

MORELAND COURTS CONDOMINIUM ASSOCIATION, INC.

Minutes of the Board of Directors Meeting

April 25, 2023

CALL TO ORDER AND DETERMINATION OF A QUORUM: The regular April meeting of the Moreland Courts Condominium Association Board of Directors was held remotely via Zoom on Tuesday, April 25, 2023. Directors in attendance were President Kathleen Hickman, Vice President Jessica Schreiber, Treasurer Jim Collins, Secretary Carol Lowenthal and Directors Benoy Joseph, and Gordon Wean. Director Chris Malstead was out of town.

Management was represented by General Manager Paul Stroud, Jr., Controller and Human Resources Manager Mildred Brooks, Operations Manager Tiara Smith, Facility Manager Larry McHugh and Administrative Assistant Tae'Lour Block.

Observing the meeting were owners Jan Devereaux, Lin Emmons, Dorothy Lammers, Sharon Milligan, Lloyd Owens, Judy Richards, Jonathan Shanes, Nancy Shanes, Eric Schreiber, Virginia Tarcia, Kaitlin Voros, Nancy Weinberger, and Sara Wotman.

President Kathleen Hickman determined the presence of a quorum and called the meeting to order at 7:00 p.m.

OWNERS' COMMENTS AND CONCERNS: Owner Eric Schreiber asked about the progress on extending the Spectrum wi-fi service into the common areas, including into the garage. Mr. Stroud replied that Spectrum is working on this but had not realized the extent of the project. However, they are under contract to provide this. Owner Eric Schreiber then asked if it is possible to have residents' questions at the end of the meeting as well as at the beginning. Resident Judy Richards agreed, asking for an agenda to be available before the meetings. President Hickman explained that having questions and discussion at the end of Board meetings could extend the length of the meeting excessively, so felt that question period should remain at the beginning. The agenda could be posted, but it does not indicate specific subjects other than listing the order of management and committee reports. She reminded everyone that questions or thoughts are welcome at any time, in person, by email or phone.

APPROVAL OF THE BOARD MINUTES: Secretary Lowenthal said that there had been some errors in the minutes of the 3/28/23 meeting of the Board that had been sent out in the board packets, and therefore she had sent a corrected copy to each Director this morning for their approval at this meeting. As there were no further additions or corrections Benoy Joseph moved, and Gordon Wean seconded that the minutes of 3/28/23 be approved as corrected. This motion passed unanimously.

REAL ESTATE LISTINGS AND UNIT SALES: Paul Stroud announced that one Unit, located in the West Tower, was placed on the market last week and is the only one currently for sale. There has been a significant increase in the selling prices of all Units, with the most recent one selling for over \$800,000.

GENERAL MANAGER'S REPORTS:

Employee Retention: Last week there was a departure of an employee that several residents had strong feelings about. Management does not take this lightly and does not like to part with employees. They try to work with the employee to resolve any issues. Because personnel matters are confidential, he was not able to say more.

Aging Report: MCCA and our attorneys have instigated foreclosure proceedings on one property whose Owner has not paid monthly assessments for several months longer than we allow and has not responded to requests for payment. Management is also working with two other owners who are behind in payments. Treasurer Jim Collins asked whether these had also been referred to our attorneys. Mr. Stroud replied that Mildred Brooks has been working with one and the other is following a payment plan to catch up.

Staff Development: Mildred Brooks reported that, unfortunately, an employee left during this past month, and that some residents have expressed concern. She confirmed Mr. Stroud's statement that management works with employees to address problems, but sometimes termination is the only option when all interventions have been ineffective.

Annual Capital Fund: Mr. Stroud reported that work will commence on capital projects that were approved at the last meeting as soon as weather permits. There are still some funds that have not been allocated and we continue to monitor cash flow to assure unexpected issues that may arise can be addressed, and that other work can be undertaken in the third quarter or later if no emergency allocations of funds were required.

Reserve Fund: There are no changes regarding the Reserve Fund, with the two main projects being the elevator debt service and replacement of the West Garage roof.

Mechanical Systems: Failures in plumbing systems continue, however this year's budget provides for this. One water heater failed, and valves continue to fail, often causing water to be shut off for that entire building.

