**MORELAND COURTS CONDOMINIUM ASSOCIATION, INC.**

 **Minutes of the Board of Directors Meeting**

**June 27, 2023**

**CALL TO ORDER AND DETERMINATION OF A QUORUM:** The regular June meeting of the Moreland Courts Condominium Association Board of Directors was held remotely via Zoom on Tuesday, June 27, 2023. Directors in attendance were President Kathleen Hickman, Vice President Gordon Wean, Treasurer Benoy Joseph, Secretary Carol Lowenthal and Directors Chris Malstead, Lloyd Owens and Jessica Schreiber.

Management was represented by General Manager Paul Stroud, Controller and Human Resources Manager Mildred Brooks, Operations Manager Tiara Smith, and Facility Manager Larry McHugh.

Observing the meeting were residents Angela Bragg, Evelyn Callahan, Jim Collins, Virginia Davidson, Lin Emmons, Elizabeth Fehsenfeld, Bill Griswold, Dorothy Lammers, Rosalie Litt, Jon M., Eric Schreiber, Linda Sempliner, Katalin Voros, Sara Wotman, and Shayan Yousefzai.

President Kathleen Hickman determined the presence of a quorum and called the meeting to order at 6:02 p.m.

**OWNERS’ COMMENTS AND CONCERNS:** David Beach, a member of the Facilities Committee, raised the subject of whether we should install solar panels on the new West Garage roof. He believes it could be done at no cost and no risk to the association by contracting to buy the green energy from a company that would install, own, and maintain these panels, probably at a cost less than our electricity is currently. This should be simple for us to do, he believed, with no capital outlay and no risk to MCCA. He asked if this were explored would such a project be approved or would residents embrace or object to having approximately 1/3 of the garage roof covered in solar panels.

Gordon Wean, Chair of the Facilities Committee said the committee would be further exploring this and anyone else who is interested in this should contact him, Paul, or Larry McHugh.

Jessica Schreiber commented that when there was an article in the newsletter about this there seemed to be broad support and that no one has come forward opposing it. Then, however, observer Katelin Voros stated that she views the garage roof from her Unit and that she would object to having to look at solar panels. She would like her view to be more attractive than it is at present.

Next, David Beach said that he has heard from many residents that we need to have a nice common patio outdoors that all Moreland Courts residents could use. This would greatly enhance the value of living here. Paul Stroud has been developing a plan to construct an enclosed area on the Cormere Ave. side of the West Garage wall with several tables and be accessible to a small kitchen inside the garage.

A resident stated that the basement of the Courts Bldg. is not being cleaned regularly as there has been debris on the carpet steps for weeks. Paul said he would investigate why this is not being done.

Another resident asked if there is a policy about grilling because someone has been grilling outside but close to her windows, filling her condo with smoke. Last summer she was unable to use her guest bedroom because of this. Paul Stroud answered that Cleveland City codes prohibit any grilling anywhere near any building. This includes all patios, where any cooking must be done on electric grills only. Any gas grilling must only be done in the current picnic area across from the West Garage. He said that he would investigate who is grilling near her.

**APPROVAL OF THE BOARD MINUTES:** The minutes of the May 23, 2023, meeting were corrected to read that the electric costs are aggregated, not aggravating. Marjorie McCullough ‘s name was misspelled. The corrected minutes were then approved unanimously.

**REAL ESTATE LISTINGS AND UNIT SALES**: Manager Paul Stroud reported that our Units continue to sell at the highest prices ever and are not staying on the market very long. There are currently 4 listings:13515 #3B has closed, two others are under contract and 13515 #7A is still on the market.

**GENERAL MANAGER’S REPORT:** Manager Stroud discussed his report on capital planning and the Reserve Fund. As our debts will be paid off at the end of 2026, we look forward to having more freedom to plan for future needs.

**Liens and Foreclosures Report:** Currently, there are two households under liens, and one is in foreclosure (13715 #2A) which is in bad shape. That owner has been unreachable for some time now.

**Annual Capital and Reserve Projects:**  (See attached report) Most of the scheduled projects are now completed. The heating system is in good shape and has been turned off for the summer. Plumbing issues continue but are being taken care of as they occur.

