

MORELAND COURTS CONDOMINIUM ASSOCIATION, INC.

Minutes of the Board of Directors Meeting

November 28, 2023

CALL TO ORDER AND DETERMINATION OF A QUORUM: The November regular meeting of the Moreland Courts Condominium Association Board of Directors was held remotely via Zoom on Tuesday, November 28, 2023. Directors in attendance were President Kathleen Hickman, Vice President Gordon Wean, Treasurer Benoy Joseph, Secretary Carol Lowenthal and Directors Lloyd Owens and Jessica Schreiber. Director Chris Malstead was absent.

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

Observing the meeting were residents Jim Collins, Jan Devereaux, Sue Dreitzler, John Dunn, Elizabeth Fehsenfeld, Virginia Garcia, John Gearity, Nancy & Doug Honig, Tom Johnston, Dorothy Lammers, Stacey & Bill Lang, Jon Miller, Rosalie Litt, Lee Poseidon, Judy Richards, Eric Schreiber, Jonathan and Nancy Shanes, Katalin Voros, and Sara Wotman,

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

OWNERS' COMMENTS AND CONCERNS: Owner Tom Johnston reminded everyone that all are invited to their annual holiday party at Edwins Too on 12/22/23 at 6:30 p.m.

John Dunn thanked Kathleen for allowing all to Zoom in to the meeting, making it easy to attend.

APPROVAL OF THE BOARD MINUTES: There was one correction to the October 24, 2023, Board Minutes: A date on page 2 under the Annual Capital and Reserve Projects was corrected from May 2008 to May 2028. Benoy Joseph moved, and Carol Lowenthal seconded the motion to approve, and these minutes were approved unanimously. Jessica Schreiber was thanked for recording these October minutes in the absence of Secretary Carol Lowenthal. They will be placed on the MCCA website.

REAL ESTATE LISTINGS AND UNIT SALES: There have been no sales this month, but two units have been on the market and are now under contract. A Unit in Bldg. 9 will soon be on the market. As has been requested, other residents will be notified when the Unit is placed on the market. Current average selling price per sq. ft. is \$142 per sq. ft.

MANAGEMENT REPORT: There are 3 liens in place now, one is well into foreclosure and another is heading toward foreclosure soon. A counterclaim was filed by the first, but this has been rejected by the court for two reasons: it was not submitted by someone licensed to practice law, and secondly, because the merits of the complaint were

rejected but may be submitted again. Mr. Stroud suggested that the Board may want to tighten up our foreclosure policy which currently calls for some lengthy waiting periods before action can be taken.

Annual Capital and Reserve Projects: The West Garage entrance door still has not been completed by the iron contractor and is way overdue. The entrance is in sound condition, but its appearance is not up to our standards. Larry McHugh is following up with the contractor. All other Reserve projects for the year have been completed. The Facilities Committee will be meeting this week to start planning for next year. In January, a new Reserve Study consultant will be starting and will help us update our Reserve Study.

Windows Project: Several Units have had new Pella windows installed during this month, but there are still a couple to go. We may want to act on the windows that have not yet been done, including doing it ourselves and billing the owner for those costs.

Security: President Hickman asked about how we are addressing the issues raised by the break-in on November 16th. Karl Batson, Jr., Head of Security, responded with his recommendations: our cameras are outdated and need to be updated. Also, windows on the ground floor are vulnerable to break-ins, such as what occurred, and we need to find solutions to that.

The police have been very helpful in working with us and we have been very happy with their response to this. Patrols have increased in the area and a man caught on camera breaking into a nearby building the day after our break-in is believed to be the one who broke in here has been arrested. There have been some undercover stakeouts in the area and a detective has been out twice. They have made suggestions such as putting glass-breaking sensors on our vulnerable windowpanes and saving any crime scene for fingerprint evaluation before replacing the broken glass.

Our own security patrols are now more frequent, less predictable in regularity and have increased in intensity. He welcomes suggestions or questions from anyone who wants to stop at the Security Office to discuss them. They are also meeting with more security companies for other ideas.

Moreland Courts has had 3 incidents in the almost ten years Paul Stroud has been here. Training to provide our security team methods for confronting an intruder without being physical and to minimize potential for danger to themselves. They are to observe and report, but not endanger themselves or anyone else.

Larry McHugh, Facility Manager, will be updating our key fobs to allow any MC resident to enter any of our buildings. This will be a help with safety concerns as well as visiting with friends in other buildings.

