

SHEARWATER CONDOMINIUM ASSOCIATION  
ANNUAL MEETING – Informational Purposes  
APRIL 20, 2009

PRESENT: Jay Harrison, President/Website Coordinator  
Fern Sargent, Vice-President  
Harvey Paskin, Treasurer  
Tina Ligon, Secretary/Pool Committee Chairperson  
Pat Duvall, Director

MEMBERS ABSENT: Ron Faulkner, Director  
Jim Behrens, Director

ALSO PRESENT: See Sign-in sheet  
Heather Gummel, Brodie Management  
Leona, Brodie Management  
Sherri Kennedy, Recording Secretary

**CALL TO ORDER**

The Shearwater Condominium Annual Meeting was called to order at 7:20 by Jay Harrison, President. The meeting was held at the Shearwater Clubhouse.

**ROLL CALL**

Roll call and certification of proxies revealed that a quorum of 51% of the shareholders was not present. Therefore, in accordance with the Maryland Condominium Act, the annual meeting will be adjourned and a second annual meeting will be scheduled for May 18, 2009 and those members present in person or by proxy will constitute a quorum. The meeting was held for informational purposes only.

**PRESIDENT’S REPORT: Jay Harrison**

- The Board has initiated an ongoing maintenance program to replace decks and replace damaged siding.
- The front gate has been replaced and is in working order. Reflection tape will be added in an attempt to avoid future damage.
- New lighting has been installed at the entrance.
- Due to the maintenance expenses, not as much funding has been put away in the Reserve Fund.
- He is disappointed in the lack of participation of the homeowners. This is a \$475,000.00 business and we need leaders.

**TREASURER’S REPORT: Harvey Paskin (See Attached Report)**

- See attached
- The Treasurer’s Report may be viewed on the Shearwater website on a monthly basis.
- The marina makes up 10% of the Association’s budget.
- The Reserve Account expenses are approximately \$115,000.00.
- The next painting cycle will begin in 2014. The upper pieces of siding will be replaced at this time. A question arose about maintenance free siding. Harvey Paskin explained that this is a very expensive project and would need to be replaced in cycles. Harvey Paskin suggested developing a Reserve Committee to include someone who is knowledgeable in this area to develop a long range plan. Harvey Paskin will write up a scope of work and post it on the website for homeowners to review and a request for volunteers will be solicited. Phil Hatchard will work with Harvey Paskin on this task.

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

- No Report provided.

**COMMITTEE REPORTS:**

**Marina Committee – Scott Ligon (See Attached Report)**

- See attached report.

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

- Working on a community master landscape plan.
- They have received proposals for an irrigation system. The proposals are being reviewed and installation is being considered as a phase in project which would include the front beds in the first phase.

**Architectural Committee – Phil Hatchard**

- There have been several complaints concerning the storing of items (i.e. strollers, bikes, etc..) in the stairwells and of personal items being placed in the community trash containers.

**Pool and Activities Committee – Tina Ligon**

- The pool opens on 5/23/09. The pool opening hours have been delayed, so as to allow for a later pool closing.
- Anchor Aquatics is again hiring international students as employees.
- Tina Ligon is working on cleaning the chair cushions. If they do not come clean, the Association will have to budget to purchase new cushions for next year.
- The community barbeque is scheduled for June 6<sup>th</sup>.

**OLD BUSINESS:**

- The front gate has been replaced. An unlicensed 19 year old was driving a Virginia registered vehicle and plowed through the front gate. Nationwide Insurance is looking into recouping the costs expended by the Association.

**NEW BUSINESS:**

- Scott Ligon will look into chimney cleaning and whether homeowner’s must be home to complete this work.

**NEXT BOARD MEETING:**

The next Annual Meeting is scheduled for Monday, April 17, 2006.

**ADJOURNMENT:**

With no further business to discuss, Fern Sargent moved to adjourn the meeting. Tina Ligon seconded the motion and it carried unanimously. The next annual meeting is scheduled for May 18, 2009. The meeting was adjourned at 8:05 P.M.

Respectfully Submitted,

Sherri Kennedy, Recording Secretary

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

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

SHEARWATER CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
MAY 18, 2009

PRESENT: Jay Harrison, President/Website Coordinator  
Fern Sargent, Vice-President  
Harvey Paskin, Treasurer  
Tina Ligon, Secretary/Pool Committee Chairperson  
Pat Duvall, Director  
Ron Faulkner, Director

MEMBERS ABSENT: Jim Behrens, Director

ALSO PRESENT: See Sign-in sheet  
Heather Gummel, Brodie Management  
Leona, Brodie Management  
Sherri Kennedy, Recording Secretary

**Call to Order**

Jay Harrison, President, called the Shearwater Condominium Annual Meeting to order at 7:15 P.M. The meeting was held at the Shearwater Clubhouse.

**Roll Call and Certification of Proxies**

Jay Harrison informed the members that in accordance with the Maryland Condominium Act, those members present in person or by proxy constitute quorum.

**Proof of Notice of Meeting**

In accordance with Article 4, Section 5 of the Association's Bylaws a notice of the meeting was mailed to all homeowners and reminders were posted as well.

**Approval of the Minutes:**

A copy of the April 21, 2008 Annual Meeting Minutes were provided for homeowners to review. Fern Sargent moved to approve the minutes as submitted. Harvey Paskin seconded the motion and the vote carried unanimously.

