

Shearwater Condominium Association, Inc.
Board of Directions Meeting
October 21, 2013

The Board of Directors Meeting of the Shearwater Condominium Association, Inc. was held on October 21, at the Shearwater Clubhouse at 7:00 p.m.

Present:

Frances Higgins	President
Carleen Petterson	Vice-President
Linda Lawrence	Treasurer
Barbara Britt	Director
Jonathan Lewis	Director
Linda Bolling	Director
Eric Petterson	Dock Master
Julie Kane	Pool & Activities Committee Chair
Phil Meredith	Homeowner, Unit 1B2
Dave Densmore	Homeowner, Unit 13A
Kasia Natale	Brodie Management
Naomi Lyvers	Recording Secretary

Absent:

Lynn Maichle	Secretary
Ron Faulkner	Grounds & Landscape Committee Chair

I & II. Establishment of quorum and Call to Order:

Frances Higgins called the meeting to order at 7:02 p.m. Quorum was established.

III. Approval of Minutes:

Barbara Britt made a motion to approve the meeting minutes from the August 19, 2013 meeting, as submitted. Jonathan Lewis seconded the motion. All agreed.

Linda Lawrence made a motion to approve the meeting minutes from the September 23, 2013 meeting, as submitted. Carleen Petterson seconded the motion. All agreed.

IV. President's Report ~ Frances Higgins

- Frances and Linda Lawrence met with Kathy Gonzales, VP of Brodie's Annapolis office and Kasia to discuss Brodie's plan to better service to our community. Brodie will be hiring new personnel to address the community's needs and understand the expectation of improved service.
- Encore Home Builders have been awarded the contract to complete the Deck Replacement/Repair project. The project is expected to begin in early January 2014 and be completed in April 2014. Homeowner's can expect to receive notices regarding the scheduling of deck work at your building.

V. Treasurer's Report ~ Linda Lawrence

- The September 30, 2013 Budget Summary indicates that the operation expenses for the first 3 months of FY2014 are 24%, which is 1% less than the budgeted amount. Administration is the

only area running over budget and that is a result of increased postage, office supplies and Federal/State taxes

- “Marina Maintenance” operating category will be reduced in October by \$1,020. These expenses, which are for the replacement of the kayak ramp, will be charged to the Replacement Reserve Fund.
- The Replacement Reserve Fund, as of September 30, 2013, is \$478,614.
- Expected Replacement Reserve Fund charges will be \$17,000 for the replacement of the kayak launch ramp, \$5,500 to ETC for engineering services for their completion of their contract for Phases 1-III and \$200,000 for the replacement of 24 decks and 16 balcony storage doors.

VI. Committee Reports

1. Marina Committee ~ Eric Petterson

- There are 3- GCE slips and 3 – LCE slips available. There are no Kayak or dinghy spaces available.
- There are 4 – Kayak requests and 2 – Dinghy requests on the wait list.
- There have been 23 guest visits in 2013 so far
- Added a new kayak space, bringing the total to 37 spaces
- Kayak ramp improvement proposal is in the permitting process with the City
- Boards left under the pool area, by the lattice, need to be removed
- Winterization is scheduled for the week of November 18, 2013. The new contractor must talk with Eric before work commences to ensure that “schedule of work” is all inclusive. Kasia will give the contractor Eric’s telephone number so that they can touch base ahead of time

2. Grounds & Landscape Committee ~ Report given by Frances Higgins

- The Leyland Cypress trees, located around the pool, are overgrown and spreading. They have been pruned however, they are very fast growing. The plan is to remove them and replace them with smaller evergreens. Ron has obtained an estimate and is checking with the City of Annapolis to see if a permit is needed for such work. If the cypress trees are part of the “original plantings” then they may need to be maintained and cannot be removed.
- Kasia will call Ron and ask him to request an invoice from Highlands Landscape & Design for the damage done to the hillside between buildings 10 and 11

