Moreland Courts Condominium Association, Inc.

Board of Directors Meeting

October 24, 2023

Minutes

REGULAR MEETING

The regular meeting of the Moreland Courts Condominium Association Board of Directors was held remotely via Zoom on Tuesday, October 24, 2023. In attendance were President Kathleen Hickman, Vice President Gordon Wean, Treasurer Benoy Joseph and Directors Lloyd Owens and Jessica Schreiber. Directors Carol Lowenthal and Chris Malstead were unable to attend.

Management was represented by General Manager Paul Stroud, Jr., Controller and Human Resources Manager Mildred Brooks, Facilities Manager Larry McHugh, Operations Manager Tiara Smith, Administrative Assistant Tae’Lour Block and Security Chief Karl Batson.

Observing the meeting were residents David Beach, Angela Bragg, Terri Hamilton Brown, Evelyn & Jeff Callahan, Jim Collins, Virginia Garcia, Faye Gary, Mary Louise Hahn, Dorothy and Ken Lammers, Bill and Stacy Lang, Rosalie Litt, Judy Richards, Eric Schreiber, Nancy Shanes, Renee Syed, Katalin Voros, Harriet Warm, Sara Wotman, Tom Anderson and Jon Miller.

President Hickman determined the presence of a quorum and called the meeting to order at 7:01 p.m.

Owners’ Comments and Concerns Former board member and Point Building resident Harriet Warm, speaking on behalf of herself and other residents, recommended a policy change that would enable fobs to open all doors in the MCCA complex. The request was made for reasons of convenience and safety. Many residents have friends in other buildings and should be able to access their building, for example when their neighbor is sick, and they wish to deliver something up to them. Secondly, if a Moreland Courts resident is being followed while walking home alone from Shaker Square, the resident should be able to enter the closest Moreland Courts building as quickly as possible for safety and security. Judy Richards and Evelyn Callahan both spoke in support of the recommendation. President Hickman thanked Ms. Warm for her recommendation and said the Board would pursue this matter and to expect General Manager Paul Stroud to get back to her soon.

Approval of the Board Minutes The minutes from the board meeting held on September 26, 2023, had been sent out to board members in advance for review. Two corrections were noted: (1) Under Owner Comments and Concerns, Jan Devereaux, Chair of the Rules Committee, will draft the notice about tipping policy in the September newsletter, not board member Benoy Joseph. (2) Under the Treasurer’s Report’s Net Operating Profit (August 2023), the total operating expenses YTD should be about $8,000 under budget. Net operating profit YTD should be $71,628 vs a budgeted positive of $57,450 for a positive variance of $24, 177. With the above changes, the board minutes were approved unanimously and will be placed on the MCCA website.

General Manager’s Report

Real Estate Listings and Unit Sales One unit has been on the market since July and a unit in Building 11 was transferred last month. President Hickman inquired whether effort has been made to encourage Moreland Courts sellers to notify residents internally before a unit goes on the market. Paul Stroud is aware of a few units that may be for sale in the near future, and he will ask the owners to allow this information to be shared internally with the Moreland Courts community in advance of listing.

Collections Three units remain in collection, all of which have liens in place. The unit in the Studio Building is in foreclosure. A Sheriff’s Sale of this unit is anticipated in early spring. MCCA will be second in line for the proceeds if there are outstanding property taxes. A second unit is expected to be in foreclosure for the third time in four years. The owner of the third in arrears has a lien in place and has been making regular payments to cure.

General Manager’s Report

**Annual Capital & Reserve Projects** Annual Capital projects are nearing completion, including the delayed West Garage Entry Jamb replacement and two laundry rooms in the Tudor Building for a total expenditure of $103,454 through September. All Reserve Fund work has been completed. The elevator loan will continue to be paid through May 2008. A new Reserve Study will be conducted next year with Ed Rybka, Scott Fine and Paul Stroud serving on the Reserve Study Committee. Money is being held back in the Annual Capital Budget to complete projects and for unexpected expenses towards the end of the year, but the General Manager estimates there may be a $30,000 balance at the end of the year. President Hickman noted that any unspent funds in our budget at the end of the fiscal year will be shifted into the Reserve Fund with board approval.

