

SHEARWATER CONDOMINIUM ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
August 27, 2012

**PRESENT:** Gerri Smith, President  
Frances Higgins, Vice-President  
Linda Lawrence, Treasurer  
Ron Faulkner, Director/Grounds & Landscape Committee Chairperson

**ABSENT:** Barbara Britt, Secretary  
Jonathan Lewis, Director

**ALSO PRESENT:** Eric Petterson, Unit 1B3  
Skip Smith, Unit 5B1  
David Densmore, Unit 13A  
Greg Balestrero, Unit 4B2  
Tina and Scott Ligon, Unit 3A  
Milton McMahon, Unit 1A1  
Fred and Lois Muhl, Unit 16B3  
Phil Hatchard, Unit 13B1  
Heather Gummel, Brodie Management  
Mary Selhorst, 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:**

- Linda Lawrence moved to approve the June 18, 2012 meeting minutes as submitted. Frances Higgins seconded the motion and the vote was carried unanimously.

**PRESIDENT'S REPORT – Gerri Smith (See Attached Report):**

- See attached report
- There is currently one vacant position on the Board. The Board is looking for candidates.
- Unanimous vote received and action taken after the June meeting and before the August meeting are as follows:
  1. Ligon, Unit 3A – Request to relocate their air conditioning unit. Owners decided not to relocate.
  2. Petterson, Unit 1A3 – Request for repairs to wall around patio windows.
- Discussion ensued concerning the removal of the dead tree between Buildings 12 and 16. Heather Gummel will solicit two additional proposals to remove the tree and ask Davey's for the cost of treating the tree. Once all proposals have been received, the Board will make a decision to remove or treat the tree.
- Linda Lawrence moved to increase the spending limit with Brodie Management from \$1,000.00 to \$2,500.00. Frances Higgins seconded the motion and it carried unanimously.

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

- See attached report
- The General Operating Expenses were \$18,000.00 over budget for fiscal year 2011/2012
- Less than two months into FY 2012/2013, numerous unbudgeted expenses have occurred, e.g., installation of pool defibrillator, tennis court restoration, engineering contract for deck replacement, and installation of separate meters for the irrigation system.
- Heather Gummel will determine why the pool contract and the pool repairs are over budget.
- Heather Gummel will forward all landscaping invoices to Ron Faulkner for approval prior to payment.
- Frances Higgins will contact Terra Nova to determine if spigot meters were installed. If not, the Board would like to re-schedule for next year.

**MANAGEMENT REPORT – Heather Gummel (See Attached Report):**

- See Attached Report
- #1 – Tennis Courts – Heather Gummel will look into a tennis court rules sign for posting. Frances Higgins moved to remove four of the eight trees requiring removal at a cost of \$800.00 per tree and remove the remaining four trees next fiscal year. Gerri Smith seconded the motion and carried unanimously.
- #2 – Pool Defibrillator – Linda Lawrence moved to install a defibrillator at the pool as required by law. Gerri Smith seconded the motion and it carried unanimously.
- #3 – Pool Contract – Heather Gummel will solicit pool maintenance proposals.
- #4 – Engineer Evaluation – Based on homeowner's requests, ETC was hired as an independent engineering firm to inspect a sample of the decks which have not yet been replaced and provide design specifications for their replacement. Once a design is approved by the Board of Directors, ETC will prepare a Request for Proposal (RFP) for the deck replacement, prepare a bidder list of potential contractors to whom the RFP can be sent, and assist the Board of Directors in evaluating the submitted proposals. In addition, ETC inspected a few of the previously replaced decks which are currently in disrepair and will provide suggestions for their improvement and future maintenance
- #5 – Frances Higgins moved to accept the proposed revised marina rules and regulations. Linda Lawrence seconded the motion and it carried unanimously. The rules and regulations will be forwarded to the owners.
- #6 – The Board discussed the possibility of reviewing the current Rules and Regulations for updating purposes. Heather Gummel will research to determine if homeowner's are grandfathered in due to an existing rule, may the new rule be enforced when a unit sells. Heather Gummel will send notices to the homeowners requesting their input. This will be discussed at the next Board meeting.

**COMMITTEE REPORTS:**

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

- See Attached Report.
- Looking for suggestions from kayakers on how to improve the kayak ramp.
- Linda Lawrence requested a proposed FY 2013/2014 budget from the Marina Committee.

**Grounds and Landscape Committee Report – Ron Faulkner**

- Ron Faulkner will be addressing issues near buildings 2, 3, 7, 8, 11, 12, 13, 14, and 16 with Andino's.
- Heather Gummel will forward Ron Faulkner contact information, so he may solicit proposals for landscape clean-up.
- Committee is working on tree trimming costs for trees over 10 feet.

**Architectural Committee – Rainette Bannon**

- No Report submitted

**Pool and Activities Committee – Gerri Smith reported for Julie Capps**

- No Report submitted
- A pot luck pool party is scheduled for September 15<sup>th</sup>.
- A proposal was submitted from the current contractor Anchor Aquatics for the 2013 season. Heather Gummel will determine if the price submitted is that which was agreed upon with the chairperson last season. Heather Gummel will solicit additional proposals for comparison purposes.

**OLD BUSINESS:**

- No old business to discuss.

**NEW BUSINESS:**

- Heather Gummel will develop a notice to the garden terrace units advising them of the flood insurance changes and the possibility of purchasing private flood insurance at the current rate prior to the instituting of the new rates.
- Expired lights reported on the boardwalk in front of building 3 and in the parking area across from buildings 4 and 5.
- The lock will be cut on a bike blocking the door of the Shearwater Clubhouse and the bike will be moved to the lower level. A note will be placed on the bike advising if it is not removed within two months it will be donated.
- Heather Gummel will issue a work order to replace the missing siding on the patio unit of Building 1 that was blown off during the storm.

**GENERAL SESSION:**

- No Discussion

**NEXT BOARD MEETING:**

The next Board of Directors meeting is scheduled for Monday, October 15, 2012 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 it carried unanimously. The meeting was adjourned at 8:32 P.M.

Respectfully Submitted,

Sherri Kennedy, Recording Secretary

Approved: \_\_\_\_\_

Date: \_\_\_\_\_