3. Pool & Activities Committee ~ Julie Kane

- Two contractors are being considered for the pool maintenance contract, American Pool and Anchor Aquatic’s. Lee at Anchor Aquatic’s is aggressively working to keep the contract and ensures Julie that their company will do whatever is needed of them.
- The pump room will need to have a “mechanical ventilation” unit put in before next summer to bring it to code.
- The Board asked that Brodie put out a request for proposal (RFP) to various vendors. Julie will forward the email from Anchor Aquatic’s outlining their scope of work and a list of pool committee “needs/wants” to Kasia so that additional bids can be acquired.
- **Linda Lawrence make a motion that a letter be sent to Anchor Aquatic’s cancelling the “auto renewal” of their contact, which must occur by**

November 15, 2013. There company is welcome to bid on the RFP. Linda Bolling seconded the motion. All agreed.

4. Architectural Committee ~ Report given by Linda Bolling

- The committee met twice in October. They have devised the following three goals to assist homeowners with architectural requests:
 1. Write guidelines and have samples of items for quick approval
 2. Write clear procedures for exterior improvements
 3. Establish architectural records for each unit so that resale packages can be easily produced.
- The committee completed a walk-thru of the community and has noted their concerns. They will submit them to Brodie Management and the Board for consideration.

VII. Old Business

- The newly approved rules and regulations have been incorporated and posted on the website. Additionally, Kasia will email and/or mail them tomorrow as well. They will be distributed to homeowners and tenants.
- Pool rules and regulation changes have not been made. Major revisions are proposed. This item will remain on the upcoming agenda.
- The deck replacement project has been quoted and approved. Kasia has not received the contract to date. Twenty four deck replacements are scheduled based on input from the survey. Kasia will notify the 24 affected homeowners as soon as the contract is signed. Inspections will be conducted, and non-conforming decks will be added to the list. This project also includes the replacement of several doors as well. **Linda Bolling made a motion to select the fiberglass door as the standard replacement model. Jonathan Lewis seconded the motion. All agreed.**

Kasia will inform the contractor of the door selection. This project will be completed in one phase, as opposed to two. Doing so saves money and minimizes the logistics of two construction projects. All units will be accessed from the outside and will not require homeowner/tenant to be home during construction.

An engineer will be overseeing the project and mock-ups/submittals will be given for approval. The project is expected to begin in January 2014 and last for 15 weeks.

- A homeowner asked if Trex decks would be grandfathered in. The Board explained that they considered Trex decks as an option for replacement however, they are not fire retardant and the City of Annapolis will not allow them.
- Bike rack discussion will be tabled until the next meeting.

VIII. Brodie Management Report

- **Linda Lawrence made a motion to approve the bid from Cunningham Contracting Inc. to complete the awning repair at 4B3. They have experience with this particular issue. Jonathan Lewis seconded the motion. All agreed.** Since this issue has the potential to be a chronic problem, Kasia will work on finding a company that can do inspections on all units

now to be proactive. Additionally, the company can inspect Cunningham's work to ensure that it was completed correctly.

- The awning on 7A3 was ripped off. It was supposed to be fixed in September and it has not been done. Kasia will follow-up before 10/31/13 to find out the status.
- Kasia has two proposals for the sidewalk repair by Building 2. The Board asked that she obtain another proposal. The Board also asked that North Arundel Contracting Inc. not be solicited for future bids. Lastly, the men's restroom area by the pool also needs concrete work, as it is a tripping hazard. Kasia will do a walk thru on the entire property, notate the areas needing work and complete one RFP, obtaining at least 3 bids.
- **Linda Bolling made a motion to go with Asgard for the power-washing and deck sealing project. The cost was lowered to \$375 for a single deck and \$750 for a double deck. Carleen Petterson seconded the motion. All agreed.** Asgard will bill homeowners separately. It was suggested that they provide an invoice at the time of completion.

