

SHEARWATER CONDOMINIUM ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
FEBRUARY 18, 2013

PRESENT: Frances Higgins, President
Jonathan Lewis, Vice-President
Linda Lawrence, Treasurer
Barbara Britt, Secretary
Phil Meredith, Director
Carleen Petterson, Director

ABSENT: Ron Faulkner, Director/Grounds & Landscape Committee Chairperson

ALSO PRESENT: Eric Petterson, Dockmaster, Unit 1B3
Skip & Gerri Smith, Unit 5B1 & 6B1
Heather Gummel, Brodie Management
Mary Selhorst, Brodie Management
Sherri Kennedy, Recording Secretary
See Sign In Sheet

Frances Higgins, 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:

- Carleen Petterson moved to approve the meeting minutes of the December 17, 2012 as submitted, Linda Lawrence seconded the motion and the vote was carried unanimously.

PRESIDENT'S REPORT – Frances Higgins:

- No Report

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

- See attached report
- The Operating Account is on track.
- Over \$10,000.00 has been approved in landscaping.
- General Maintenance line item is very high. Ninety percent of the budget has been spent. The 2014 budget has been increased to accommodate the increase in this expense.
- The engineering contract for the deck replacement is considerably higher than what was projected and the project is not completed. Heather Gummel will forward all future invoices to Linda Lawrence for approval.

PROPOSED BY-LAW AMENDMENT:

- Quorum was achieved with 35% of the homeowners represented in person or by proxy.
- Discussion ensued concerning the wording of the proposed amendment, specifically the responsibility of coordinating the maintenance service. It was explained that as long as they remain in compliance with the By-laws, the Rules and Regulations can expand on the process for maintenance responsibility and coordinating repairs.
- It was explained that the proxies are good for 90 days. Linda Lawrence moved to extend the proposed By-law amendment. Barbara Britt seconded the motion and it carried unanimously.
- Phil Meredith moved to mail both proposed budgets (3% increase if proposed amendment passes or 11% increase if proposed amendment does not pass) with an explanation of the alternatives. Jonathan Lewis seconded the motion and it carried unanimously.

MANAGEMENT REPORT – Heather Gummel (See Attached Report):

- See Attached Report
- #4 – Top floor unit deck awnings – Linda Lawrence moved to table until a future meeting. Carleen Petterson seconded the motion and it carried unanimously.

- #6 – Light Numbering – John Guthrie engraved a sample number on a landscape light in an inconspicuous spot and the Board was unable to locate to view. John Guthrie will mark the sample light with tape.
- #7 – Unit request – The Board tabled this matter to a future meeting.

COMMITTEE REPORTS:

Marina Committee – Eric Petterson (See Attached Report)

- See Attached Report.
- Prepared a proposed budget with increases to cover the inflation costs.
- Running over budget on marina repairs and maintenance. An increase has been budgeted for this line item in 2014.
- Carleen Petterson moved to approve the proposed modification to the transition plan for large vessels on the dinghy floats to read “This agreement is limited to the current owners affected, namely the Van Evanses (owners of unit 1A) and the Finlaysons (owner of unit 2A). It is further limited to future vessels of a similar size and type to the currently owned vessels.” Phil Meredith seconded the motion and it carried unanimously. The Dockmaster will be responsible for determining and approving future vessels of a similar size and type.

Grounds and Landscape Committee Report – Ron Faulkner

- No Report

Architectural Committee – Rainette Bannon

- No Report

Pool and Activities Committee – Julie Capps

- Out of Season

OLD BUSINESS:

- The tennis court bench will be left unattached.
- An RFP has been prepared for the decks by the engineer. The Board is in the process of scheduling a meeting with the engineer to discuss and revise the RFP.

NEW BUSINESS:

- Board approved that Jay Harrison continue with the website management with a \$25.00 increase per quarter raising the quarterly fee to \$175.00.

GENERAL SESSION:

- An owner recommended a special assessment rather than an monthly fee increase. It was explained that a special assessment is not permitted for routine maintenance.

NEXT BOARD MEETING:

The next is the Annual meeting which is scheduled for Monday, April 15, 2013 at 7:00 P.M.

ADJOURNMENT:

With no further business to discuss, Barbara Britt moved to adjourn the meeting. Carleen Petterson seconded the motion and it carried unanimously. The meeting was adjourned at 9:12 P.M and preceded into Executive Session.

Respectfully Submitted,

Sherri Kennedy, Recording Secretary

Approved: _____

Date: _____

SHEARWATER CONDOMINIUM ASSOCIATION, INC.
BOARD OF DIRECTORS EXECUTIVE SESSION MEETING
FEBRUARY 18, 2013

PRESENT: Frances Higgins, President
Jonathan Lewis, Vice-President
Linda Lawrence, Treasurer
Barbara Britt, Secretary
Phil Meredith, Director
Carleen Petterson, Director

ABSENT: Ron Faulkner, Director/Grounds & Landscape Committee Chairperson

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

Frances Higgins, President, called the Executive Session Board Meeting of the Shearwater Condominium Association to order at 9:15 P.M. The meeting was held at the Shearwater Clubhouse.

Jonathan Lewis moved to write off fees and outstanding debt up to and below \$6.20. Linda Lawrence seconded the motion and it carried unanimously.

Previous unit owner of 5A3 has agreed to pay \$200.00 by the 15th of each month. This account will be monitored by the attorney and will be reviewed in August.

16A3 – Brodie Management’s Accounting Department will forward a small outstanding balance letter. The amount outstanding is \$103.81.

NEXT BOARD MEETING:

The next is the Annual meeting which is scheduled for Monday, April 15, 2013 at 7:00 P.M.

ADJOURNMENT:

With no further business to discuss, Linda Lawrence moved to adjourn the meeting. Jonathan Lewis seconded the motion and it carried unanimously. The meeting was adjourned at 9:25 P.M.

Respectfully Submitted,

Sherri Kennedy, Recording Secretary

Approved: _____

Date: _____