

SHEARWATER CONDOMINIUM ASSOCIATION
ANNUAL MEETING
APRIL 19, 2010

PRESENT: Gerri Smith, President
Pat Duval, Vice-President
Tina Ligon, Director/Pool Committee Chairperson
Frances Higgins, Director
Ron Faulkner, Director

ABSENT: Phil Hatchard, Treasurer
Susan MacMillan-Finlayson, Secretary

ALSO PRESENT: See Sign-In Sheet
Scott Ligon, Unit 3A, Dockmaster
Shirl Nelson, Grounds & Landscape Committee Chairperson
Lee Crutchley, Brodie Management
Heather Gummel, Brodie Management
Sherri Kennedy, Recording Secretary

Call to Order

Gerri Smith, President, called the Shearwater Condominium Annual Meeting to order at 7:00 P.M. The meeting was held at the Shearwater Clubhouse. Gerri Smith welcomed the homeowners and introduced the Board members and the Brodie Management representative.

Roll Call and Certification of Proxies

Gerri Smith informed the members that the proxies were certified and a quorum was established with 59.72% present in person or by proxy.

Proof of Notice of Meeting

In accordance with Article 4, Section 5 of the Association's Bylaws a notice of the meeting was mailed to all homeowners on 3/20/10.

Approval of the Minutes:

A copy of the May 18, 2009 Annual Meeting Minutes were provided. Tina Ligon moved to accept the meeting minutes as submitted. Ron Faulkner seconded the motion and it carried unanimously.

Introduction of Candidates

Each candidate is an incumbent and introduced themselves. The candidates are: Pat Duval, Tina Ligon, and Frances Higgins. There is one additional opening to be filled.

Call for Nominations from the Floor

There were no nominations from the floor.

Voting and Collection of Ballots

Votes were cast and Ballots were collected.

Election or Appointment of Election Inspectors

The ballots were collected and the votes tabulated.

President's Report – Gerri Smith:

- Due to this past winter's snow storms, a committee of three people has been formed to communicate with the snow contractor. The committee will meet with Andino's in the fall to discuss plowing strategies.

TREASURER'S REPORT – Submitted by Phil Hatchard and read by Heather Gummel:

- No report submitted.
- A 2011 fiscal year draft proposed budget was supplied to the Board for their review.
- Due to snow plowing and general maintenance expenses, the Association is \$35,000.00 over the operating budget. The Association is also over budget in insurance due to the unexpected new Fidelity Law. A contributing factor in general maintenance costs was a water main break repair cost of \$10,978.00. It was reported that a main feeder line in the city burst around the same time and may have been a contributing factor to the community line break. Scott Ligon will draft a letter to the city requesting reimbursement.
- The Reserve Study is complete. Replacement of the decks, railings and closet doors will continue. Nine flat roofs have been completed and five will be completed in July or August. All completed roofs were inspected and are satisfactory. The forecasted reserve expenditures for fiscal year 2011 are as follows: Decks, railings and closet doors - \$75,000.00, Remaining flat roofs - \$35,000.00, Siding repair - \$25,000.00, Recoat road surface – 11,460.00, Sprinkler phase II - \$23,000.00, Chimney cleaning - \$10,000.00, Pool repairs (cover, coping, concrete) - \$9,000.00, Side lighting - \$5,050.00

COMMITTEE REPORTS

Marina Committee – Scott Ligon

- No report submitted.
- No large slips available.
- The piling replacement and strengthening was completed. Very happy with the contractor’s job performance.
- Asked homeowners present to notify him of any kayaks for sale.
- Looking for a volunteer to take over the duties of the dock master by July.
- 20 oyster cages have been placed in the bay. They will be collected in August and put in reefs. The cages will then be re-seeded.
- Proposing a marina fee increase of 4%.

Landscape Committee – Shirl Nelson (See Attached Report)

- See attached report
- Report provided to those present.
- A request was made to use original community master plan, rather than spend \$20,000.00 to develop a new master plan. It was determined that the master plan on file was not a landscape plan identifying all of the plant material in the community, but rather a builder’s conceptual plan.

