

Regular Meeting
Board of Directors

Shearwater Condominium

Minutes: Regular meeting

Date: September 15, 2008

Place: Shearwater Condominium
2 Spa Creek Landing Road, Annapolis

Present:

Jay Harrison	-	President
Tina Ligon	-	Secretary
Harry Paskin	-	Treasurer
Pat Duval	-	Member at Large
Ron Faulkner	-	Member at Large
Heather Gummel	-	Brodie Management - Property Manager

Excused Absences: Jim Behrens
Fern Sargent

Also Present: Scott Ligon, Unit 3A, Dock master
Mark Moran, Unit 10, Grounds & Landscaping Committee Chair

Call to Order

The regular Board of Directors meeting of Shearwater Condominium was called to order at 7.00pm.

Quorum Established

Approval of Minutes

Mr. Paskin moved to approve the August 2008 meeting minutes. This motion was seconded by Mr. Duval and all were in favor.

President's Report

It was stated that the decking repair would commence on October 20, 2008 with Blair Construction making the repairs. The President wished to advise all present that the Board of Directors requested the contractor make the decision as to which decks were in the greatest need of replacement or repair. This is the beginning of a multi-year project. It was agreed that the schedule of repairs should be provided to all board members and building captains so that the community were informed of any inconveniences prior to the work being commenced. This schedule would be distributed to all board members and building captains.

Treasurer's Report:

The financial statement for August 2008 was read. See attached financial report.

The Treasurer reported that the condominium expenditure was on budget. It was requested that all John Guthrie invoices be reposted as reserve items as the board agreed that drainage and trim repair work were

not routine maintenance. It was reported that guest fees being charged at \$20 per day per guest slip was a good income for the condominium.

Reserve fund: The Treasurer reported that it was a big year for expenditures.

1. The awning cleaning would run at \$2,000.
2. Timbers for the walkways at building 15; the creek and the dock were green and needed power washing. Although bids would be received for power washing these as well as entrance ways, patios and stairwells, the Treasurer estimated approximately \$5,800 for this work to be done.
3. The trim repair was estimated to cost approximately \$5,000 but it was suspected that the cost would be greater than this amount.
4. It was requested that gutter cleaning and gutter replacement bids be sought again as the price range received was between \$1,600 and \$9,000 and therefore impossible to establish a reasonable price for this maintenance matter.
5. The deck repairs bid was accepted at \$116,400.

The total for all these repairs is approximately \$135,000 and the income for the condominium is \$157,500 therefore all the above matters could be addressed within this budget year.

It was reported that the audit 2007 was at the auditors and would be completed within a few weeks.

Committee Reports

Architecture Committee Report:

There were no new items to address at this time.

Landscaping Committee Report:

See attached report.

It was reported that herbicide had been placed in front of buildings 7 and 8.

Trees had been trimmed between buildings and the waterfront.

All dogwood trees had received the second treatment of fertilizer.

Pool Committee Report:

See attached report.

A hot dog party was held for all pool attendees.

The pool cleaning was completed on September 15, 2008.

All furniture was to be stored properly to avoid any breakage. It was recommended that the pool management company contract be reviewed to see what their responsibilities are regarding cleaning the pool area. It was recommended that the wording be changed for next year's contract to be specific about their cleaning duties as it was apparent that Anchor Aquatics staff was dubious as to their cleaning responsibilities. Anchor Aquatics would be requested to provide a checklist for cleaning to their staff.

The board and all present thanked Tina for all her hard work and dedication to managing the swimming pool this year.

Marina Committee Report:

See attached report.

The community was referred to previous minutes wherein it states that any boat participating in the Annapolis boat show is not permitted to use the boat guest slips.

Management Report:

See attached report.

Downspout cleaning bids: Ms. Gummel advised that Tuff Turf was used for smaller jobs and that she would not give the company larger jobs as they are a smaller company and needed more stringent policing. The President stated that he did not want to test their abilities on the gutter cleaning project for

the community. She further stated that RJ Construction was a solid company and did have sufficient insurance. Of the three bids, Chesapeake Home Services were cited as the best company who do excellent work. The Board advised that Chesapeake Home Services and Blair Construction be called to offer the best and final bid and then go with Chesapeake Home Services.

