

SHEARWATER CONDOMINIUM ASSOCIATION
ANNUAL MEETING/SPECIAL MEETING
APRIL 16, 2012

PRESENT: Gerri Smith, President
Phil Hatchard, Treasurer
Susan MacMillan-Finlayson, Secretary
Frances Higgins, Director
Barbara Britt, Director

ABSENT: Pat Duval, Vice-President
Tina Ligon, Director/Pool Committee Chairperson

ALSO PRESENT: See Sign-In Sheet
Eric Petterson & Skip Smith, Dockmasters
Ron Faulkner, Grounds & Landscape Committee Chairperson
Rainette Bannon, Architectural Committee
Heather Gummel, Brodie Management
Jessica Bryant Brodie Management
Sherri Kennedy, Recording Secretary

Call to Order

Gerri Smith, President, called the Shearwater Condominium Annual Meeting to order at 7:05 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 33 members present with a quorum of 58.81% represented 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 March 16, 2012.

Approval of the Minutes:

A copy of the April 18, 2011 Annual Meeting Minutes were provided. Phil Hatchard moved to accept the meeting minutes as submitted. Barbara Britt seconded the motion and it carried unanimously.

Open Forum

Homeowners voiced their concerns regarding the proposed special assessment: Nancy Ronshiem, Lois McGovern, Greg Balestrero, Linda Lawrence, Charles Trefrey, Mary Irace, Thad Barringer, Rainette Bannon. These owners were concerned about the quality of work to be performed based on past deck replacements, as well as whether the proposed assessment will be sufficient to cover all of the necessary repairs. All decks have been assessed by a contractor and all proposals submitted were based on this assessment. Some proposals have an additional cost worked into them for unforeseen repairs or required corrective action and some proposals did not include this cost in the proposal and any additional repairs will be billed separately to the Association. All deck material is pressure treated, fire retardant wood as required by law. Approximately 50 decks were noted as requiring replacement. In an effort to save money by replacing all of the decks at one time, rather than individually, the Board is proposing a special assessment. The decks will be replaced and this cost will be passed along either by special assessment or an increase in the regular assessment. It was felt by the homeowners that a plan must be solidified before the budget/special assessment is passed. The special assessment should be delayed until a better plan can be obtained.

There have been some reported leak problems due the past deck repairs. The Board is working on resolving all leak issues.

The Reserve Account can not be used because this account was not sufficiently funded for several years and based on the Miller Dodson Study, the Board must ensure that the Reserve Account is sufficiently funded.

Special Assessment Results

The proposed special assessment is to authorize the expenditure of up to \$240,000.00 for the necessary replacement of the remaining 38 unit decks and 50 storage closet doors which will be assessed to each unit based on their percentage interest. The required approval to pass the special assessment is 66 2/3 percent and with the percentage of 44.63 voting “for” the special assessment, the required approval for the special assessment did not pass. The 2012/2013 budget will be discussed at the next meeting.

Introduction of Candidates

The two incumbent candidates introduced themselves. These candidates are: Barbara Britt and Frances Higgins. The four candidates that were present introduced themselves. An additional nominee has been placed on the ballot, but was unable to attend. There are five open positions and seven candidates.

Call for Nominations from the Floor

There were no nominations from the floor.

Appointment of Election Inspectors, Voting and Collection of Ballots

Two members volunteered to assist with collecting and tallying the votes.

President’s Report – Gerri Smith (See Attached Report):

- Thanked the outgoing Board members for their service: Tina Ligon, Pat Duval and Susan MacMillan-Finlayson. This year two committees were formed: Nominating Committee to supply nominees to run for election and a Community Improvements Committee to research the Hardi Plank option and to assist in the deck replacement project. The cost to install hearty plank was 1.5 million dollars.
- The Board continues to address the needs of the community.

