MORELAND COURTS CONDOMINIUM ASSOCIATION, INC.

Minutes of the Meeting of the MCCA Board of Directors

May 21, 2024

CALL TO ORDER AND DETERMINATION OF QUORUM: The May 2024 regular meeting of the Moreland Courts Condominium Association Board of Directors was held remotely via Zoom on Tuesday, May 21, 2024. In attendance were President Gordon Wean, Vice-President Jessica Schreiber, Secretary Kathleen Hickman, Treasurer Scott Fine, Directors Lloyd Owens and Bill Lang. Director Chris Malstead was absent.

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

Observing the meeting, via Zoom, were residents Howard Bender, Joseph Blasingame III, Jim Collins, Lin Emmons, Elizabeth Fehsenfeld, Virginia Garcia, Mary Louise Hahn, Frank Hickman, Benoy Joseph, Stacy Lang, Fred Livingstone, Carol Lowenthal, Jon Miller, Lee Poseidon, Judy Richards, Jon Sailes, Chuck Scillia, Eric Schreiber, Jonathan Shanes, Nancy Shanes, Katalin Voros, Sarah Wean, and Sara Wotman.

President Gordon Wean determined the presence of a quorum and called the meeting to order at 7pm.

OWNER’S COMMENTS:

Jim Collins noted the advantages in terms of noise levels and noxious emissions of using electric lawnmowers, and asked if that may be required in future landscaping contracts.

Jon Miller expressed appreciation of residents serving on the Board, but expressed severe misgivings about the level of property maintenance and housekeeping services, especially in back of house areas. He said he did not think the quality commensurate with fees owners are paying and urged increased Board oversight.

Lee Poseidon asked if such issues are not being addressed in the facilities committee, in which Mr. Miller participates.

Paul Stroud responded that he would have a more detailed conversation with Mr. Miller at another time.

APPROVAL OF THE MINUTES: Spelling errors in the names of Linda Sempliner and Katalin Voros were corrected. Bill Lang moved and Lloyd Owens seconded a motion to approve the minutes of the March 26, 2024 meeting, as corrected. The motion was passed unanimously.

MANAGEMENT REPORT

REAL ESTATE LISTINGS AND UNIT SALES: One unit was listed (13515 Shaker Blvd., 3B), and four days later was under contract. Two units have transferred ownership (13515 Shaker Blvd., 7A and 13415 Shaker Blvd., 9E3). This continues the pattern of low availability/turnover and rapid sales during the past year, according to Paul Stroud.

LIENS AND FORECLOSURES: Three units are under liens. One unit’s foreclosure case is scheduled for summary judgment hearing on June 20; another is moving forward in the foreclosure process; the third unit’s owners have agreed to a payment plan and the lien remains in place but is not moving forward in the process while payments are being made.

ANNUAL CAPITAL AND RESERVE PROJECTS: Summer is a busy time for maintenance projects. Work on the West Tower entrance has been completed and landscaping is yet to be finished. The project expanded beyond the original objective to correct the improperly conducted waterproofing to include rerouting the drainage piping and repaving the West Tower driveway. Beginning in June, the exterior doors of Building Nine (13415 Shaker Blvd.) will be removed and restored offsite, then reinstalled possibly by the end of June. Other projects will include masonry repairs, backline sealcoating, and work on locks and doors. Concerning interior furniture in common areas, two sofas have been reupholstered and another will be. Several chairs have been repaired. With increased use of the common areas, wear on chairs has taken a toll. To avoid further damage, new and more comfortable folding chairs have been purchased and provided for use at meetings and other gatherings.

During the past ten years, many of the maintenance activities have been to address immediate and urgent concerns. The association is now in a position to turn attention to preventive maintenance and enhancement projects as well. In process now is a new Reserve Study, involving consultation with Criterium Ackerman Engineers and an association subcommittee of Paul Stroud, Scott Fine, and Ed Rybka. The scope of the updated plan will include interior improvements and replacements as well as preventive maintenance and resources to deal with unexpected problems, especially plumbing and heating system components. It is anticipated the Reserve Study will be ready for review in 6-8 weeks.

WINDOWS PROGRESS: No change reported on windows policy compliance. There are 6 units not fully in compliance with the windows policy, two units of which are in foreclosure.

STAFFING: Staffing levels have been relatively stable so far this year. Some changes are anticipated as a few employees are developing plans and endeavors that will cause them to leave. In the interest of further improving Housekeeping Service, we are reorganizing staff and installing a new job description as the combined leadership of Tiara Smith and Rhea Elliot has enabled implementation of better practices and materials along with direct instruction in methods and quality. Leadership expansion through the team-lead initiative, begun in 2022, is evolving and producing good outcomes. Mildred Brooks has organized a series of in-service training programs and has introduced an employee-funded 401K retirement plan for employees who wish to start saving for retirement.

TREASURER’S REPORT: Treasurer Scott Fine called upon Comptroller Mildred Brooks to present a summary of the financial status, as of the end of April and year-to-date. She reported that April net income from operations was a positive $4,848 (budgeted: positive $5,012; resulting in a negative variance of ($163)); Year to date, net income from operations is negative ($74,993) compared to a budgeted figure of negative ($91,768), resulting in a YTD positive variance of $16,775.

Operating expenses for April was over budget ($2,591) and year-to-date under budget by $18, 988.

Accounts receivable aging summary shows ($29,577) in prepaid fees and delinquent accounts totaling $129,400 (three units in foreclosure and under lien account for $110,920 of that total). Total A/R is $99,823,

Annual Capital Expenses are $27,211 for the month and $88,581 year-to-date.

RESERVE FUND: April Reserve Fund net income is shown to be $30,852 for April and $113,479 YTD.

SUMMARY: The result for all funds, including guest suite, capital and reserve was a positive $22,657 for April, and a positive $26,573 year-to-date.

COMMITTEE REPORTS:

RESIDENT EXPERIENCE COMMITTEE: Following an initial well-attended Happy Hour gathering, two more are planned – one near Halloween on October 25 and another in 2025 near Valentines Day. Other events are also being considered. Report from Bill Lang.

NEWSLETTER COMMITTEE: The MCCA newsletter will follow a publishing schedule that mirrors the Association’s Board meetings, with issues anticipated approximately a week after each meeting. New committee member Chuck Scillia was introduced. Report from Eric Schreiber.

PRESIDENT’S REMARKS: Gordon Wean expressed gratitude to Benoy Joseph and Carol Lowenthal, who completed their terms on the Board, and welcome to Bill Lang and Scott Fine, who have taken Board positions. He also spoke words of appreciation for the service of Kathleen Hickman, who was president from fall 2022 to spring 2024, and currently serves as secretary.

There appearing to be no other business, the public portion of the meeting adjourned at 7:39pm (Scott Fine moved, Jessica Schreiber seconded, motion to adjourn passed unanimously). The Board reconvened in executive session at 7:40pm and adjourned at 9:15pm.