Vehicle Towing: Ms. Gummel reported that a new towing company, North County Towing out of Edgewater is now being utilized and that a towing blitz was performed on August 23, 2008. On that date no vehicles were towed as all were legally parked on the property. It was clarified that no real problem exists on the property until the holiday weekends. It was clarified that towing would take place in two instances 1. It is a clear violation of the parking rules and regulations and 2. A vehicle is parked for two or more days in the wrong place. The Board was encouraged to place orange stickers on vehicles but it was requested that all these incidents were to be reported to the management company. It was discussed that it is expensive to recoup a vehicle once towed and the Board would prefer to place warning signs that towing will be enforced.

Old Business:

Building Captains have been identified.

An emergency contact form was being created and would be dispersed to the Board members.

The bikes chained to the railings at the clubhouse have all been identified and the problems experienced in the past have been resolved.

The lease update has been created and is attached.

The maintenance spreadsheet that was created is very beneficial to the Board. There is only one area that is not monitored, that being the burnt out lights as the property manager is not available to do inspection at night. It was agreed that the building captains would report any lights out to the property manager.

It was reported that raccoons are all over the community since the traps that were placed have been removed once again. It was further reported that no-one in the community knows if it is an outsider or resident who is removing these traps.

All breaker boxes have been inspected by the contractor and it has been agreed that these breaker boxes are the responsibility of the home owner.

New Business:

Flat roofs that have sitting water are experiencing water leaks. The sitting water pools around the older type air conditioning units causing them to rust out as they have no legs to raise them off the roof.

Building 2 has this problem. The Board reported that it will be an expensive job to have to lift all the older type air conditioners up off the roof.

The clubhouse air conditioning is no longer working although every working part of the machine had been replaced. Bids for the purchase of a new air conditioner were to be obtained and presented to the Board.

It was reported that Comcast cable television had changed their basic broadcast from DC channels to Baltimore channels.

The insurance deductible letter which was sent out from Brodie Management Inc stated that all home owners need to review their personal insurance policies to ensure they had adequate coverage for the insurance deductible on the condominium policy. It was further discussed that the Maryland Condominium Act allowed the Condominium to charge back all costs of repairs to the owner who is the source of the damage. It was stated that should the Condominium choose to no longer pay for casualty insurance, they could revert this payment responsibility onto the home owners. The bylaws mandate that the Condominium carries casualty insurance but does not stipulate the amount of deductible. At present, the Condominium has approximately four claims per year which are not being budgeted for and the Board wants to charge back these costs to the owners. However, in order to do this, the bylaws have to be changed and therefore to condominium cannot enforce charge back of these costs. The property manager

stated that the attorney's advice is incorrect as the Maryland Condominium Act trumps the bylaws of the condominium when it does not specifically indicate in the bylaws that you cannot change back owners. The members present wished to thank the pool committee for all their hard work and stated that because of their dedication, the pool was frequented more this year.

It was mentioned that the Board was too lax with boat lifts rules and regulations as the community's value was being diminished by unsightly boat lifts. It was requested that the rules and regulations be changed to prohibit any boat lifts in the community. After discussion, it was ascertained that the problem of unsightly boat equipment was not in fact boat lifts but battery boxes. The ARC could be requested to establish a standard for all boat slip owners. The dock master stated that after discussion of this matter with the condominium attorney, it was ascertained that dock boxes, battery boxes and other similar items were personal property and the condominium did not have any jurisdiction over what anyone could own. Article 10, section 1 dictates that a boat lift is not attached it is only moored in a boat slip and is therefore treated as if it were a boat.

Heather Gummel was thanked for driving out twice to inspect water coming through the ceiling at 2A. It was through Heather's fast response that the problem was contained effectively.

It was clarified that the list of deck replacements was not placed on the website for a reason and that building captains would be able to provide the dates of these repairs.

It was brought to the Board's attention that the common area between the water and the buildings gets very dirty from use and that more stringent clean up procedure should be in place.

It was stated that the landscaping in this area is also old and dying. The President stated that the Landscaping Committee be mailed to attend to the matter.

Adjournment:

The meeting was adjourned at 8.10 pm. Pat Duval seconded the motion and it carried unanimously.

Approved by: _____