**Introduction of Candidates**

The candidates introduced themselves.

**Call for Nominations from the Floor**

There were no nominations from the floor.

**Voting and Collection of Ballots**

Votes were cast and Ballots were collected.

**Election or Appointment of Election Inspectors**

Two members of the community volunteered to act as election inspectors. The inspectors assisted in the calculation of the votes.

**President's Report – Jay Harrison:**

- The Board has initiated an ongoing maintenance program to replace decks and replace damaged siding.
- The front gate has been replaced and is in working order. Reflection tape will be added in an attempt to avoid future damage.
- New lighting has been installed at the entrance.
- Thanked the Board/Committee members for volunteering their time to make Shearwater a nice place to live.

**TREASURER’S REPORT – Harvey Paskin (See Attached Report):**

- See attached
- The Treasurer’s Report may be viewed on the Shearwater website on a monthly basis.
- Expecting a positive cash flow at the end of the year and will put surplus into the Reserve Account.
- This year the Association is contributing less to the Reserve Account than will have been spent.
- Harvey Paskin is proposing a 3% increase in unit assessments to raise the Reserve Account to \$175,000.00. The Budget hearing will be June 16<sup>th</sup> and the budget will be voted on at this time.
- The homeowners present thanked Harvey for his financial dedication to the community.
- Harvey Paskin reported that the painter will start working this Thursday on sealing the decks and painting the replaced shed doors. He supplied the painter with homeowner’s phone numbers so arrangements can be made to access those units.

**MANAGEMENT REPORT – Heather Gummel**

- No Report provided.

**COMMITTEE REPORTS**

**Marina Committee – Scott Ligon (absent)**

- See Report provided at April 20<sup>th</sup> meeting.
- The use of a dolly has been made available for the Shearwater residents.

**Landscape Committee – Shirl Nelson**

- Shirl Nelson thanked her committee members. They have had three meetings and are working on ways to refresh and beautify the community. Some areas they are working on are irrigation, pathways, communicating with contracted landscape contractor, trees and lighting, and contracting a landscape engineer.
- Working on a modest and partial reimbursement policy for homeowners looking to improve the landscaping around their buildings. Homeowners (one per building) must submit a landscape plan and should the budget allow, the committee will reimburse the homeowner up to \$250.00 within one year from the date the receipt is submitted.

**Architectural Committee – Phil Hatchard**

- Phil Hatchard is working on comparing the costs to maintain the buildings with cedar to the costs to replace with maintenance free material.

**Pool and Activities Committee – Tina Ligon**

- The pool is ready to open this Saturday.
- Pool party planning is in the works and is scheduled for June 6<sup>th</sup>. Tickets should be available by the end of this week.

**RESULTS OF THE ELECTION:**

The following owners were elected as Board Members: Phil Hatchard, Susan MacMillan-Finlayson and Gerri Smith.

**NEW BUSINESS:**

- Jay Harrison thanked the outgoing Board members.

**NEXT BOARD MEETING:**

The next Board of Directors Meeting is the Budget hearing which is scheduled for Monday, June 15<sup>th</sup>.

**ADJOURNMENT:**

With no further business to discuss Tina Ligon moved to adjourn the meeting. Fern Sargent seconded the motion and the meeting was adjourned at 7:45 P.M.

Respectfully Submitted,

Sherri Kennedy, Recording Secretary

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

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

SHEARWATER CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
MAY 18, 2009

PRESENT: Harvey Paskin  
Tina Ligon  
Pat Duvall  
Ron Faulkner  
Gerri Smith  
Phil Hatchard

MEMBERS ABSENT: Susan MacMillan-Finlayson

ALSO PRESENT: See Sign-in sheet  
Heather Gummel, Brodie Management  
Sherri Kennedy, Recording Secretary

**Call to Order**

The Shearwater Condominium Organizational Meeting was called to order at 7:50 P.M. The meeting was held at the Shearwater Clubhouse.

The following positions will be held:

<b>Nominee/Position</b>	<b>Nomination</b>	<b>Seconded/Unanimous</b>	<b>Term</b>
Gerri Smith, President	Tina	Pat	2 years
Pat Duval, Vice-President	Gerri	Harvey	1 year
Harvey Paskin, Treasurer	Phil	Ron	1 year
Susan MacMillan-Finlayson, Secretary	Harvey	Tina	2 years
Phil Hatchard, Director	Harvey	Pat	2 years
Tina Ligon, Director	Pat	Tina	1 year
Ron Faulkner, Director	Phil	Gerri	1 year

**NEW BUSINESS:**

- The Board approved a 3% increase in the 09/10 proposed budget. Harvey Paskin will forward a final copy of the proposed budget to the new Board for them to review and to Brodie Management, so that the Budget Hearing notice can be mailed immediately.
- The Board would like to make sure that the homeowner contact information on the website is current.
- Phil Hatchard will work alongside Harvey Paskin as the “Treasurer in Training”.

**NEXT BOARD MEETING:**

The next Board of Directors Meeting is the Budget Hearing which is scheduled for Monday, June 15<sup>th</sup>.

**ADJOURNMENT:**

With no further business to discuss Harvey Paskin moved to adjourn the meeting. Pat Duval seconded the motion and the vote carried unanimously. The meeting was adjourned at 8:15 P.M.

Respectfully Submitted,

Sherri Kennedy, Recording Secretary

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

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