TREASURER'S REPORT: Benoy Joseph reported on our current financial situation: The Association's financial reports for October and year-to-date show that we are on budget with net profit from operations for October a positive \$13,482, a negative variance from budget of \$8,957; net profit YTD, however, is a positive \$66,894, a positive variance of \$14,964.

Income: Almost 99% of the Association's income comes from homeowners' monthly fees which include items such as garage parking, patio fees, and in-suite repairs. Two minor but notable items are fees from the guest suite and rent from the commercial parking lot behind CVS.

Income for October was on budget, with \$16,700 over budget year-to-date. Delinquent accounts total about \$97,800, of which 78% is owed by 3 accounts. One of these is now in foreclosure and two of these have liens filed against them.

Operating Expenses were over budget by \$8,511 for October and by \$1,763 YTD.

Wages and Employee Benefits remain under budget YTD, with the biggest savings in housekeeping and garage/valet wages and hospitalization, offsetting YTD increased wage expenses for security and switchboard staffing.

Utilities were under budget for the month and YTD.

Maintenance and Repairs (which includes items such as electrical, plumbing, supplies and cleaning, and owner suite repairs) is over budget for October by \$9,366, but over budget YTD by \$2,377

Contracted Services includes big ticket items such as landscaping, security/fire safety, waste removal and recycling, cable TV and elevator maintenance. Areas over budget are landscaping, security/fire safety, and waste removal/recycling. Contracted services were over budget for October and \$16,918 over budget YTD. Cable TV, accounting for nearly 1/3 of the total budget for contracted services remains under budget by about \$9,400.

Administrative Expenses were largely on budget for October but over budget (\$5,946) YTD, with computer services (\$4,100) accounting for the largest portion of total administrative expenses.

Other: Annual Capital expenses of \$119,382 are about \$47,284 under budget: Reserve Fund (annual budget of \$625,000) has handled major YTD expenses such as West garage roof replacement and monthly interest expense on the Elevator Rehab Loan.

BUDGET FOR 2024: Mr. Joseph then presented the proposed budget for 2024 which had been presented to the Board last week by the Budget and Finance Committee. He then put forth the Committee's motion for the Board's approval:

RESOLUTION FOR 2024 BUDGET

That the Budget for Calendar Year 2024 totaling \$3,892,651 be adopted;

That \$3,892,651 be assessed to all Owners of record in accordance with their individual percentages of ownership for calendar year 2024, payable in twelve (12) equal monthly installment;

That \$303,605 be calculated for discretionary special service fees which include a \$3.00 increase in car wash services;

That an estimated additional \$305,000 be assessed to Owners obligated to continue making monthly payments according to their pro-rata share of the remaining Master Plan Rehabilitation Loan;

That the Board, acting through its General Manager and/or Treasurer is authorized to expend the funds collected in accordance with the attached budget;

That the Board, acting through its General Manager and/or Treasurer, may throughout the year transfer unexpended funds from one budget account or category to another when needed; and,

That all unexpended funds in the audited financial statement for the year ending December 31, 2023, be allocated based on recommendations from the Board in accordance with the Association's Declaration and Bylaws.

The above Committee Motion was seconded by Lloyd Owens and passed unanimously.

Mr. Joseph then named the members of this large committee and thanked them for their hard work: Lloyd Owens was the Board Liaison, John Beeker, John Gearity, Gordon Wean, Nancy Honing, Bill Lang, Judy Richards, Bob Baker (ex-officio), and Staff Members Mildred Brooks and Paul Stroud.

Facilities Committee: Committee Chair Gordon Weans reported that the committee has not met since the last meeting but will be meeting this Friday to consider what has been achieved this year and what is yet to be concluded. They will meet again in January to look at the list of priorities for next year in order to select the projects that will be taken on this year. It is the practice of this Committee to only allocate between half to 2/3 of the dollars budgeted for the year so that they will be prepared for any surprises that may come up that are more necessary than projects initially chosen.

Rules Committee: Committee Chair Jan Devereaux started by explaining that many of the complaints registered are initially handled by General Manager Paul Stroud and never come to the Rules Committee. However, there are two situations that they have been working on recently in which one Owner has filed a complaint against another Owner. These are confidential matters that pertain to private issues between Unit Owners that by nature must be discussed privately within both the Rules Committee and the Board, and often involve legal counsel. Both the Rules Committee and the Board collaborate on these matters and action taken only communicated to parties involved in a given Rules problem.