VIV. New Business

- Board asked that the new maintenance staff member, Steve Shumaker, remember to go to every building and turn off the spigots and remove the hoses. Salt also needs to be placed at all stairwells/entry ways. Icing has occurred on all stair-way levels.
- The architectural committee noticed that many units had propane tanks and grills on their patios. The Fire Department was contacted and that is not permitted per code. A flame producing cooking appliance cannot be used within 15 feet of a condominium unit. Since so many homeowners will be affected, Kasia will contact the Fire Department and ask them to come out and do an inspection before any further action is taken.
- Snow removal contract will be the same as last year, with no increase. Frances will contact the contractor.
- Parking is limited to two vehicles per unit. Some residents have 3-4 cars and consistently use guest parking. Special approval should be sought by homeowners needing to use an additional space for an extended period. This request should be for a temporary amount of time and not long term/on-going. Requests should be made to the Board and they will consider each request and vote on them. With the lack of parking, it is important that the rules and regulations be firmly enforced going forward.

The Board received one parking permit request. Two homeowner's (Unit numbers not identified) have now consolidated to one unit. They have 3 vehicles and need a third permit on an on-going basis. This request was denied.

- The Board negotiated with Nick to get his price down on the deck replacement project. There was discussion as to whether they should proceed with him as his price was still high. **Jonathan Lewis made a motion to move forward with Nick's company for the project. Nick will need to invoice by his budgeted proposal and outline the work that has been completed. Carleen Petterson seconded the motion. Linda Lawrence voted against the motion. All others agreed. Motion passed.** Kasia will follow-up with Nick about the contract, door selection, inspections and time-frame for the project.
- There are light bulbs out on Building 7, 3 & 15. They have not been fixed. Carleen sent Kasia a detailed list of outages. Kasia will pull the list and get the work completed.

Adjournment:

Linda Lawrence made a motion to adjourn the meeting at 8:50 p.m. Linda Bolling seconded. Motion passed unanimously.

The next Board Meeting of the Shearwater Condominium Association, Inc. will be held December 16th at 7:00 p.m. at the Shearwater Clubhouse.

These minutes were recorded and transcribed according to accepted business practice and were read/edited for accuracy by the Board prior to distribution.

Submitted by: Kasia Natale
Shearwater, October 21, 2013

Approved as written _____ Approved as amended _____

Date: _____

Shearwater Condominium Association, Inc.
Board of Directions – CLOSED SESSION
October 21, 2013

The Board of Directors – Closed Session of the Shearwater Condominium Association, Inc. was held on October 21, at the Shearwater Clubhouse at 7:00 p.m.

Present:

Frances Higgins	President
Carleen Petterson	Vice-President
Linda Lawrence	Treasurer
Barbara Britt	Director
Jonathan Lewis	Director
Linda Bolling	Director
Kasia Natale	Brodie Management
Naomi Lyvers	Recording Secretary

Absent:

Lynn Maichle	Secretary
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I & II. Establishment of quorum and Call to Order:

Frances Higgins called the closed session meeting to order at 8:52 p.m. Quorum was established.

III. Delinquencies

- Brodie will send letters to 113B & 16A3, both of whom are in arrears
- No update on 5A3; Jonathan is monitoring the situation

IV. New Business

- Homeowner in 7A was going to take care of the on-going/outstanding mold issue, due to the impending sale of the unit. Brodie has since received a letter from the owner asking that the HOA pay for the repairs. In reviewing archive documentation regarding this property, it appears that the homeowner failed to accommodate the management company in fixing the problem initially. Specifically, a letter in the file from Jonas Brodie indicated that Brodie was “denied access to the unit for over 1 year”. Based on the documentation, the HOA will not reimburse the homeowner and his request is denied.

Adjournment:

Linda Lawrence made a motion to adjourn the closed session meeting at 9:03 p.m. Barbara Britt seconded. Motion passed unanimously.

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and were read/edited for accuracy by the Board prior to distribution.

Submitted by: Kasia Natale
Shearwater, October 21, 2013

Approved as written _____ Approved as amended _____

Date: _____