

Shearwater Condominium Association, Inc.
Board of Directions Meeting
December 16, 2013

The Board of Directors of the Shearwater Condominium Association, Inc. was held on December 16th at the Shearwater Clubhouse at 7:00 p.m.

Present:

Lynn Maichle	President
Carleen Petterson	Vice-President
Linda Lawrence	Treasurer
Barbara Britt	Director
Jonathan Lewis	Director
Linda Bolling	Director
Maryan Cummins	Director
Eric Petterson	Dock Master
Teresa Fortunato	Homeowner, Unit 5B2
Kasia Natale	Brodie Management
Naomi Lyvers	Recording Secretary

Absent:

Julie Kane	Pool & Activities Committee Chair
Ron Faulkner	Grounds & Landscape Committee Chair
Rainette Bannon	Architectural Committee Chair

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

Lynn Maichle called the meeting to order at 7:03 p.m. Quorum was established.

III. Approval of Minutes:

Linda Lawrence made a motion to approve the meeting minutes from the October 21, 2013 meeting, as submitted. Barbara Britt seconded the motion. All agreed.

IV. President's Report ~ Lynn Maichle

- Frances Higgins has resigned from the Board effective today, therefore, the Board met in Executive Session to elect a new President. Lynn Maichle will be serving as Board President until the April Annual Meeting. Maryan Cummins will be filling the vacancy created by Frances.
- On December 19th beginning at 9:00 a.m. ETC Engineering will conduct a survey to evaluate which decks need to be replaced. Although ETC will not need access to anyone's home, residents need to be notified that they will be doing the assessment. Kasia will email the Building Captains (or their representatives) a half page notice to post on resident's doors. Building Captains are asked to do a walk-thru after the 19th, to remove any notices that have not been collected. Please note that, if the weather is bad, the evaluation will be rescheduled.

The following people will be posting notices and removing them:

Building Number	Captain (or Representative)
1 & 2	Linda Lawrence
3	Carleen Petterson
4	Barbara Britt

5 & 6	Teresa Fortunato
7 & 8	Jonathan Lewis
9A, 9B & 10	Carleen Petterson
11-12	Kasia Natale
13 & 14	Maryan Cummins
15 & 16	Linda Bolling

V. Treasurer's Report ~ Linda Lawrence

- The October 31, 2013 Budget Summary indicates that the operation expenses for the first 4 months of FY2014 are 33.7%, which is very close to the budgeted amount. Administration is the only area that continues to run over budget and that is a result of increased postage, office supplies and Federal/State taxes. The 162% over budget for Fed/State taxes is due to a drastic increase in guest slip fees last fiscal year.
- The "Building, General maintenance" will be reduced in November by \$1,020 when this amount is moved into the replacement reserve expenses. These expenses were for the replacement of the kayak ramp.
- "Marina" operating category includes several charges for the new kayak ramp and we hope to move these into the replacement reserve account before the end of the fiscal year.
- The Replacement Reserve Fund, as of October 31, 2013 is \$498,635.
- Expected Replacement Reserve Fund charges will be \$19,000 for the replacement of the kayak launch ramp, \$5,200 for diseased tree removal and at least \$225,000 for the deck replacements.
- Linda L. has been researching short term CD's to invest the HOA's funds to earn some interest. She found a 15-month term CD that yields 1.15% APY. The Board discussed the options. They decided to wait and see the final numbers from the deck replacement survey before moving forward. This item will be reconsidered in a few months.

VI. Committee Reports

1. Marina Committee ~ Eric Petterson

- There are 4- GCE slips and 2 – LCE slips available. There are no Kayak or dinghy spaces available.
- There are 5 – Kayak requests and 2 – Dinghy requests on the wait list.
- There have been 25 guest visits in 2013, there were 31 in 2012
- Marina was winterized on November 18, 2013 and 11 de-icers with thermostats were installed
- Eric suggested that the Board consider hiring a firm to do an engineering study on the marina maintenance. This would be a proactive measure identify issues before they become problems. The Board will consider this idea during next fiscal year.
- Kayak launch was approved by Annapolis port wardens; Currently working on obtaining State approval which will cost \$3100 in additional fees
 - Due to the increased fees, Eric is asking for the Board's permission to increase the kayak space rental fees from the projected \$65.00 to \$69.00 for the 2014 season.
 - **Linda Lawrence made a motion to increase the 2014 kayak space rental fees to \$69.00. Maryan Cummins seconded the motion. All agreed.**
- The Port Wardens have reported that some of the boats in the marina extend beyond the "harbor line". The "harbor lines" define the maximum channel-ward limits of construction per the Annapolis Code of Ordinances 15.18.030

