

SHEARWATER CONDOMINIUM ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
June 18, 2012

PRESENT: Gerri Smith, President
Frances Higgins, Vice-President
Barbara Britt, Secretary
Ron Faulkner, Director/Grounds & Landscape Committee Chairperson
Linda Lawrence, Director
Jonathan Lewis, Director

ABSENT: Phil Hatchard, Treasurer

ALSO PRESENT: Eric Petterson, Unit 1B3
Skip Smith, Unit 5B1
David Densmore, Unit 13A
Greg Balestrero, Unit 4B2
Yvonne Flonathan Lewis, Unit 7B3
Al De Los Reyes, Unit 14A
Rainette Bannon, Unit 4A2
Heather Gummel, Brodie Management
Sherri Kennedy, Recording Secretary

Gerri Smith, President, called the Board Meeting of the Shearwater Condominium Association to order at 7:04 P.M. The meeting was held at the Shearwater Clubhouse.

MINUTES:

- Linda Lawrence moved to approve the meeting minutes of the May 21, 2012 as amended. Jonathan Lewis seconded the motion and the vote was carried unanimously.

PRESIDENT'S REPORT – Gerri Smith:

- Gerri Smith reported that Phil Hatchard has submitted a letter of resignation effective June 30, 2012. Linda Lawrence has agreed to fill the role of Treasurer. Frances Higgins moved to appoint Linda Lawrence to the Treasurer's position. Barbara Britt seconded the motion and it carried unanimously.

TREASURER'S REPORT – Linda Lawrence (See Attached Report):

- See attached report
- Most items appear consistent with the previous month with the exception of the Grounds/Landscape Maintenance. A large increase was noted in this line item. Heather will review the items posted to this line item for any possible improper allocations. An itemized accounting of this line item will be forwarded to the committee.

MANAGEMENT REPORT – Heather Gummel (See Attached Report):

- See Attached Report
- #3 – Tennis Courts – Greg Balestrero provided a summary comparison of the proposals that have been submitted. Heather Gummel will request references from the contractors and will try to determine who President's Point uses for their tennis court repairs. Heather Gummel will contact Pro Courts for a cost to pressure wash the tennis courts. Heather Gummel will also contact the cleaning company for a cost to blow off the courts during their visits.
- #4 – Pool House Bathroom Cleaning – The Board approved the additional expense of \$30 per cleaning for the pool season.
- #5 – Engineer evaluation of the Decks – Greg Balestrero will post a job request on three engineering websites. Those companies interested in submitting proposals must do so to Brodie Management within two weeks.
- #6 – Maintenance:
 - Unit 14A – rotted stairs. A proposal has been solicited.

NEXT BOARD MEETING:

The next Board of Directors meeting is scheduled for Monday, August 20, 2012 at 7:00 P.M.

ADJOURNMENT:

With no further business to discuss, Ron Faulkner moved to adjourn the meeting. Linda Lawrence seconded the motion and it carried unanimously. The meeting was adjourned at 8:41 P.M.

Respectfully Submitted,

Sherri Kennedy, Recording Secretary

Approved: _____

Date: _____



8/27/12

President's Report
Shearwater Board Meeting
June 18, 2012

It is with great disappointment and with a great deal of appreciation that I present to you a letter of resignation from Phil Hatchard, who has been our ~~President~~ ^{TREASURER} for the past 3 ½ years.

When Phil was reelected in 2010, he agreed to serve only one year of that term. We have managed to get a few additional months. Although Phil is not here tonight I would like to express my appreciation to Phil for his ability to work with one and all and his willingness to go the extra mile. I can't think of anyone that I have found more cooperative than Phil. Please join me in a round of applause for his diligent work.

I am pleased to announce that Linda Lawrence has stepped up to the plate and offered to fill the role of Treasurer. Welcome, Linda, and thank you for stepping up to the bat. Phil has met with Linda to bring her up to date on her duties and will continue to be of assistance until he sets sail for points south.

I make a recommendation that Linda Lawrence be approved as Treasurer.

Thank you.

