

SHEARWATER CONDOMINIUM ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
NOVEMBER 22, 2010

PRESENT: Gerri Smith, President
 Phil Hatchard, Treasurer
 Susan MacMillan-Finlayson, Secretary
 Frances Higgins, Director

ABSENT: Pat Duval, Vice-President
 Tina Ligon, Director

ALSO PRESENT: Eric & Carleen Petterson, Unit 1B3
 Ted Finlayson, Unit 2A
 Fern Sargent, Unit 7B
 Charlotte Featherstone, Unit 13A3
 Skip Smith, Unit 5B1
 Carol Schaaake, Unit 1A3
 Heather Gummel, Brodie Management
 Sherri Kennedy, Recording Secretary

Gerri Smith, President, called the Board Meeting of the Shearwater Condominium Association to order at 7:05 P.M. The meeting was held at the Shearwater Clubhouse.

MINUTES:

- Frances Higgins moved to approve the July 19, 2010 Board of Directors meeting minutes as amended. Susan MacMillan-Finlayson 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.
- To date the Association is on track with the budget.
- During January and February, approximately \$45,000.00 will be received from Marina income.
- Operating Expense – It was noted that the cost for building maintenance has increased this year. The budget last year was \$25,000.00 and it was increased to \$35,000.00 this year. Approximately \$26,000.00 has been spent to date. The Board would like management to provide a break down of the expenses spent per line item.
- Reserve Account – Approximately \$75,000.00 has been spent year to date from reserves. This includes such items as completion of the flat roof repairs (final payment of approximately \$29,000.00 must be made), deck replacements and installation of irrigation.

MANAGEMENT REPORT – Heather Gummel (See Attached Report)

- See attached report.
- #1 – The Board agreed to add the last deck on the townhouse units to be replaced in order to complete the deck replacements of these units.
 - The Board would like to make sure homeowner's are receiving enough advance notice informing them when their decks will be replaced.
 - It was reported that the contractors are sitting the dumpster out too far in the parking area when making repairs.
 - The contractor will be advised not to place wood in the recycling bin.
- #2– Cunningham Contracting will be asked to submit a bi-annual contract. The Board will make their decision on gutter cleaning once this information is received.

COMMITTEE REPORTS:

Marina Committee – Eric Petterson and Skip Smith - See Attached Report

- Eric Petterson and Skip Smith are the new Dockmasters
- Pat Duval will get stickers for Kayaks from the Cost Guard.
- Phil Hatchard moved to accept the four items proposed in the Dock Masters Report. Frances Higgins seconded the motion and it carried unanimously.

Grounds and Landscape Committee Report – Eric Petterson

- No Report provided

Architectural Committee

- No Report.

Pool and Activities Committee – Tina Ligon

- No Report

OLD BUSINESS:

- Some homeowners who signed up for the indoor vent cleaning reported they did not receive this service. Heather will follow up with the contractor on this matter.

NEW BUSINESS:

- Unit 15A3 – A structural wall is bowed. Management is hoping to receive the engineers report tomorrow. Phil Hatchard will review the report and three contractors will be solicited for repairs.
- Unit 1A3 – Report small holes on siding. This will be inspected. A basement fan has been ordered for the storage area of this building. Management will follow up on the installation.
- Unit 15A1 – Homeowner was unhappy that A/C unit was removed during flat roof repair. As requested by the homeowner, BelAir Engineering did not re-connect the unit. The homeowner had another contractor re-connect the unit and is requesting the Association pay \$120.00 that it cost him to have his unit re-connected. Heather informed the homeowner that if chooses to have another contractor re-connect the unit, he would be responsible for this cost.
- Unit 13A3
 - Homeowner reported that her A/C unit was missing the snow feet and is sitting on plywood. Phil Hatchard will re-inspect.
 - Homeowner is requesting reimbursement of \$5,100.00 for damages to the attic area caused by a raccoon. An animal control expert determined that the raccoon gained access through an exposed vent where the wire had been removed. The Fire Marshal noted two deficiencies and mandated correction: no floor to ceiling fire wall and gaps in the flashing around the fireplace chase and flue. She is requesting reimbursement for decontamination and clean up of the area, replacement of insulation and most of the soft duct work, and cleaning and repairing the hard duct work. She is prepared to pursue legal action should she not be reimbursed. The Board agreed to reimburse \$2,300.00 for the cost of the insulation and Fire Marshal deficiencies. The duct work repairs are the homeowner’s responsibility. The Board will seek a legal opinion from their attorney on this matter.

NEXT BOARD MEETING:

The next Board of Directors meeting is scheduled for Monday, February 21, 2011 at 7:00 P.M.

ADJOURNMENT:

With no further business to discuss, Phil Hatchard moved to adjourn the meeting. Susan MacMillan-Finlayson seconded the motion and the vote carried unanimously. The meeting was adjourned at 8:45 P.M.

Respectfully Submitted,

Sherri Kennedy, Recording Secretary

Approved: _____

Date: _____