by the board. Six board members voted in favor of the president’s recommendation with one board member abstaining. Notice will be sent out to membership that the Annual Meeting on May 2 will be held at The Skating Club.

* **Procurement Policy** A priority for the board this year has been to update MCCA’s procurement policy. A draft was written that was review by Darnell Brown, a Moreland Courts resident with extensive experience with procurement policy. The initial draft was also reviewed and commented upon by the board. The procurement policy presented to the board for final approval is the final draft, reflecting board comments. This was reviewed by the Executive Committee and recommended for adoption. Archie Green made the following motion:

Resolution **Be it resolved** that the Procurement Policy for the Moreland Courts Condominium Association presented to the Board of Directors for final review be adopted by the Board of Directors.

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While supporting the motion, board member Kathleen Hickman requested that errant apostrophes be removed from the language. With the grammatical correction noted, the motion was seconded by Benoy Joseph and carried unanimously.

Correspondence Paul Stroud said an issue involving pet care and management had been raised by a resident and should be discussed in executive session.

Other Business None

Adjournment On motion of Kathleen Hickman, seconded by Chris Malstead the meeting was adjourned at 8:13 p.m. to go into Executive Session.

Respectfully submitted:



Jessica Schreiber

Secretary

Executive Session