

SHEARWATER CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
JANUARY 21, 2008

PRESENT: Jay Harrison, President/Website Coordinator  
Fern Sargent, Vice-President  
Harvey Paskin, Treasurer  
Tina Ligon, Secretary

MEMBERS ABSENT: Jim Behrens, Director/Pool Committee Chairperson  
Shaila Aery, Director  
Pat Duval, Director

ALSO PRESENT: Scott Ligon, Unit 3A, Dockmaster  
Mark Moran, Unit 10, Grounds & Landscape Committee Chairperson  
Phil Hatchard, Unit 13B1, Architectural Committee Chairperson  
Connie Cadwell, Unit 16A1  
Norm Butler, Unit 7B3  
Ian Sargent, Unit 7B2  
Patty Neighoff, Brodie Management  
Sherri Kennedy, Recording Secretary

Jay Harrison, President, called the Board Meeting of the Shearwater Condominium Association to order at 7:10 P.M. The meeting was held at the Shearwater Clubhouse.

**MINUTES:**

- Fern Sargent moved to approve the November 19, 2007 Board meeting minutes as submitted. Tina Ligon seconded the motion and the vote carried unanimously.

**PRESIDENT'S REPORT – Jay Harrison:**

- Jay Harrison formally thanked Jim Nunneley, Marc Hayes, Jim Bausell and Michael Yerman for their past years of service.
- The gate has finally been completed. Thanks to Patty for her diligence in getting this task completed.
- Jay Harrison requested that Board members respond to all members by using "Reply All" when the corresponding through e-mail.

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

- See attached report.
- The Association is about 1/2 through the year and the Marina income is due to come in next month.
- The Association is in the process of paying down the \$275,000.00 loan. \$97,000.00 has been paid toward the principal of the loan. \$110,000.00 is the current balance of the loan. The current Reserve Account balance is \$213,000.00. The Board is anticipating an increase in Association fees.

**MANAGEMENT REPORT – Patty Neighoff (See Attached Report)**

- See attached report.
- The termite inspection will be re-scheduled for the spring.
- The tenant from 15A1 called with a mold concern. Patty Neighoff will provide the unit owner with the appropriate city agency information to report the mold problem.

**COMMITTEE REPORTS:**

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

- See attached report.
- During the last low tide, Scott Ligon noted some extra piping in the water near 15 & 16. Corporate Services has been instructed to remove this piping during a low tide.
- There was quite a good turn out for the lights parade.

**Grounds and Landscape Committee Report – Mark Moran (See Attached Report)**

- See attached report.
- A new Landscape Committee has been established. The committee’s primary effort will be to inventory the current plantings and to develop a landscape plan for the future. Other items the committee will be working on are: trimming guidelines, irrigation recommendations and a phasing in plan, and developing a homeowner planting and maintenance agreement to become binding with a unit transfer (supplied to the Board for review). The remaining Board members will be forwarded a copy of the Homeowner Planting and Maintenance Agreement for their review. Once this review is complete the Agreement will be forwarded to Fred Sussman for review and incorporated into the Association’s documents. Once all steps are completed, this Agreement must be completed and signed by any homeowner requesting to perform landscape improvements.
- Mark Moran will e-mail Jim Bausell to determine if the new homeowners are aware that they are responsible for maintaining the planting beds near this unit.

**Architectural Committee – Phil Hatchard**

- He has met with Michael Yerman, but has not contacted the committee members.
- A homeowner in building 15 will submit an Architectural Change Application for a request to replace windows.

**Pool and Activities Committee – Jim Behrens**

- No report provided.

**OLD BUSINESS:**

- Two proposals were received. Cunningham Contractors will charge \$20.00 each to inspect the decks (\$1,860.00 total) and will refund \$20.00 for each deck replaced. A written inspection will be provided and the list will be prioritized according to worse case. There will be a \$50.00 building permit fee for each deck replaced. Blair Contractors submitted a proposal for \$140.00 per hour, not to exceed 16 hours. There will be a 50% refund should the Association choose to replace the decks noted. Some of the decks are not up to code and the cost to replace a deck will be approximately \$3,000.00. Harvey Paskin moved to accept Cunningham Contractor’s proposal to inspect the decks. Fern Sargent seconded the motion and it carried unanimously. Deck replacements will not be made until spring.
- John Guthrie will be inspecting and repairing Norm Butler’s deck (unit 7B3).

**NEW BUSINESS:**

- Scott Ligon has some lighting ideas that he will forward to Brodie Management.
- Scott Ligon reported that the deck area where the compressor boxes are located is covered with standing ice an could cause a drainage problem. This will be inspected.
- During a repair to his unit, the contractor noted that compressor for unit 3B2 was completely frozen. Scott Ligon would like the owner to be contacted to make him aware of this.

**NEXT BOARD MEETING:**

The next Board of Directors meeting is scheduled for Monday, February 18, 2008.

**ADJOURNMENT:**

With no further business to discuss, Fern Sargent moved to adjourn the meeting. Tina Ligon seconded the motion and it carried unanimously. The meeting was adjourned at 8:28 P.M.

Respectfully Submitted,

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

Sherri Kennedy, Recording Secretary

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