Complaints related to smoking have involved residents in two buildings and pose important unit owner rights against each other. Some remedies adopted include the use of specialized air filtration machinery that are capable of removing both aerosol and gas components of smoke. Although there are not very many smokers at Moreland Courts when smoke from one unit escapes one space and enters another unit owner's space requires levels of cooperation that are not easily agreed upon.

Some suggestions were that because this has been a problem for years now perhaps we should consider fining the offenders or creating a smoking area or even a no-smoking policy, at least for new residents buying in. The Board has the authority to change the policy if this is appropriate, but there is a question of how much we should dictate what is

done within private units. It was asked how this is handled across the street and in other housing associations.

Newsletter Committee: There will be a newsletter coming out soon and then a hiatus until after the January meeting.

Refurbishment & Repair Committee: Lloyd Owens and Chris Malstead have been “scouring the buildings” for things that need attention, such as nicks on furniture, holes in upholstery, or a rug needing cleaning. They are looking at small things they can do to make the place look better.

Resident Experience Committee: This new Committee is chaired by Jessica Schreiber, who reported that the first meeting was held on Nov. 1 and a subset met again on Nov. 15th to focus on the orientation for new residents. At the first meeting they discussed the parameters of their mission: they made clear that they would not be a “residents’ negative experience committee”, but rather enhance the resident experience by providing a welcoming orientation, providing cultural enrichment opportunities and community building. MCCA has not had an orientation for new residents since the Spring of 2020, due to Covid distancing and this should be done annually. It will also support the “Coffee and Conversation” group, which is a good way for new residents to meet people. Lin Emmons will head “charitable giving” collections. They also will have a facilities and garden tour in late summer for new residents.

Shaker Square Community Involvement: Kathleen Hickman read a message sent from Chris Malstead who is in Europe and unable to attend this Board meeting. As a MCCA Board Member, Chris is taking the lead in this by representing our interests and continued involvement with Shaker Square as we make our presence and interests known to help meet the needs of our community as well as all the communities surrounding it are taken into consideration.

“The Board at MCCA strongly believes that the future of Moreland Courts is closely tied to that of Shaker Square. With that in mind, the Board has been in touch with the leadership of Cleveland Neighborhood Progress to stay current on developments at the Square.

“At our January 30th Board meeting, Tania Menesse, the head of Cleveland Neighborhood Progress, the organization coordinating the renovation of the Square, will join us to give an update on the progress of the work on Shaker Square to date and also plans for the future. Some have already met with Tania at various informational sessions that some of our neighbors have held. We anticipate that Tania will be able to share even more information at the January meeting, and she will also be able to answer your questions.

“Going forward we will provide an update on a monthly basis on the progress at the Square, and channel questions to Tania and her team that members of our community have.”

Shaker Square news: The new issue of The Connection, the free tabloid-size community newspaper that is published by Shaker Square Area Development Corp. is now out.

The Farmers’ Market will be at the Square on Dec. 2 and Dec. 9.

An afternoon event is scheduled on the Square for the afternoon of Dec. 17th.

PRESIDENT'S REPORT: The **next Board meeting** will be held on January 30, 2024. Traditionally, the Board has met monthly except for July, August and December. It has been suggested that we have meetings every other month instead and have work sessions in between as needed. President Hickman asked for thoughts about this proposed change from residents.

The annual **Holiday Party** will be on Dec. 4th at 6:00 p.m. in the Gallery.

CORRESPONDENCE: There was no new correspondence shared with the Board.

NEW BUSINESS: There was no new business.

ADJOURNMENT: A motion to adjourn to Executive Session was made by Jessica Schreiber, seconded by Benoy Joseph, and approval was unanimous. The meeting adjourned at 8:42 p.m.

Carol A. Lowenthal, Secretary

Paul Stroud, Jr., General Manager

MORELAND COURTS CONDOMINIUM ASSOCIATION, INC.

Minutes of the board of Directors

EXECUTIVE COMMITTEE MEETING

November 28, 2023

A meeting of the Executive Committee of the Moreland Courts Condominium Association Board of Directors convened at 8:44 p.m. on via Zoom.

In attendance were President Kathleen Hickman, Vice President Gordon Wean, Treasurer Benoy Joseph, Secretary Carol Lowenthal, and Directors Lloyd Owens and Jessica Schreiber. Director Chris Malstead was in Europe and was unable to attend. Also in attendance was Jan Devereaux, Chair of the MCCA Rules Committee.

President Hickman opened the meeting to discuss legal matters between residents.

No action was taken.

The meeting adjourned at 8:42 p.m.



Carol A. Lowenthal, Secretary

Paul Stroud, Jr., General Manager
