

SHEARWATER CONDOMINIUM ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
JANUARY 18, 2010

PRESENT:                   Gerri Smith, President  
                              Pat Duval, Vice-President  
                              Phil Hatchard, Treasurer  
                              Susan MacMillan-Finlayson, Secretary  
                              Frances Higgins, Director  
                              Ron Faulkner, Director

MEMBERS ABSENT:    Tina Ligon, Director

ALSO PRESENT:       Shirl Nelson, Landscape Committee Chairperson, Unit 15B2  
                              Ted Finlayson, Unit 2A  
                              Milton McMahon, Unit 1A1  
                              Don Kadonoff, Unit 16A  
                              Peter Gavian, Unit 12B3  
                              Connie Cadwell, Unit 16A1  
                              Fern Sargent, Unit 7B2  
                              Rainette Bannon, Unit 4A2  
                              Skip Smith, Unit 5B1  
                              Norm Butler, Unit 7B3  
                              Lee Crutchley, Brodie Management  
                              Sherri Kennedy, Recording Secretary

Gerri Smith, President, called the Board Meeting of the Shearwater Condominium Association to order at 7:00 P.M. The meeting was held at the Shearwater Clubhouse.

**MINUTES:**

- Pat Duval moved to approve the November 16, 2009 Board of Directors meeting minutes as submitted. Phil Hatchard seconded the motion and the vote carried unanimously.

**PRESIDENT'S REPORT – Gerri Smith:**

- No Report submitted.

**TREASURER'S REPORT – Phil Hatchard (See Attached Report)**

- See attached report.
- The Association is on budget
- Experiencing a lot of repair expenses in both the Operating and Reserve Accounts. May need to make an adjustment at the end of the year.

**MANAGEMENT REPORT – Heather Gummel (See Attached Report)**

- See attached report.
- #2 – Unit B – No repairs have been submitted for the foundation repairs. Lee Crutchley will follow up with Heather Gummel regarding the situation.
- # 3 – Flat Roof Replacement – Proposals were submitted to remove the A/C units and install a new membrane. Don Kadonoff reported that the problem with the flat roofs is the flashing. New specifications have been developed to replace the deck membrane and replace the siding with vinyl rather than wood. This could be done by lifting the A/C units, rather than removing them from the roof. A proposal has been received by Fitchner Services Central, Inc. to conduct under the new specifications for a cost \$38,400.00. The membrane will be installed at least 2 ft. up the side of the building and covered with vinyl siding that tapers the deck by two inches. It was recommended that contingency of \$2,500.00 should be budgeted. Brothers Services Company and Cunningham Contracting will be asked to submit a new proposal based on these new specifications.

**COMMITTEE REPORTS:**

**Marina Committee – Ron Faulkner for Scott Ligon (See Attached Report)**

- Report may be viewed on the Shearwater website.

**Grounds and Landscape Committee Report – Shirl Nelson**

- The plantings outside the gate have been replaced and new plantings inside the gate have been installed.
- Andino’s winter clean-up and trimming is scheduled for February. A notice has been sent to the building captains to respond with additional requests. Shirl Nelson maintains an ongoing list.
- The next committee meeting is scheduled for March.

**Architectural Committee – Connie Cadwell**

- No Report.

**Pool and Activities Committee – Gerri Smith for Tina Ligon (See Attached Report)**

- Pool winterization has been completed.
- Due to the heavy snow, a seam in the pool cover has come loose and will be re-stitched in the spring.

**OLD BUSINESS:**

- Lee Crutchley will provide the Board with an update on the outstanding issues that were discussed at the last Board meeting: chimney cleaning, condensate line main drain pipe clearing, gutter clearing, termites, Miller Dodson, deck underlayment.

**NEW BUSINESS:**

- Pat Duval, unit 7A, reported hearing small animals in outdoor shed on her deck. A work order will be issued to inspect and set necessary traps.
- Unit 4B2 – A work order will be issued to inspect the storage closet.
- The work order status will be updated on the website. The Board would like this updated on a monthly basis.
- Unit 7B3
  - Inquired about the responsibility of the cost to re-wire a unit for cable. There are no splitters in his unit. Don Kadonoff has figured out a way to re-route the wires from the junction box to each unit. The Board is waiting on service from Comcast to re-wire Connie Cadwell’s as a test unit which has been re-wired externally.
  - Reported water dripping off roof onto steps creating a very icy situation. The Board is currently working on roof replacement to resolve this issue.
- The parking blocks near building 4 were shifted during snow plowing. A work order will be issued to have them realigned.
- The sidewalk at the water leak site was damaged during repairs. This should be repaired once work is completed.
- It was recommended that the meeting agenda be posted on the website and that outstanding items be listed on the agenda.

**NEXT BOARD MEETING:**

The next Board of Directors meeting is scheduled for Monday, April 19, 2010 at 7:00 p.m.

**ADJOURNMENT:**

With no further business to discuss, Ron Faulkner moved to adjourn the meeting. Susan MacMillan-Finlayson seconded the motion and the vote carried unanimously. The meeting was adjourned at 7:55 P.M.

Respectfully Submitted,

Sherri Kennedy, Recording Secretary

Approved: \_\_\_\_\_

Date: \_\_\_\_\_