Shut-off Valve Project: As Units are being renovated or otherwise worked on, management is making progress in installing shut-off valves within each Unit so that repairs will not require that water be shut off for the entire building. At the same time, staff is surveying all valves to determine whether they will operate correctly, and which ones need replacing, as up to 70% of our water shutoffs are because a valve no longer functions.

Window Replacements: New windows were being installed today in another Unit and two more are under contract, but there are still a few owners who have done nothing and are paying the fines rather than contracting for new or renovated windows.

New Residents: Several new residents have moved in recently and Mr. Stroud will begin to introduce their names in his reports. Kathleen Voros, formerly a Professor from University of California, Berkeley, has moved into Building 12, and Claudia Cividino and Jon Miller have moved into the West Tower.

Replacing West Garage Roof: This project has had some weather delays but is expected to be completed soon.

COMMITTEE REPORTS:

Budget and Finance Committee: Treasurer Jim Collins reported that MCCA expenses were under budget this month by about \$9,632 but over budget by almost \$26,000 for the gas meter project because the reading of one of the old gas unit meters had not been included for that final quarter. This has now been corrected.

Treasurer's Report: Mr. Collins also announced that this is his last Board meeting, as he is going off the Board at the end of this term, but he will be presenting the Treasurer's report at the MCCA Annual Meeting on May 1st. The President and Board thanked him for his service and his meticulous attention to detail, adding that the treasury has been in good hands under his leadership.

Facilities Committee: Jessica Schreiber, Chair, reported that the committee did not meet during this month, but the Building Resident Inspection Program is at work. All the building inspectors have been trained and several have turned in reports on things needing attention in their buildings. Many of these reports are about housekeeping, rather than about maintenance issues. Several important items have been picked up in these reports, such as a broken handrail in one of the buildings, some leak damages in another, and a fire escape that needs some work in another building.

Landmark Committee: President Hickman reported that this committee has not met since the last Board meeting.

Marketing Committee: As Chris Malstead, Chair, was not able to be at the meeting there was no report from this committee.

Rules Committee: Jan Devereaux, Chair, updated the Board regarding the revision of the **Patio Policy**, which has been "tweaked" and will be sent to our attorneys for their final approval.

One of the requirements (Section IIIB5) for all existing patio owners would now read: "Dogs and other animals are only allowed on patios when physically accompanied by the owner." Once revisions are approved by our attorneys and adopted by the Board, she recommends that the Revised Patio Policy and Procedure be shared with owners as well as summarized in the newsletter.

Mrs. Devereaux then reported that the Rules Committee continues to address several complaints about **cigarette smoke** escaping from a smoker's unit into nearby common areas and lobbies, as well as into their neighbors' units. Some known smokers have installed air filtration systems to prevent this. Several owners have been strongly encouraged to install these and the areas of concern are being monitored.

President Hickman commented that although it is best when situations can be resolved neighbor to neighbor, sometimes stronger options are necessary.

Newsletter Committee: Editor Eric Schreiber said that the committee met this month to review its standard operating procedures and job description, such as providing a more inclusive listing of the many MCCA events. They recommended that the Board consider

adding an additional member who recently volunteered to participate on their committee. The next newsletter will be coming out in early May.

PRESIDENT'S REPORT: President Kathleen Hickman reported on the meeting with the principals of **Shaker Square** on April 12 to discuss what has been happening there and their new plans for the Square. The meeting was well attended by around 55 Moreland Courts residents who actively participated in asking questions and offering suggestions.

The MCCA Annual Meeting will be held on Monday, May 1st at 6:00 p.m. in the Gallery and Owners will also be able to attend remotely.

Committees: Several Board members have been discussing the purposes of some of our committees and how they might be more effective. There may be some new directions for some of the committees so that they will serve our community better.

New Residents' Gathering: Ms. Hickman would like to resume the tradition of having a social gathering for new residents, as these could not occur during the Covid crisis.

CORRESPONDENCE: There was no correspondence to be shared with the Board.

NEW BUSINESS: Jessica Schreiber asked if our Councilwoman Deborah Gray has been contacted yet to set up meeting. President Hickman intends to do that soon.

ADJOURNMENT: On a motion by Benoy Joseph and seconded by Gordon Wean, the meeting was adjourned at 7:58 p.m. after which the Board went into Executive Session._



Carol A. Lowenthal, Secretary



Paul Stroud, Jr., General Manager