- There are 3-GCE and 1-LCE slip that are affected. The proposed solution is to relocate the three larger boats to slips that do not face directly into the creek. Eric has already figured out the logistics of getting the marina in compliance and has contacted the 6 owners. He has instructed them that the move will be required, per his jurisdiction and the City of Annapolis code, and that the HOA will pay for the fees associated with moving the dock-boxes.
- This change does require that a LCE/GCE slip swap occur for Russ Harrell. Eric proposes that the Board allow the switch with the understanding that the switch is being made based on the current boat specifications and is limited to the existing boat. The boat is currently for sale, and if it does sell, this arrangement would be null and void.
- **Linda Bolling made a motion to approve the LCE/GCE slip swap for Russ Harrell as outlined by Eric Petterson. Maryan Cummins seconded the motion. All agreed.**
- “A” dock dinghy float lies across the harbor line. Eric proposes that this float be relocated to just under the pool area. This will require moving 2-pilings and an existing ladder.
- **Maryan Cummins made a motion to move “A” dock dinghy float to under the pool area, as specified. Carleen Petterson seconded the motion. All agreed.**
- All harbor line corrections must be completed by April 30, 2014.
- The Dockage Rules and Regulations need to be updated to include the new guidelines accounting for harbor line limitations for certain slip numbers. Since the Pool Rules and Regulations need to be updated as well they can all be completed at the same time. Lynn asked that Eric forward a draft of the proposed Dockage changes to her and she will ensure they are updated accordingly.

2. Grounds & Landscape Committee

- The proposal to remove and replace the overgrown Leyland Cypress trees, located around the pool, has been approved. The trees will be replaced with smaller-growing Arborvitae which will never outgrow the space, or need pruning. Bids are being obtained to get the work completed.
- The Landscaping committee can approve a contractor without Board approval as long as they come in under budget. If they are going to go over budget, the Board will need to approve any increase in their FY2014 expenditures.
- Frances Higgins is evaluating the possibility of metering the water used in the irrigation system separately. Cost comparisons are being made and she will keep the Board updated on the issue.
- David from Asgard turned off the spigots, inside and outside of the buildings. However, some spigots were damaged, leaking and/or inaccessible. The Board asked that Kasia get a detailed inventory report of all spigots and their current condition/access by the next meeting.

3. Pool & Activities Committee

- Three proposals have been obtained for the pool maintenance contract, USA Pools, Continental Pools and Anchor Aquatics.

- Lois has reviewed the proposals. Lynn and Lois will get together to do a comprehensive comparison. They will then make a formal recommendation, based on their findings, to Julie Kane, Chair. The Board can then vote via email.
4. Architectural Committee ~ Report given by Linda Bolling
- The committee will meet in January and continue to work on its goals to assist homeowners with architectural requests:
 1. Write guidelines and have samples of items for quick approval
 2. Write clear procedures for handling architectural change requests
 3. Establish a log to document all architectural change requests and results for all units so that resale packages can be easily produced
 - The committee continues to look for an alternate to storm doors. They hope to have a formalized option by February.

VII. Brodie Management Report

- Payment for the insurance deductible for 7A3's water mitigation issue was received.
- Kasia will generate the following notices for homeowner's:
 - Notice of Proof of Completion – Kasia will send a notice to all homeowners asking for proof that their dryer and chimney have been inspected and that their deck power-washing has been completed. Response is due back to Brodie by December 31, 2013. Owners who have not completed the deck power washing will have to wait until the spring to get this completed but a list can be compiled in the interim as to who is still outstanding.
 - Emergency Contact Information – Kasia will send a request to all homeowners for updated Emergency Contact Information.
 - Snow Parking Procedures – Kasia will post the snow parking procedures on the website and on the community boards for residents.
- Kasia provided a work schedule for 2014. Lynn asked that the community have an “Annual Operating Plan” with dates of contract renewals, invoicing, maintenance target dates, billing, and time-frames for work to be done etc. Kasia indicated that that information would be compiled and included in the budget preparation that will begin in the next few months.
- Kasia is getting proposals for the main gate replacement/repair. Once inspected, she will get a detailed scope of work and provide it to the Board for consideration.
- The Board decided to change the meeting schedule for 2014. They will now meet monthly on the 3rd Monday for 10 months rather than 6.

The meeting dates are as follows:

January 20, 2014	February 17, 2014	March 24, 2014
April 21, 2014	May 19, 2014	June 16, 2014
July 21, 2014	August – OFF	September 15, 2014
October 20, 2014	November 17, 2014	December – OFF

- Kasia will do a walk through on the entire property; notate the sidewalk/concrete areas needing work. She will do a detailed RFP and obtain at least 3 bids for Board consideration.
- The bids to clean the condensation lines are due in February. The work is slated to occur in March.

VIII. Old Business

- Kasia reports that work orders are being done in a timely fashion since January 2013. There has not been a lag in work completion.
- Information for the gate keypad has been uploaded and should be working. Kasia will check on it upon exiting the facility this evening.

