

SHEARWATER CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
JULY 18, 2005

PRESENT: Steve Snyder, President  
Jim Behrens, Vice-President  
Harvey Paskin, Treasurer  
Marc Hayes, Secretary  
Jim Nunneley, Director/Grounds & Landscape Committee Chairperson  
Jay Harrison, Director/Website Coordinator  
Shaila Aery, Director

ALSO PRESENT: Pat Duvall, Unit 7A1  
Fern and Ian Sargent, Unit 7B2  
Dennis Sesplankis, Brodie Management  
Sherri Kennedy, Recording Secretary

Steve Snyder, 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:**

- Jim Behrens moved to approve the June 20, 2005 Board meeting minutes as submitted. Jay Harrison seconded the motion and it carried unanimously.

**PRESIDENT'S REPORT – Steve Snyder:**

- Correspondence has been received from Fernando O'Brien regarding parking violators; two are guests of Connie Cadwell's, unit 16A1 and one is a Hospice worker for Donald Laycock of 15B1. Connie Cadwell will be issued guest stickers for her two temporary guests. Dennis Sesplankis will contact Donald Laycock's daughter, Jennifer Laycock, to inform her to advise the Hospice worker to place a note on her vehicle upon each visit indicating the unit she is visiting so the vehicle will not be towed.

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

- See attached report to include: Budget Status as of 6/30/05.
- Harvey Paskin reported that the operating budget was 47,000.00 below budget and this surplus will be rolled into the Reserve Account.
- The Association has remaining balances of \$40,000.00 to Annapolis Painting, \$38,670.00 to East Coast Siding, \$1,000.00 for the piling replacement and \$2,000.00 for a drainage repair.
- The Board has still not received the final audit from the last fiscal year. Harvey Paskin has spoken with Strauss and Associates who is waiting on an explanation from the previous auditor concerning \$31,000.00 for property that was taken of the books. Once Strauss and Associates receives further information, the final audit will be forwarded.
- Jay Harrison moved to accept the Treasurer's Report as submitted. Jim Nunneley seconded the motion and it carried unanimously.

**MANAGEMENT REPORT – Dennis Sesplankis (See Attached Report):**

- See attached report.
- Don Kadonoff and Dennis Sesplankis performed a walkthrough of the entire community with Annapolis Painting to inspect the work that was performed. A punch out list was developed during the walkthrough and once the items on the list have been completed, the remaining balance due of \$40,000.00 will be paid to Annapolis Painting.
- Three proposals were received for awning cleaning: Mid Atlantic - \$2,925.00, Select Service Group - \$3,150.00 and Annapolis Powerwashing - \$3,612.50. Mid-Atlantic's proposal included the cost of a lift rental if necessary. Dennis Sesplankis will contact Mid Atlantic for the cost of the lift rental and to see if the cost will be reduced if the lift is not necessary. Mid Atlantic will also be asked to supply more detailed specifications, such as: method of cleaning, chemicals to be used for cleaning and when work will be performed. Dennis Sesplankis will contact Annapolis Powerwashing to see if the price submitted can be negotiated.

- Buildings 7 and 8 erosion issue: The Board has not received a proposal from the contractor that inspected the area earlier this year. Dennis Sesplankis and Pat Duvall met with Mr. Flood to discuss the erosion problem. Mr. Flood advised them that there is grant money available through The Chesapeake Bay Foundation and that the Board would need to apply for the grant with the anticipation of beginning work in the spring. The job would involve sand, plants, coconut tree logs and the removal of some trees. Pat Duvall explained that since this is a conservancy program, tree removal is permitted. Pat Duvall further explained that volunteers would be needed to perform the planting. A request for volunteers will be placed on the website. The approximate cost for the job is \$25,000.00 to include plans, permits and consulting fee. A written report will be submitted to the Board within 4 – 6 weeks.

### **COMMITTEE REPORTS**

#### **Grounds and Landscape Committee Report – Jim Nunneley (See Attached Report)**

- See attached report.

#### **Architectural Committee – Michael Yerman**

- No report provided.

#### **Pool and Activities Committee – Pat Duvall**

- Pat Duvall reported that everything seems to be running smoothly. There is one full time and one part time lifeguard. No complaints have been received.

#### **Marina Committee – Jim Bausell (See Attached Report)**

- See attached report.

### **OLD BUSINESS:**

- Dennis Sesplankis will follow up with BFI concerning the replacement recycling cans that were requested since the lids are broken on two of the cans.

### **NEW BUSINESS:**

- The Board agreed that Don Kadonoff did an exceptional job with the painting and siding project. He has been very communicative, provided great attention to detail and has dealt with scheduling and budget issues. The Board will forward a letter to Don Kadonoff commending him on his efforts in this project. Once the letter has been drafted and reviewed by the Board, the final letter will be forwarded to Don Kadonoff and placed on the website and bulletin boards for members of the community to view.
- Discussion ensued regarding updating and maintaining accurate homeowner information. A summary page will be included in the Resale Package instructing new homeowners to contact Jay Harrison with contact information. Brodie Management will compare their current homeowner information list with the homeowner information provided on the website and changes will be made accordingly. Notification of current residents who wish to update their information will be posted on the bulletin boards.
- A summary page will be developed to be included as the top page of the Resale Package to include a checklist of important items to review such as: parking regulations, homeowner information, etc...
- Section XI of the Parking Rules and Regulations states that “Violations should be reported to Management for corrective action.” Brodie Management may contact a member of the Board to inspect a vehicle for violation and report back. Brodie Management may then authorize vehicle towing if necessary. Brodie Management and Board representatives will be listed as individuals authorized to sign the tow order.
- Jonas Brodie will be asked to provide an opinion about the responsibility of maintaining and replacing decks, railings and shed doors. The installation of a sample deck using composite materials is tabled until the Association’s responsibility is clear.

### **NEXT BOARD MEETING:**

The next Board of Directors meeting is scheduled for Monday, September 19<sup>th</sup>. There will be no meeting scheduled during the month of August.

**ADJOURNMENT:**

With no further business to discuss, Jay Harrison moved to adjourn the meeting. Jim Behrens seconded the motion and it carried unanimously. The meeting was adjourned at 8:10 P.M.

Respectfully Submitted,

Sherri Kennedy, Recording Secretary

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

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