

SHEARWATER CONDOMINIUM ASSOCIATION, INC.
ANNUAL/BUDGET MEETING
MAY 20, 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
Kasia Natale, Brodie Management
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.

PROOF OF NOTICE/ROLL CALL

A Notice of the reconvened annual meeting was mailed on March 18, 2013. In accordance with Maryland Condominium Law, this reconvened meeting was called for the purpose of holding the annual meeting and those members present in person or by proxy will constitute quorum.

MINUTES

Linda Lawrence moved to approve the April 16, 2012 annual Meeting minutes as submitted. Barbara Britt seconded the motion and it carried unanimously.

NOMINTIONS FROM THE FLOOR

Mary Ann Cummings nominated Linda Bolling to serve in the remaining open position. Linda Lawrence seconded the motion and Linda Bolling accepted the nomination.

INTRODUCTION OF CANDIDATES

Three positions are vacant and the candidates are as follows: Lynn Maichle, Carleen Petterson, and Linda Bolling.

ELECTION

Based on a vote of acclamation, the three nominees were elected to serve a two year term on the Board of Directors.

PRESIDENT'S REPORT, Frances Higgins (See Attached Report)

- **REPORT OF BY-LAW AMENDEMENT**
Frances Higgins reported that the by-law amendment passed with 76.74% of affirmative votes. Votes were received from all but four units. With the passing of the by-law amendment, the maintenance of the decks, dryer vents, and chimney now become the responsibility of each unit owner. Brodie Management will coordinate a maintenance inspection schedule.
- Frances Higgins introduced Shearwater's new Association Manager, Kasia Natale.

TREASURER'S REPORT, Linda Lawrence (See Attached Report)

- See attached report
- Jonathan Lewis moved to accept the proposed budget as submitted with a 3% increase. Ron Faulkner seconded the motion and it carried unanimously.

- Linda Lawrence would like to thank Frances Higgins for her tireless hours spent on responding to emails concerning the by-law amendment.
- Past due marina fees have been collected.
- A question was raised regarding the Replacement Reserve account as to whether the funds were allotted only for each specific replacement item. It was explained that although there is only one account that there is a multi-year plan for the individual expenditures within this account based upon a consultant study updated several years ago by Miller Dodson. A concern was raised regarding the budgeting for future roof replacement costs.

MANAGEMENT REPORT, Kasia Natale (See Attached Report)

- Linda Lawrence will be forwarded a copy of all issued work orders.
- A copy of the Work Order Summary must be placed on the website monthly.
- Website must be updated with new manager's information.
- Brodie has solicited a proposal from Charlie Smith to install sensors on the parking lot and mushroom lights.
- It was recently found that the Association's flood insurance was lapsed. Linda Lawrence requested a copy of all insurance policy Declaration pages.

COMMITTEE REPORTS

DOCKMASTER REPORT, Eric Petterson (See Attached Report)

- Pressure washing and sealing of the dock deck boards are included in the 2013/2014 budget.

LANDSCAPE COMMITTEE, Ron Faulkner

- Everything running smoothly.
- Flowers planted and the grass growing well
- The committee is currently working on 2 or 3 projects. Recommended that owners call or email him on any landscape matters.
- The Committee obtained a cost to improve the rock bed at the front of Building 5 for a cost of \$1625.00 and a cost to prune the lower branches on the trees at the entrance way to promote grass growth for a cost of \$1,150.00. The proposals will be tabled until the next meeting.

POOL & ACTIVITIES COMMITTEE, Julie Kane

- The carpenter bees have been sprayed.
- The committee is seeking volunteers to powerwash and arrange the pool furniture for opening day.
- The pool hours and dates have been posted at each building.
- A Fiesta is scheduled for 6/15 from 5:30 – 8:30. It will be catered by Palate Pleasers and the cost will be \$20.00 a person.
- Happy Hour is scheduled from 5:00 – 7:00 on 7/20, 8/17, and 9/14 (pot luck).
- Possible future pool events include a pizza party, a wine and cheese party, and an end of the year pooch party which would be held the last hour of the last day the pool will be open. Julie Capps will contact the pool contractor to discuss the pooch party.
- Julie Kane will follow up with the pool contractor to ensure that the defibulator was inspected and is in working order.