IV. New Business

- Nominating committee needs a Board member to participate. This year there are 4 directors whose terms are expiring. The nominating committee contacts residents and discusses serving on the Board. There were no volunteers so this issue was tabled until the next meeting.
- There are not enough spaces to accommodate the number of bikes on the bike rack. There is room for 15 bikes. The proposal is to charge \$35 annually, per calendar year, to homeowners for each bike rack space, with a maximum of 2-spaces per unit. If there are additional units that want space, a waiting list will be created. All of the bikes are currently identified, so Kasia will send out notices and bills. The rental fee will need to be paid by March 1 or the bike will be locked up after 60 days of non-payment.
 - **Jonathan Lewis made a motion to move forward with the aforementioned bike rack storage proposal, as noted. Carleen Petterson seconded the motion. All agreed.**
- Eric, Lynn, and Carleen looked at the contents of the storage shed as well as the 2 storage rooms in the basement of buildings 5 and 6. They propose a cleanout project in February/March; the majority of the contents can likely be taken to the dump, some may be sold, the remainder can be better organized.
- The fire marshal has not come out to inspect the patio grill situation. Kasia will get that scheduled. No action will be taken before that inspection occurs.

Adjournment:

Linda Lawrence made a motion to adjourn the meeting at 8:55 p.m. Linda Bolling seconded. All agreed.

The next Board Meeting of the Shearwater Condominium Association, Inc. will be held January 20, 2014 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, December 16, 2013

Approved as written _____ Approved as amended _____

Date: _____

Shearwater Condominium Association, Inc.
Board of Directions – CLOSED SESSION
December 16, 2013

The Board of Directors – Closed Session of the Shearwater Condominium Association, Inc. was held on December 16th at the Shearwater Clubhouse at 6:30 p.m.

Present:

Lynn Maichle	Secretary
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:

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

Carleen Petterson called the closed session meeting to order at 6:34 p.m. Quorum was established.

III. Election of Officers

- Frances Higgins has resigned effective today, therefore, the Board needs to elect an interim President and additional member to take Frances' position until the April Annual Meeting.
- **Carleen Petterson made a motion to elect Lynn Maichle as the Board President. Linda Bolling seconded the motion. All agreed.**
- For the vacancy, Maryan Cummins from 14B2 was nominated. Maryan has extensive leadership experience from her employment with the Department of Homeland Security, which would be beneficial during the transition. Additionally, Maryan has served as a member of the Landscaping committee.
- **Linda Bolling made a motion to appoint Maryan Cummins to the Board of Directors. Linda Lawrence seconded the motion. All agreed.**

IV. Delinquencies

- The delinquency report was reviewed. There was some concern over a \$674.38 "Attorney fee" bill that is 31-60 days past due. Kasia wasn't sure what the nature of the charge was for but would look into it and get back to the Board.
- If the attorney, John Oliveri, is still trying to recover money on the outstanding McNabb balance the Board asked that he cease immediately. The property sold and there was not enough equity to pay off the debt. The HOA has already written off \$9,000 for the McNabb debt.
- The damaged awning on 7A3 has not been fixed. Repeated attempts to contact the owner have been made. The owner has agreed to get the awning fixed however, never follows through. The owner resides overseas and there is a renter in the unit. Due to the lack of

action on this issue the Board will intervene, utilizing the “self-help” clause of the by-laws, get the repairs completed and then back charge the owner for the repairs.

- **Jonathan Lewis made a motion that the Board hire a contractor to fix the damaged awning on 7A3 and then charge the owners of the unit for the repair. Barbara Britt seconded the motion. All agreed. Kasia will solicit three bids for the work and bring them back to the Board for consideration.**

V. New Business

- Kasia reported that David from Asgard gave her an unsolicited proposal to fix the awnings on many of the buildings. He suggests that the awnings have been mounted incorrectly and therefore, are not reinforced. His company will remount the incorrectly mounted awnings for \$1,481.39 per awning. His proposal is complete however; there was concern about a contractor giving us a quote for work that his company would be completing. The Board asked that Kasia take his detailed scope of work description and solicit bids from 2 other vendors. The Board will consider all of the proposals at the next meeting.
- Linda Lawrence and Carleen Petterson met with other area HOA Board of Director Executive’s for a collaboration session. The groups met for lunch and have now been communicating via email and sharing resources/challenges. They have found the experience to be very productive and informative. The other HOA’s represented are The Point, Severn House and Tecumseh.

Adjournment:

Linda Lawrence made a motion to adjourn the closed session meeting at 6:50 p.m. Carleen Petterson seconded. Motion passed unanimously.

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, December 16, 2013

Approved as written _____ Approved as amended _____

Date: _____