TREASURER’S REPORT – Phil Hatchard (See Attached Report):

- The Treasurer’s Report was provided for all homeowners to review based on the financial statement as of 3/31/12. Based on the results of the special assessment, the proposed 2012/2013 budget will be reviewed at the next meeting.
- Report submitted: The Operating Fund is expected to be approximately \$10,000.00 (2.2%) over budget at the end of the fiscal year, due mainly (but not exclusively) to expenses in the “building and general maintenance” category. Income for the year is expected to be \$569,729.00, of which \$244,488.00 will be credited to the Reserve Account. The only Reserve Fund project remaining to be done this fiscal year is the replacement of the building entrance and pool awnings at a cost of \$13,000.00. The total FY 2012 expenditures is \$251,369.00 and the expected year-end balance for the Reserve and Painting funds is \$239,010.00

COMMITTEE REPORTS

Marina Committee – Eric Petterson & Skip Smith (See Attached Report)

- Report provided to those present

Landscape Committee – Ron Faulkner

- Everything is on schedule.
- The irrigation system will be turned on next week. The system will be operated manually on an as needed basis. Don Kadanoff is working on a separate meter for the irrigation system in an effort to save money.
- It was suggested that an article be placed in the next newsletter advising homeowners that they may install plantings after a committee review.
- The committee will review the area across the driveway from the pool building for possible tree replacements.

Pool and Activities Committee – Tina Ligon presented by Gerri Smith

- No report submitted
- Tina Ligon will have an assistant this year with the intention of passing along the responsibilities.

Architectural Committee – Rainette Bannon

- No report submitted.
- Rainette Bannon reported that a couple of owners have replaced their windows. Thompson Creek and Home Depot windows have been added to the list of approved windows for Shearwater. Home Depot offers a lifetime warranty on their replacement windows.
- Rainette Bannon has noted several units that have windows with broken seals. She urged those homeowners to replace or repair these windows. This can be done by simply replacing the glass, not the entire window. She can provide the name of contractors who replace window glass.
- An article outlining the architectural request procedures will be placed in the next newsletter.

RESULTS OF THE ELECTION:

The new Board Members elected to serve a two year term are: Frances Higgins – 52.96%, Ron Faulkner – 48.86%, Barbara Britt – 45.48%, Linda Lawrence – 43.10%, and Jonathan Lewis - \$41.63%.

UNFINISHED BUSINESS:

- No Unfinished business

NEW BUSINESS:

- No New Business

NEXT BOARD MEETING:

The next Board of Directors Meeting is scheduled for Monday, May 21st.

ADJOURNMENT:

With no further business to discuss Frances Higgins moved to adjourn the meeting. Barbara Britt seconded the motion and the meeting was adjourned at 8:20 P.M.

Respectfully Submitted,

Sherri Kennedy, Recording Secretary

Approved: _____

Date: _____

SHEARWATER CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS ORGANIZATIONAL MEETING
APRIL 16, 2012

PRESENT: Gerri Smith
 Phil Hatchard
 Frances Higgins
 Barbara Britt
 Ron Faulkner
 Linda Lawrence
 Jonathan Lewis

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

Call to Order

The Shearwater Condominium Organizational Meeting was called to order at 8:24 P.M. The meeting was held at the Shearwater Clubhouse.

The offices will be held as follows:

<u>Member</u>	<u>Nomination</u>	<u>Seconded</u>	<u>Term</u>
Gerri Smith, President	Phil Hatchard	Jonathan Lewis	1 year
Frances Higgins, Vice President	Frances Higgins	Linda Lawrence	2 years
Phil Hatchard, Treasurer	Gerri Smith	Linda Lawrence	1 year
Barbara Britt, Secretary	Gerri Smith	Frances Higgins	2 years
Ron Faulkner, Director	Frances Higgins	Gerri Smith	2 years
Linda Lawrence, Director	Frances Higgins	Gerri Smith	2 years
Jonathan Lewis	Frances Higgins	Gerri Smith	2 years

OLD BUSINESS:

- No old business was discussed.

NEW BUSINESS:

- Phil Hatchard is developing a responsibility summary for the incoming Treasurer as he will be resigning this year. He further explained that Brodie performs 90% of the job and he uses their information to create his spread sheets.
- Owners would like more details surrounding the deck replacement contracts prior to approving a special assessment. The Board will look into having an engineer inspect the decks, rate and prioritize and write a Scope of Work.

NEXT BOARD MEETING:

The next Board of Directors Meeting is scheduled for Monday, May 21st.

ADJOURNMENT:

With no further business to discuss Ron Faulkner moved to adjourn the meeting, Frances Higgins seconded the motion and it carried unanimously. The meeting was adjourned at 8:35 P.M.

Respectfully Submitted,

Sherri Kennedy, Recording Secretary

Approved: _____

Date: _____