Pool and Activities Committee – Tina Ligon

- No report submitted
- A contract with Anchor Aquatics was approved last year. The lifeguard this season is from Bulgaria.
- Some repairs will be made before the pool opening, including new exhaust fans in the men’s and ladies rooms and the pool house.
- The pool cover will be replaced at the end of the season.
- A community BBQ will be planned for June 6th or June 13th.
- A new conversation group has been purchased and will be placed at the pool prior to opening.
- A cleaning crew will be put together to clean the pool furniture prior to opening.

Architectural Committee – Wendy Tsai for Connie Cadwell

- No report submitted.
- The committee is reviewing improvements to ensure proper completion.
- Will re-post architectural guidelines for the community.

RESULTS OF THE ELECTION:

The following were elected as Board Members to serve a two year term: Pat Duval, Tina Ligon, and Frances Higgins. One position is unoccupied.

UNFINISHED BUSINESS:

- The chimney cleaning discussion was tabled until August.

- A cost was obtained to clean the dryer vents for homeowners interested: \$25.00 per vent if cleaned from the outside and \$65.00 per vent if cleaned from the inside. It was recommended that the upper unit vents be cleaned from the inside. A notice with this information will be included in the budget hearing mailing.
- 13A3 – Reported her dissatisfaction with the deck replacement. Pictures were provided. She is also waiting for her top deck railing to be replaced. Heather Gummel will follow up on these matters.
- Building 16 has been rewired by Comcast. The wires are exposed on the exterior of the building. An alternate solution has been submitted and the Board is awaiting approval from Comcast.

NEW BUSINESS:

- A notice was created requesting that homeowners removed any unused bikes from the bike rack in the clubhouse. The notice will be placed in the newsletter, included in an upcoming mailing, and posted at all the buildings and racquetball clubhouse. Information concerning the unused kayaks will also be included in the notice. Wendy will place bike tags at each building, so homeowners can identify their bikes.

NEXT BOARD MEETING:

The next Board of Directors Meeting is scheduled for Monday, May 17th.

ADJOURNMENT:

With no further business to discuss Tina Ligon moved to adjourn the meeting. Frances Higgins seconded the motion and the meeting was adjourned at 8:13 P.M.

Respectfully Submitted,

Sherri Kennedy, Recording Secretary

Approved: _____

Date: _____

SHEARWATER CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS ORGANIZATIONAL MEETING
APRIL 19, 2010

PRESENT: Gerri Smith
Pat Duval
Tina Ligon
Frances Higgins

MEMBERS ABSENT: Phil Hatchard
Susan MacMillan-Finlayson

ALSO PRESENT: Heather Gummel, Brodie Management
Sherri Kennedy, Recording Secretary

Call to Order

The Shearwater Condominium Organizational Meeting was called to order at 8:20 P.M. The meeting was held at the Shearwater Clubhouse.

Tina Ligon moved that members maintain their previous positions. All nominations were accepted. Pat Duval seconded the motion and it carried unanimously.

<u>Member</u>	<u>Term</u>
Gerri Smith, President	1 year
Pat Duval, Vice President	2 years
Phil Hatchard, Treasurer	1 year
Susan MacMillan-Finlayson, Secretary	1 year
Tina Ligon, Director/Pool Committee Chairperson	2 years
Frances Higgins, Director	2 years

OLD BUSINESS:

- No old business was discussed.

NEW BUSINESS:

- No new business was discussed.

NEXT BOARD MEETING:

The next Board of Directors Meeting is scheduled for Monday, May 17th.

ADJOURNMENT:

With no further business to discuss Pat Duval moved to adjourn the meeting. Frances Higgins seconded the motion and it carried unanimously. The meeting was adjourned at 8:30 P.M.

Respectfully Submitted,

Sherri Kennedy, Recording Secretary

Approved: _____

Date: _____