**Windows Progress Proport** An order for Pella windows placed months ago is finally expected to arrive with installation beginning in early November. Some windows that were restored almost ten years ago are starting to show wear and will need to be replaced or restored. A few Unit Owners have done nothing to address window restoration or replacement and the Association will need to find long term solution.

**Plumbing & Heating Systems** Installation of the central control system in the 13805 Shaker Building Boiler Room is now complete. The system is operational, and staff is working to balance the three thermostats to optimize temperature control. The earliest results indicate the boiler in the Tudor Building has fired about 40% less gas than the boiler in East Tower. Larry McHugh will monitor this and report back to the board. Initial results suggest the new central control system utilizes less gas to heat those buildings and may be expanded.

Spectrum Installation Paul Stroud reported that the installation is now complete in the common areas. Larry McHugh expects the new equipment to be installed and activated in the coming week.

Electric Car Charging Stations. President Hickman requested an update on the cost of providing electricity for charging stations installed in the garage for electric. Initial data suggests owners of electric cars are paying more for electricity than they are utilizing, but more data is needed before an adjustment can be made.

As a follow up to the report on the Spectrum installation, Benoy Joseph asked if WIFI is now available in the common areas. Larry McHugh responded that the hard part is over, and the equipment will be installed soon. There has been a steep learning curve for Spectrum, but the Association has not been charged for this work. Once installation is complete, owners will be given a password for access to a secure network.

Treasurer’s Report Benoy Joseph gave the report. Accounts Receivable are below budget YTD. Fully half of our Accounts Receivable, approximately $43,000, is attributable to a unit in foreclosure, for which the Association hopes to be fully reimbursed from a sheriff’s sale of the property. Some budget items are negative compared to prediction, others positive, such that income and expenses are in balance and align with our budget predictions. Annual capital expenses are below budget year-to-date. The Reserve Fund received $44,200 for the month and is down $17,000 YTD. Reserve Fund expenses include the elevator loan which will be fully paid off on June 30, 2028. The elevator loan interest rate is at the top rate tied to the 10-year treasury rate, which can go no higher and could possibly go lower. In summary, the Association’s finances are in good shape.

Committee Reports

* **Budget & Finance Committee** Chair Benoy Joseph reported that the committee is in intensive meetings to come up with a budget for next year, after which the Board and Budget &Finance Committee will meet together in mid-November to go over the prospective budget for next year. He complimented the committee members on seeking creative ways to increase income and cut expenses while meeting MCCA owners’ expectations of quality services. Any changes that impact residents will be reported before the end of the fiscal year.
* **Facilities Committee Facilities** Committee Chair Gordon Wean reported that the Facilities Committee last met in September. A meeting is planned for November.

Solar Panel Project The meeting was turned over to Facilities Committee members David Beach and Eric Schreiber who made a presentation on a solar panel project for the West Garage roof. Timing for installation of solar panels is optimum now that the West Garage Roof has been replaced. Solar panels would be a hedge against future rate increases for electricity, a way of building resiliency into our power system, a good way to do to reduce air pollution and mitigate against climate change. Eric and David were thanked for the presentation.

West Garage Door Jamb Project The stalled West Garage iron door jamb project is about to restart. Installation must be done properly to prevent the earlier problems with water accumulation.

West Garage Interiors. Following completion of the roof project, staff will paint and restore the stairwells in the West Garage, clean up the entrance and make the stairways more attractive.

13705 Space Remediation. A small unit in the basement of East Tower has been rented out as an art studio for $800 a month. Currently, rental of the studio is being transferred to another unit owner, also for use as an art studio. The existence of a hazardous condition in the unit requires asbestos remediation, which may, but will likely not exceed $5,000, an amount which requires board authorization. Jessica Schreiber moved for the Board to approve expenditure of an amount not to exceed $8,000 to abate asbestos in this East Tower basement unit. The motion was seconded by Benoy Joseph and approved unanimously.