**Spectrum Project**: Spectrum is now complete in all the Units; however, Spectrum has still not installed the wi-fi system in the garage that we had contracted for, and he is working on getting this resolved. It is important that this be completed by September.

**Windows Project:** Some windows which were “restored”, instead of replaced, after the policy was passed in 2014 now need to be repainted. There Is one Unit in the Courts Building that has not been done at all and this needs to be resolved. Another Unit owner in Building 8 has not complied with the requirement. Although the non-compliance fees are being paid, this required work needs to be done.

Restoring the two-story sandstone window in the historic facade of the Studio Building as well as some historic leaded glass windows there are the responsibility of the MCCA so we will be doing that.

**TREASURER’S REPORT: T**reasurer Benoy Joseph reported that the MCCA financial picture for the month of May shows no surprises. The income numbers for May show that we are right on budget for maintenance fees (which account for 76% of our total income) but slightly under budget for secondary income sources such as garage parking fees, in-suite repair, and garage services such as car washing.

Total operating income for May, as well as YTD are slightly under budget, but this is expected because of forecasting discretionary income.

Discretionary income sources, such as income from guest suite rentals and from car washes are under budget for the month as well as YTD.

**Operating Expenses** for May were over budget ($4,633) but under budget ($8,216) YTD.

* **Wages** were over budget for May, but under budget YTD.
* Employee benefits are on budget for May and under budget YTD.
* **Hospitalization**, which accounts for 2/3 of employee benefits expense, continues to be under budget for May and YTD.
* **Maintenance & Repair:** the two big items are boiler maintenance/repair (heating) and plumbing. Boiler maintenance is under budget YTD: plumbing is slightly over budget YTD. Total for all M&R is under budget.
* **Contracted Services**—the big items are landscaping (23%), elevator maintenance (23%) and an unexpected expense for Security/Fire Safety.
* **Total Expenses** for May are over budget, but under budget YTD.
* **Net Operating Income** for May is under budget but over budget YTD.

**Accounts Receivable.** Paul Stroud provided an informative and positive update to May’s aging analysis. Several delinquent accounts have been paid. Two Units have liens.

**Reserves:** Annual Capital Reserve Study ($200K) and Reserves ($625K) are in good shape.

**Budget building** for 2024 will begin in September.

**COMMITTEE REPORTS:**

**Budget and Finance Committee:** Benoy Joseph, Chair, reported that his committee met recently to go over the May 2023 report and found that we are in good shape. They will be meeting in the fall to set the budget for 2024.

**Facilities Committee:** Gordon Wean, Chair, said that the Facilities Committee met June 16 to go over the projects that had been approved by the Board earlier in the year and added some other projects for the rest of this year. (See attached sheet) Some of these have been completed, some are in progress, and others are waiting for weather to allow:

- The masonry work listed will begin soon.

- The Spectrum work, which should save us a great deal of money due to energy efficiency by measuring the temperature inside, rather than outside, is still to be completed.

- The plaster replacement in Building 12 is complete and the terrazzo polish is ongoing.

- The laundry facilities in Buildings 10 and 11 will be addressed this year.

- Two more laundry facilities will be added this year.

- The door jam in the West Garage entrance will be done in July.

- The entry ramp behind the Courts Bldg. is completed

- The materials for the outdoor lighting in the easternmost buildings is here awaiting installation of the wiring.

- The backline pavement sealcoating will be done this fall.

The committee has added six projects to be completed this year for Board approval:

* Painting and re-lamping the West Garage stairways: ($20,000)
* Refurbishing the laundry in the Tudor Bldgs. ($20,000)
* Repairing the marble finish on the Studio Building interior stairs ($5,000)
* Removing the entry sidewall behind the Studio Bldg. and installing a poured concrete accessibility ramp which will enter the lower level of that building and perhaps also be made usable by the buildings nearby.
* Build a patio behind the East Tower, slightly under 20’ X 30’.
* Repairing cracks in the Point Building.
* concrete accessibility ramp which will enter the lower level of that building and perhaps also be usable by the buildings nearby.
* Build a patio behind the East Tower, slightly under 20’ X 30’ in size.
* Repairs needed to the Point Building.

Total costs of these new projects are estimated at $65,000, leaving almost $35,000 in the annual capital budget for future projects.

