

SHEARWATER CONDOMINIUM ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
NOVEMBER 16, 2009

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

MEMBERS ABSENT: Pat Duval, Vice-President

ALSO PRESENT: Shirl Nelson, Landscape Committee Chairperson, Unit 15B2
Jay Smith, Unit 15B3
Milton McMahon, Unit 1A1
Barbara Britt, Unit 4A
Carol Schaake, Unit 1A3
Carleen & Eric Petterson, Unit 1B3
Ian & Fern Sargent, Unit 7B2
Skip Smith, Unit 5B1
Heather Gummel, Brodie Management
Sherri Kennedy, Recording Secretary

Gerri Smith, 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:

- Phil Hatchard moved to approve the September 21, 2009 Board of Directors meeting minutes as submitted. Ron Faulkner seconded the motion and the vote carried unanimously.

PRESIDENT'S REPORT – Gerri Smith:

- A community in Annapolis and one in Cedar Rapids, Iowa had positive comments about Shearwater's website.
- For energy saving ideas, homeowner's may visit www.togetheryousave.com.

TREASURER'S REPORT – Phil Hatchard (See Attached Report)

- See attached report.
- The Association is in good shape.
- Based on the 2002 Reserve Study, the committee has put together a 50 year expenditure plan. Phil Hatchard made a motion to contract with Miller Dodson to conduct a Reserve Study. Frances Higgins seconded the motion and it carried unanimously. Heather Gummel will contact Miller Dodson to determine scheduling.
- Several potential costs associated with the Reserve Budget have been identified: re-coating of the asphalt roadway/parking area, additional flat roof repairs, and gutter cleaning. Heather Gummel will solicit proposals and report to the Board.

MANAGEMENT REPORT – Heather Gummel (See Attached Report)

- See attached report.
- Flat Roofs – Heather Gummel will forward a copy of the inspection to three contractors for repair costs. Don Kadonoff has received a proposal for \$2,500.00. Phil Hatchard will forward Heather Gummel the contractor information.
- Condensate Main Drain Pipe – Phil Hatchard moved to approve the service proposal provided by Corporate Services to clean out the condensate main drain pipe once a year for a cost of \$124.00 per building (total cost \$1,736.00). Tina Ligon seconded the motion and it carried unanimously.
- Phil Hatchard moved to contract with Chesapeake Home Services to clean and flush out the gutters two times a year for a cost of \$2,985.00 per cleaning. Tina Ligon seconded the motion and it carried unanimously.
- Heather Gummel will contact NOVAC to inspect 13A2 and building 1 third floor for termites.

- Heather Gummel will review the bylaws to determine if the Association is responsible for chimney cleaning.
- Heather Gummel will also have unit 4B3 inspected for water leak. The Architectural Committee will be asked to review the option for an under deck covering.
- Unit 9B – Heather Gummel will contract with an engineer to survey the unit to determine if there is a structural problem.
- Water leaking into fixed windows of units 9 and 10. Heather Gummel will solicit proposals.

COMMITTEE REPORTS:

Marina Committee – Ron Faulkner for Scott Ligon (See Attached Report)

- Report may be viewed on the Shearwater website.
- The life rings on the docks were replaced about two years ago. Tina Ligon has cleaned all the rings on Pier A. She will re-inspect to make sure the rings on all the piers have been replaced.
- Tina Ligon moved to approve the request from 15B3 to install a floating boat lift in their LCE slip #C36. Phil Hatchard seconded the motion and it carried unanimously.
- Susan MacMillan-Finlayson proposed that rules be established for owners that are occupying, but not utilizing the kayak space.

Grounds and Landscape Committee Report – Shirl Nelson

- Phase I of the sprinklers have been installed and winterized.
- Large Oak Tree at the front of building 16 has been removed.
- Frances Higgins has drawn up a landscape design for the areas outside and inside the gate, along entranceway, and in front of building 5.
- Mark Moran has obtained a digital survey of Shearwater. The survey will be printed and placed on a board with an overlay.
- The Landscape Committee has spoken to Andino’s concerning the landscape lights that are continuously being damaged during mowing. Leona Busija has left two messages with Andino’s as well with out a return phone call. Corporate Services has repaired a couple of the lights. Brodie Management will forward a letter by certified mail, along with the cost for repairs; to Andino’s outlining what their responsibilities will be should further damage occur.

Architectural Committee – Connie Cadwell

- No Report.

Pool and Activities Committee – Tina Ligon

- Pool is closed for the season.

OLD BUSINESS:

- Gerri Smith contacted President’s Point regarding the possibility of sharing the shuttle service during the Parade of Lights and they were not interested. The cost is \$510.00 for the light parade shuttle (Town Transport) from 3 – 10 p.m.

NEW BUSINESS:

- Phil Hatchard provided a Siding Replacement Study for the Board to review. The committee will wait for the completion of the Reserve Study and research loan options.
- Frances Higgins moved to approve any unit owner’s request to install a Terra Nova sprinkler system prior to the planned community installation (Phase II or III) as outlined in the attached conditions. Ron Faulkner seconded the motion. Discussion ensued. Phil Hatchard and Gerri Smith (see attached) are in favor of irrigation, but are against the principle of allowing individual owners improve their surroundings to a greater degree than the rest of the community. They believe that this goes against the basic principles of condominium living, in which residents have a right to expect some commonality and equality. Shirl Nelson commented that this is a no risk decision for the Board as it only enhances the community. The motion carried with a vote of 4 to 1 with Gerri Smith abstaining as the President’s vote is only used as a tie breaker.

NEXT BOARD MEETING:

The next Board of Directors meeting is scheduled for Monday, January 18, 2010 at 7:00 p.m.

ADJOURNMENT:

With no further business to discuss, Ron Faulkner moved to adjourn the meeting. Frances Higgins seconded the motion and the vote carried unanimously. The meeting was adjourned at 8:27 P.M.

Respectfully Submitted,

Sherri Kennedy, Recording Secretary

Approved: _____

Date: _____