Gerri Smith

Shearwater Condominium Association
Budget Status
as of
May 31,
2012

Operating Account	% of Year		
	91.7%		
	Year-End Budget	Year-to-Date Actuals	Actual vs Budget (%)
Operating Income	569,729	524,232	92.0%
Unit Assessment	515,241	472,304	91.7%
Marina	54,076	51,408	95.1%
Late Fees	350	400	114.3%
Other	50	110	220.0%
Operating Account Interest Income	12	10	83.3%
Operating Expenses	325,241	306,155	94.1%
Administration	87,995	85,120	96.7%
Telephone (Gate,Fax,Pool)	900	938	104.2%
Postage	1,300	1,193	91.8%
Office Supplies	2,000	2,539	127.0%
Management Fee	29,259	26,821	91.7%
Audit Fee	1,300	1,350	103.8%
Attorney Fees	2,000	2,713	135.7%
Licenses & Permits	350		
Other	1,200	927	77.3%
Newsletter	220		
Real Estate Taxes	750		
Fed & State Taxes	1,000	1,142	114.2%
Liability Insurance	27,216	25,738	94.6%
Flood Insurance	20,500	21,759	106.1%
Maintenance & Supplies	67,200	85,374	127.0%
Grounds	20,000	21,149	105.7%
Irrigation	2,000	2,189	109.5%
Buildings, General Maintenance	40,000	51,893	129.7%
Repairs-contract			
Pool	2,200	5,797	263.5%
Marina	3,000	4,346	144.9%
Service Contracts	100,286	72,113	71.9%
Pest Control	3,000		
Trash Removal	13,474	11,812	87.7%
Snow Removal	8,000	553	6.9%
Grounds Care	27,814	27,814	100.0%
Janitorial Services	25,956	10,182	39.2%
Pool	22,042	21,752	98.7%
Utilities	69,760	63,548	91.1%
Electricity	20,000	15,510	77.6%
Cable TV	23,000	21,463	93.3%
Water & Sewer	26,760	26,575	99.3%
Transfer to Reserve Account	244,488	224,114	91.7%
Net Income		-6,037	

Reserve Account	
Starting Balance (7/01/11)	\$241,436
Year-to-Date	-\$16,082
Income	\$224,672
Fees	
Interest	\$558
Transfer from operating fund	\$224,114
Expenses	\$240,754
Capital Replacement	\$121,434
Paint	\$119,320
Paint Fund Balance	\$4,933
Reserve Balance	\$225,354
Total	\$230,287

Memo

To: Shearwater Condominiums
From: Heather N. Gummel
Property Manager
Date: June 18, 2012
Re: JUNE 2012 OPERATIONS REPORT

BELOW ARE ITEMS THAT HAVE BEEN ADDRESSED SINCE OUR LAST BOARD MEETING OR ARE UNDER CONSIDERATION/REVIEW AND TO BE PRESENTED TO THE BOARD OF DIRECTORS FOR THEIR APPROVAL.

1. **AWNINGS:** City Awning indicated that they have completed the installation of all of the new awnings.

2. **MARINA RULES & REGULATIONS:** Via email proposed changes to the marina rules and regulations were sent to the Board. The dockmasters would like to move forward with the process to approve the new rules. The first step is for the Board to approve sending them out to unit owners for review. If the Board approves to do so the proposed rules will be sent to all owners at least 30 days in advance of the next Board of Directors Meeting scheduled for August 20th. At that meeting unit owners may express their thoughts and opinions on the proposed rules and the Board would vote to approve or not approve them.

3. **TENNIS COURTS:** I received two proposals to refurbish the tennis courts and bring them to playing condition. Both proposals were sent out via email to the Board for review.

4. **POOL HOUSE BATHROOM CLEANING:** Cleaning of the pool house bathrooms was not included in the main cleaning contract. Multi-Corp will clean the bathrooms every other week at a cost of \$30 per cleaning. Does the Board wish to approve this cleaning?

5. **ENGINEER EVALUATION OD THE DECKS:** The RFP for an engineer evaluation for the decks was sent to four engineers. Two never responded, one advised that they would not be able to look at the proposal until September & one (ETC) returned their proposal. I have contacted an additional engineer, Karl Knutsen. I am awaiting his response as to whether he would like to provide a proposal.

6. **MAINTENANCE:** Updated list will be provided at the meeting.

Dock Master's Report
June 18, 2012 Board Meeting

There were no serious problems when the dock was de-winterized and we continue with routine repairs and upkeep, including repairs to the dinghy dock by Dock A. The repairs to A dinghy dock were necessitated as a result of previously allowing oversized dinghies to be stored on the dock. Due to the excess weight involved in this process, serious wear was discovered on the metal elements of the dock holding the two sections together. A new policy regarding oversized dinghies will be developed and proposed by the Marina Committee in the near future to eliminate this on-going problem

We have had 8 guest boats, staying for 14 nights. There are still empty slips available and we have a wait list for both the dinghy docks and for kayak space.

The Dock Masters and the Marina Committee have reviewed our rules and regulations and submitted a proposal for changes to the Board of Directors. We are hopeful they will be approved tonight and submitted to the unit owners for comment.

As summer travel season is in full swing, your dock masters will be traveling from time to time. As a result they will not be in places where responding to emails on a daily basis is possible. To avoid having your email request go unanswered for an unspecified period of time, we encourage you to send emails concerning marina business to both Eric Petterson and Skip Smith.

The landscape committee met in June. Before the meeting Francis Higgins and Patricia Duvall walked around the community. We found a lot of poison ivy. That will be removed. We also noted some dead plants that need to be replaced. There is a lot of trimming still needed to be done, especially of the azaleas.

There is weeding to be done, especially on the water side of building 7 and 8. All of the mentioned items will be taken care of in the next few weeks.

Patricia Duvall, Landscape Committee Member