As there were no questions, Facilities Chair Gordon Wean moved that these committee recommendations for capital projects be approved. Lloyd Owens seconded the motion. The vote was unanimously approved.

Mr. Wean also announced that the building inspector program is beginning the spring inspections, so any items needing attention in our buildings should be reported to them or to the office.

**Question on Chat:** Jessica Schreiber reported that a resident on Chat is reporting that there are air conditioners being installed where they are visible from Shaker Blvd. This is not allowed because of our Historic District status.

**Historic Research Materials:** President Hickman reported that the group who worked on the centennial book: *A History of Moreland Courts and Shaker Square* recommends that the research materials, including documents and photos that they acquired from boxes in Moreland Courts store rooms, be given to the Western Reserve Historical Society to be digitized and properly preserved and then stored in an appropriate setting where they can be found and used by future researchers. Chris Malstead moved and Gordon Wean seconded the motion which then passed without opposition.

**Marketing Committee**: This committee did not meet this month.

**Rules Committee:** There was no report from this committee this month.

**Newsletter Committee**: The next newsletter will not come out until September, as the volunteers who produce it are taking a break. Several directors volunteered praise and thanks to editor Eric Schreiber and the committee that produces the newsletter. Benoy Joseph added that he enjoys reading the informative newsletter and feels it is a great **addition to our Moreland Courts community.**

**Monday morning conversation group**: Resident Bill Lang was thanked for leading this group which is enjoyed by many and is especially appreciated by new residents. The group meets in the picnic area or in the Gallery depending on the weather.

**PRESIDENT’S REPORT:**  As is traditional, the Board will not hold regular meetings in July or August, however, the Executive Committee will meet if issues arise. The Board will be having a workshop in July to organize and.to set priorities for upcoming year.

**CORRESPONDENCE:** Paul Stroud introduced an application from resident Shayan Yousefzai to build a rooftop patio on the roof of the Tudor Building. After his preliminary architectural plans are submitted to the Board, the next step will be to notify residents in the building of this request. Presently, there are no other patios atop the Tudor Building. Jessica Schreiber and Gordon Wean did not feel that they knew enough yet about the details to notify other residents in the building. Manager Stroud explained that this is a preliminary inquiry to determine whether Mr. Yousefzai should proceed to hiring an architect to draw up detailed plans for consideration by the Board. This step does not bind the Board to approve the proposal. Chris Malstead then moved and Benoy Joseph seconded a motion to permit Mr. Yousefzai to pursue further planning. The motion passed without opposition.

**ADJOURNMENT:** The meeting was adjourned at 7:10 p.m. so that the Board could meet in Executive Session.



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 Carol A. Lowenthal, Secretary Paul Stroud, Jr., General Manager

**MORELAND COURTS CONDOMINIUM ASSOCIATION, INC.**

**Minutes of the Board of Directors Executive Session**

**June 27, 2023**

The MCCA Board of Directors met in Executive Session on June 27, 2023, at 7:11 p.m. to discuss a personnel matter. Present via Zoom were President Kathleen Hickman, Vice President Gordon Wean, Treasurer Benoy Joseph, Secretary Carol Lowenthal, and Directors Chris Malstead, Lloyd Owens and Jessica Schreiber. Paul Stroud, General Manager, was the only staff member present.

Mr. Stroud informed the Board that a former employee, represented by the Spitz Law Firm, had filed a “wrongful dismissal” complaint over a year ago against MCCA, alleging discrimination based on his race, age, national origin, and disability. In response, the MCCA had submitted all the information required by this complaint, The employee had not been terminated, Mr. Stroud explained, but was laid off, after which he never responded to further inquiries regarding his return. He offered to settle with MCCA for $25,000 plus his legal expenses. This was turned down by MCCA.

Depositions had been taken from General Manager Paul Stroud, Personnel Manager Mildred Brooks, and former employee Sam Morgano.

The Equal Employment Opportunity Board of Ohio has ruled that it finds no reason to approve support of this complaint.

Benoy Joseph asked if our insurance premiums will be increased because of this suit. Mr. Stroud said that was a possibility.

The Executive session adjourned at 7:24 p.m.



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 Carol A. Lowenthal, Secretary Paul Stroud, Jr., General Manager