* **Rules Committee.** There was no report from the Rules Committee this month. Rules Committee Chair Jan Devereaux was thanked by the Board for her article on the Moreland Courts’ No Tipping Policy in the October Newsletter. President Hickman reminded everyone that the Annual Holiday Fund is coming up next month and encouraged everyone to support our hardworking staff at Moreland Courts.
* **Newsletter Committee** Board Liaison Kathleen Hickman made the report. Tae’Lour Block was complimented for her production work on the newsletter. Editor Eric Schreiber said work has begun on the November issue, which is expected to come out the first week of November. He thanked the hardworking members of the committee.
* **Nominating Committee** At the beginning of the year, the board will constitute a Nominating Committee to distribute application forms for residents interested in serving on the board. President Hickman encouraged Unit Owners to consider board service and talk to neighbors who have the skills and experience to be good board members to apply. Benoy Joseph reminded residents that prior membership on a committee is a prerequisite for serving on the board.

President’s Report President Hickman reported that the board has had email conversations on topics related to communication styles and how to make our meetings responsive to resident concerns. A board workshop meeting will be scheduled soon to look into this in more depth.

Correspondence None.

Other Business

Jessica Schreiber presented the following resolution for approval by the Board:

**Resolution**

**Be it resolved** that the MCCA Board of Directors approves the formation of The Resident Experience Committee to enhance the quality of life for unit owners at MCCA.

The committee shall have responsibility for:

* Organizing an orientation for new unit owners every year;
* Sponsoring programs to promote community at Moreland Courts, including, but not limited to the Monday Morning Coffee & Conversation group, cultural enrichment, i.e., chamber music concerts, guest speakers, art openings;
* Providing opportunities for community giving through quarterly pick-ups of donated items, e.g., clothing, furniture, etc. to local charitable organizations;
* Assisting staff in planning the MCCA Holiday Party & Summer Picnic parties;
* Scheduling visits to CMA/Cleveland Orchestra/theatre, etc. of interest to MCCA residents.

Membership of The Resident Experience Committee for the 2023-24 year will be as follows:

Chair: Bill Lang

Board Liaison: Jessica Schreiber

Members:

Lillian Emmons

Greg Nettle

Judy Richards

John Saile

Linda Sempliner

Margie Simon

The motion was presented by Benoy Joseph and was seconded by Gordon Wean and approved unanimously.

The first meeting of the committee is scheduled for Wednesday, November 1 to start planning for a new resident orientation in the spring. Jessica Schreiber gave a special thanks to Bill Lang who will chair the committee.

Shaker Square. Paul Stroud has heard back from representatives from Shaker Towers and Shaker Courts on setting up a meeting to discuss Shaker Square. They would like to discuss the poor quality of some of our neighboring buildings as well the future of Shaker Square. A date and location for a first meeting will be scheduled when Chris Malstead and Carol Lowenthal return.

Adjournment On motion of Benoy Joseph, seconded by Gordon Wean, the meeting was adjourned at 8:09 p.m. The board then went into Executive Session.

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Jessica Schreiber Paul Stroud, Jr.

Acting Secretary General Manager

EXECUTIVE SESSION

Executive Session was called to order by President Kathleen Hickman at 8:10 p.m.

The purpose was to discuss setting up a work session to discuss Board-related matters, including the Nominations Committee, issues of communication and the future of Shaker Square. The consensus was to schedule a one-hour meeting at 5:00 p.m. when Chris Malstead and Carol Lowenthal are back in town.

Further discussion of a meeting with the representatives from Shaker Towers and Shaker Courts will occur at the 11:00 a.m. Monday morning meeting with Paul Stroud and the Executive Committee in Paul’s office. All board members are invited to participate.

Executive Session adjourned at 8:17 p.m.

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Jessica Schreiber

Acting Secretary