ARCHITECTURAL COMMITTEE – Rainette Bannon

- No Report

UNFINISHED BUSINESS

- The final RFP for the decks was received today. This will be forwarded to the attorney and the Board for review.
- The light numbering was tabled until the next meeting.

NEW BUSINESS

- Three proposals were received to remove the tree at the side of Building 16 due to an untreatable fungus. Jonathan Lewis moved to select Davey at a cost of \$2,460.00, Phil Meredith seconded the motion and it carried unanimously. Davey will be asked to inspect two trees at the front of

Building 15/16, a large limb on a tree in front of Building 11, and a Crepe Myrtle requiring thinning at the side of Building 11. Davey will be asked to provide estimates for the additional work for a possible discount. Lynn Maichle will look for coupon for this service provider.

- The Board will coordinate the maintenance inspections of the dryer vents and chimney flues and cleaning will be scheduled accordingly. Should homeowners choose to utilize their own service provider, proof of inspection and/or service must be provided to the Board. Discussion ensued and some homeowners have replaced the dryer attachment between the dryer and the connecting tubing. Additional proposals will be obtained for this service. The new proposals will include inspections of the attachments and duct work. It will also be determined if any of the contractors will provide Saturday appointments. A process must be developed to mandate owners to complete the inspections and cleanings. The Board will work on updating the Association's Rules and Regulations mandating homeowners to perform the inspections and cleanings.
- John Guthrie will be asked to properly dispose of the old flag.
- LCE maintenance – Proposals will be solicited providing bulk price rates for powerwashing and sealing the decks.

NEXT BOARD MEETING:

The next is the Board of Directors meeting is scheduled for Monday, June 17, 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 8:46 P.M.

Respectfully Submitted,

Sherri Kennedy, Recording Secretary

Approved: _____

Date: _____

SHEARWATER CONDOMINIUM ASSOCIATION, INC.
 ORGANIZATIONAL MEETING
 MAY 20, 2013

PRESENT: Frances Higgins
 Jonathan Lewis
 Linda Lawrence
 Carleen Petterson
 Linda Bolling
 Lynn Maichle

ABSENT: Barbara Britt

ALSO PRESENT: See Sign In Sheet
 Kasia Natale, Brodie Management
 Sherri Kennedy, Recording Secretary

The Shearwater Condominium Organizational Meeting was called to order at 8:50 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>
Frances Higgins, President	Linda Lawrence	Jonathan Lewis	1 year
Carleen Petterson, Vice President	Frances Higgins	Jonathan Lewis	2 years
Linda Lawrence, Treasurer	Frances Higgins	Jonathan Lewis	1 year
Lynn Maichle, Secretary	Frances Higgins	Jonathan Lewis	2 years
Linda Bolling, Director	Frances Higgins	Jonathan Lewis	2 years
Barbara Britt, Director	Frances Higgins	Jonathan Lewis	1 year
Jonathan Lewis, Director	Frances Higgins	Carleen Petterson	1 year

MINUTES:

Linda Bolling moved to approve the April 15, 2013 Board Meeting minutes as submitted Carleen Petterson seconded the motion and it carried unanimously.

NEW BUSINESS:

Kasia Natale will draft a Rules and Regulations guideline for inspecting and cleaning the vents and chimneys. The guideline will address the procedure and consequences for not performing or providing proof of inspection/cleaning. Example: Group rates will be established by the Board and homeowners responsible for scheduling appointments with contractor. Should homeowner choose to utilize own contractor, proof of inspection/cleaning will be required. If proof is not required, the Association will perform the service and assess the cost to the unit owner and a non-discounted rate. If the fireplace is not used, and inspection must be performed indicating that cleaning is not required. It was recommended that the inspection rates be tiered...first tier will be the lowest discounted rate; second tier will be the higher discounted rate.

NEXT BOARD MEETING:

The next Board of Directors meeting is scheduled for June 17, 2013 at 7:00 P.M.

ADJOURNMENT:

With no further business to discuss, Jonathan Lewis moved to adjourn the meeting. Lynn Maichle seconded the motion and it carried unanimously. The meeting was adjourned at 9:15 P.M.

Respectfully Submitted,

Sherri Kennedy, Recording Secretary

Approved: _____

Date: _____