

SHEARWATER CONDOMINIUM ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
APRIL 15, 2013

PRESENT: Frances Higgins, President
Jonathan Lewis, Vice-President
Linda Lawrence, Treasurer
Barbara Britt, Secretary
Phil Meredith, Director
Carleen Petterson, Director
Ron Faulkner, Director/Grounds & Landscape Committee Chairperson

ALSO PRESENT: See Sign In Sheet
Mary Selhorst, Brodie Management
Sherri Kennedy, Recording Secretary

Frances Higgins, President, called the Board Meeting of the Shearwater Condominium Association to order at 7:10 P.M. The meeting was held at the Shearwater Clubhouse.

MINUTES:

- Minutes were tabled until next Board meeting.

PRESIDENT'S REPORT – Frances Higgins (See Attached Report):

- See attached report
- The Board is missing a lot of up to date owner contact information. Frances Higgins encouraged owners to make sure updated contact information is provided to Brodie Management. Owners may also sign up on the website to receive E-Lert messages from the President.
- RFP for the deck replacement was received this evening. The Board will review this information.
- A team has been formed to monitor parking violators. Linda Lawrence will head the team.
- Heather Gummel resigned. Mary Selhorst has been filling in until the new manager begins on April 29th.

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

- See attached report and budget summary as of March 31, 2013
- The Operating Account is at 67.2% of the budgeted amount. Hope to end the fiscal year at or below budget.
- The Reserve Fund is \$389,941. The expenses to date are \$37,526.00. The bulk of these expenditures are for the renovation of the tennis courts (\$14,200) and the contract with ETC (16,589) for professional engineering services regarding the remaining deck replacements. Anticipated Reserve expenses for the remainder of the year are additional costs to ETC for finalization of the draft RFP and assistance in awarding the contract.
- Once the Board receives contractor proposals for replacement of the remaining decks, the Board must determine if there are sufficient funds in the Replacement Fund to cover the costs.
- To date, \$8,000.00 in slip fees are overdue by 60 – 90 days.
- \$20,000.00 must be placed in the special building painting by the end of June. This amount is placed into the account annually since it cannot be funded in the Reserve Fund as it is not a replacement item.

MANAGEMENT REPORT – Mary Selhorst (See Attached Report):

- See Attached Report
- #1 – Proposed by-law amendment – 75% of the required approval from the membership has not been achieved. Approximately 70% of the owners have voted. At last tally, approximately 52% were in favor of the amendment and 8 – 9% were against the amendment. The amendment will be presented at the next meeting since the proxies are good for 90 days.
- #4 – Top floor unit deck awnings – Jonathan Lewis moved to accept the following policy concerning the top floor awnings: If an awning is damaged while it is left in the open position, the homeowner is responsible for the replacement or repair. Otherwise, the replacement and repair of

all top floor awnings will be the responsibility of the Association. Phil Meredith seconded the motion and it carried unanimously.

- #6 – Light Numbering – Ron Faulkner will re-present the light identification map and discuss the engraving options.
- #8 – Irrigation contract – Terra Nova submitted a proposal for spring start up, mid season tune up, and winterization of the irrigation system at a cost of \$1,242.00. Linda Lawrence moved to renew the contract for complete servicing as submitted. Carleen Petterson seconded the motion and it carried unanimously. It was reported that the sprinkler heads at Building 6 are sitting too high. Mary Selhorst will follow up with Terra Nova to discuss lowering these heads.

COMMITTEE REPORTS:

Marina Committee – Eric Petterson (See Attached Report)

- See Attached Report.
- Seven GCE and two LCE slips are available.
- No dinghy or kayak spaces are available. Five dinghy and two kayak space requests are wait lists.
- One guest boat to date for 2013.
- Marina was de-winterized on 3/29/2013 and no defects were found.
- The Marina Committee was expanded to six members. The website was updated and all committee members posted.
- The committee has researched the option of purchasing thermostats to control the bubblers. The cost is \$90.00 a piece.
- The tenant/landlord agreement was drafted. One owner is out of the country and the management agent refused to sign the agreement as drafted. A modified agreement was drafted. The Marina Chairperson will notify the Board once the agreement has been satisfied.

Grounds and Landscape Committee Report – Ron Faulkner

- Andino's contract has expired. An addendum to extend the contract for three years with no increase has been presented to the Board. Ron Faulkner recommended accepting this contract. Phil Meredith moved to accept the addendum as presented, Linda Lawrence seconded the motion and it carried unanimously.
- Looking into seeding the bare areas in the community. There are many trees near the entrance of the community and the committee is considering thinning out the trees to allow the sun to filter through.
- The large tree near Building 16 may be dead. A bid received last year was submitted for \$6,000.00.
- Pesticide spray for shrubs and spraying of weeds will begin next week.

Architectural Committee – Rainette Bannon

- No Report

Pool and Activities Committee – Julie Capps

- Out of Season

OLD BUSINESS:

- None

NEW BUSINESS:

- The Budget was distributed and reviewed. Discussion ensued concerning the budget. It was explained that if the amendment does not pass, the proposed budget calls for an 11% increase which is due to the cost of maintaining the unit decks and patios, and the bi-annual cleaning of the dryer vents and chimney flues in all the units. Some members were confused with the wording of the budget notice and were under the impression that the 11% increase would be permanent. The Board explained that a 3% increase in fees will happen whether the amendment passes or not. A separate account will be established the service items encompassed in the 8% fee increase should the amendment not pass.
- Brodie will update the homeowner listing at the front entrance gate.

NEXT BOARD MEETING:

The next is the Annual meeting which is scheduled for Monday, May 20, 2013 at 7:00 P.M.

ADJOURNMENT:

With no further business to discuss, Jonathan Lewis moved to adjourn the meeting. Barbara Britt seconded the motion and it carried unanimously. The meeting was adjourned at 8:40 P.M and preceded into Executive Session.

Respectfully Submitted,

Sherri Kennedy, Recording Secretary

Approved: _____

Date: _____

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ANNUAL MEETING
APRIL 15, 2013

PRESENT: Frances Higgins, President
Jonathan Lewis, Vice-President
Linda Lawrence, Treasurer
Barbara Britt, Secretary
Phil Meredith, Director
Carleen Petterson, Director
Ron Faulkner, Director/Grounds & Landscape Committee Chairperson

ALSO PRESENT: See Sign In Sheet
Mary Selhorst, Brodie Management
Sherri Kennedy, Recording Secretary

CALL TO ORDER

The Shearwater Condominium Annual Meeting was called to order at 7:00 p.m. by Frances Higgins, President. The meeting was held at the Shearwater Clubhouse.

ROLL CALL

Roll call and certification of proxies revealed that a quorum of 51% of the shareholders was not present. Therefore, in accordance with the Maryland Condominium Act, the annual meeting will be adjourned and reconvened on Monday, May 20, 2013 and those members present in person or by proxy will constitute quorum.

NEXT BOARD MEETING:

The next is the Annual meeting which is scheduled for Monday, May 20, 2013 at 7:00 P.M.

ADJOURNMENT:

With no further business to discuss the meeting was adjourned at 7:09 P.M.

Respectfully Submitted,

Sherri Kennedy, Recording Secretary

Approved: _____

Date: _____