

SHEARWATER CONDOMINIUM ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
JANUARY 19, 2009

- PRESENT: Jay Harrison, President/Website Coordinator
Fern Sargent, Vice-President
Tina Ligon, Secretary/Pool Committee Chairperson
Pat Duvall, Director
- MEMBERS ABSENT: Harvey Paskin, Treasurer
Ron Faulkner, Director
Jim Behrens, Director
- ALSO PRESENT: Scott Ligon, Unit 3A, Dockmaster
Phil Hatchard, Unit 13B1, Architectural Committee Chairperson
Ian Sargent, Unit 7B2
Heather Gummel, Brodie Management
Sherri Kennedy, Recording Secretary

Jay Harrison, 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:

- Fern Sargent moved to approve the November 17, 2008 Board of Directors meeting minutes as submitted. Tina Ligon seconded the motion and the vote carried unanimously.

PRESIDENT'S REPORT – Jay Harrison:

- Gate accident – There is an issue with obtaining the insurance information of the vehicle owner. The driver of the vehicle was unlicensed and Heather Gummel has been working to obtain the vehicle owner information for insurance coverage.

TREASURER'S REPORT – Harvey Paskin

- Brodie Management is working on year-end reports. The financial report has been delayed.
- Phil Hatchard reported that eight or nine decks have been completed and the next payment will be issued to the contractor. Due to the weather conditions, the project will probably not be completed until March.

MANAGEMENT REPORT – Heather Gummel (See Attached Report)

- See attached report.
- Proposals were received from two contractors replace the gate. Fence and Deck Connection submitted a proposal for \$6,372.00 to replace the gate which includes a new chain and assumes that the operator is in good working condition. Their estimated completion time is two weeks. American Fence submitted a proposal for \$5,953.00 to replace the gate using the existing chain with the estimated completion date of 10 days. Fern Sargent moved to accept the proposal submitted by American Fence, Pat Duvall seconded the motion and it carried unanimously. Heather Gummel will try to negotiate a new chain and hardware. Heather Gummel will also ask American Fence for recommendations on increasing the lighting or upgrading the entry screen. Also, the contractor will be asked to install additional reflectors on the new gate. John Guthrie will be asked to provide a cost to upgrade the lighting at the entry system.
- Heather Gummel has made several attempts to contact Officer Schreiber to obtain a copy of the police report so as to retrieve vehicle insurance information. The Board will turn the case over to Nationwide Insurance for them to pursue.
- Hand rail installation at unit 11A – Shearwater has received notice from the City of Annapolis advising that they are in violation of the city code and the International Building Code. A copy of this violation notification has been forwarded to the Association's attorney, Mr. Sussman, for review. In the meantime, Shearwater has filed an appeal and will be notified by the city of the scheduled hearing date.
- There was another break-in at the clubhouse. John Guthrie suggested installing a motion detector light with a blinking light that looks as if it has a security camera. Discussion ensued as to the type of light/alarm system to be installed on the clubhouse. John Guthrie will be asked to research

the cost to install a programmable, motion sensor light/alarm as offered by Home Depot or Radio Shack.

COMMITTEE REPORTS:

Marina Committee – Scott Ligon (See Attached Report)

- See attached report.
- One bubbler is broken and one requires repair.
- Scott Ligon would like to remind everyone that the dock lights are on the same breaker as the bubblers.

Grounds and Landscape Committee Report – Mark Moran

- See the report on the website.
- He has received the third community master plan proposal.

Architectural Committee – Phil Hatchard

- There is no activity to report.

Pool and Activities Committee – Tina Ligon

- There are leaks in both bathroom drain pipes that will need to be repaired before scheduling the pool opening.
- Scott Ligon reported that due to the community deck project that the bathrooms have not been winterized. Two space heaters have been placed in the office and one in the bathroom, where pipes are most exposed, to help deter a pipe break. During this process he noted that the breaker box in the pump room should be replaced and that the two bathrooms should be on separate breakers.

OLD BUSINESS:

- Phil Hatchard provided follow up information on the electrical box issue. He contacted three or four different contractors to inspect his electrical box and received three proposals. One proposal stated that it was not necessary for him to replace his electrical box. Two others offered to replace the electrical box for \$1,350.00 and \$750.00. During the inspection, the contractors were looking for signs of burned insulation, discoloring of wires and/or loose breakers. Phil Hatchard will be replacing his electrical box and will keep the Board posted.

NEW BUSINESS:

- John Guthrie will be asked to add the Ligon's to the entry system and test the system once the names have been added.
- Scott Ligon will look into the possibility of having a speed bump installed on Madison.
- Scott Ligon would like to make sure that the contractor is aware of their surroundings and to be careful when removing old deck wood from third floor units.
- Scott Ligon would like Brodie Management to review the pest control contract to determine if an insurance underwriter provides a warranty to guarantee that the company will locate termites if they are present during the inspections.
- Scott Ligon removed ivy the building that has been growing under the siding. He would like to make sure that this is removed from all the buildings and that it is maintained.
- Phil Hatchard reported that a piece of siding has come loose and pulled away from the side of building 15. A work order will be issued.
- Pat Duvall reported that the light on the shed facing the parking lot requires replacement.

NEXT BOARD MEETING:

The next Board of Directors meeting is scheduled for Monday, March 16, 2009 at 7:00 p.m.

ADJOURNMENT:

With no further business to discuss, Tina Ligon moved to adjourn the meeting. Fern Sargent seconded the motion and it carried unanimously. The meeting was adjourned at 8:10 P.M.

Respectfully Submitted,
Sherri Kennedy, Recording Secretary

Approved: _____
Date: _____