

**Shearwater Condominium Association, Inc.**  
**Board of Directions Meeting**  
**January 20, 2014**

The Shearwater Condominium Association, Inc. meeting was held on January 20, 2014 at the Shearwater Clubhouse at 7:00 p.m.

**Present:**

Lynn Maichle	President
Carleen Petterson	Vice-President
Linda Lawrence	Treasurer
Maryan Cummins	Director
Eric Petterson	Dock Master
Rainette Bannon	Architectural Committee Chair
Carol Schaake	Homeowner
Lois McGovern	Homeowner
Mary Irace	Homeowner
Connie Cadwell	Homeowner
Pat Duvall	Homeowner
Kasia Natale	Brodie Management
Naomi Lyvers	Recording Secretary

**Absent:**

Barbara Britt	Director
Jonathan Lewis	Director
Linda Bolling	Director
Julie Kane	Pool & Activities Committee Chair
Ron Faulkner	Grounds & Landscape Committee Chair

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

Lynn Maichle called the meeting to order at 7:00 p.m. Quorum was established.

**III. Approval of Minutes:**

Linda Lawrence made a motion to approve the meeting minutes from the December 16, 2013 meeting, as amended. Carleen Petterson seconded. All agreed.

**IV. Open Forum**

- Leyland Cypress Tree Removal

Lois McGovern asked to speak regarding the decision to remove the Leyland Cypress- trees from around the pool. Lois voiced concern and devastation over the Board's decision to remove the trees as they provided shade, privacy around the pool, security and obstructed the view from less aesthetic buildings in the area. Moreover, she questioned the effect that this change will have on property values.

Mary Irace also spoke on behalf of Building's 11 & 12. She too is devastated and unhappy with the view of the parking lot that has been revealed in the absence of the trees. She felt that the homeowners affected by this decision were not considered. She admitted that she had not read the previous Board meeting minutes on the website. However, she did voice concern that although she used to receive the newsletter via email that has since ceased for no apparent reason. She is willing to be a part of the Landscaping Committee to help find an

agreeable solution to this issue. She has also been in contact with Ron Faulkner to express her concerns.

Lynn Maichle explained that the decision to remove the trees was multi-faceted. There were 17 trees planted in the area which was too dense considering the size of the space. The trees were crowded, close to fence and, with their rate of growth, becoming increasingly costly to maintain. Since the Leyland Cypress has a shallow root system, there was an increasing risk that they would fall or be blown over and damage the cars in the parking lot, the fence or the pool. After two months of discussions, the City of Annapolis Planning Division approved the plan to remove the Leyland Cypress and replace them with 15 Emerald Green Arborvitae. The Emerald Green Arborvitae is a smaller evergreen that won't require pruning, has little risk of falling over, and will be more easily maintained.

Since homeowners wanted to be involved in selecting which evergreen would be chosen to replace the Leyland Cypress, the Board asked that those interested in participating work with Ron Faulkner to provide other options. The alternatives must meet the established criteria; e.g. be a native plant or a derivative, not prone to overgrowth or falling over, approved by the City.. The new trees will be installed in the spring which gives the Landscaping Committee some time explore options.

Due to the discovery that the emailed newsletters have not been reaching some of the intended recipients, the Board will post upcoming association meeting agendas at each building on the Friday prior to each meeting Homeowners will then know what is slated to be discussed and can attend the meeting if they so choose. Additionally, Lynn announced the Board decision at the December 2013 meeting to begin holding 10 meetings a year, as opposed to 6. She encouraged homeowners to get involved on the Board and/or Committees to ensure that their voices are being heard. Lastly, Lynn reported that she is working with Brodie to ensure that there is one master list of contact information for residents, including email addresses, that is complete and accurate. This will alleviate the two partial, incomplete lists that are currently being used.

- Nominating Committee

Pat Duvall reported that the Nominating Committee would begin contacting homeowners next week to seek interested parties to serve on the Board of Directors and the various committees. If anyone would like to suggest someone to join, please contact Pat with the information.

## **V. Old Business**

- Deck Replacement Project

Deck surveys are still being completed. The scope of the project currently is to replace 28 decks. The cost, depending on the work needing to be done, ranges from \$4,700 - \$4,900 per deck replacement plus additional costs for flashing and sealing of these decks. Additionally, there are 60 deck board replacements that will be done. When the survey is complete, and the projected project cost is finalized, it will be published for homeowner information.

The work is slated to begin in the early spring. The contractor has provided the association with a 5 year guarantee for each deck. The new decks will need to be cleaned and sealed every two years to ensure up-keep.

The cost for the project engineering services was discussed. The engineers were hired to do the design and inspections and oversee the construction of the project. To date, at least \$20,000 has been spent on engineering services. An additional \$18,000 is anticipated for oversight of actual project construction, materials management, invoicing and inspection. Mary Irace asked Lynn Maichle if she could email her the scope of work for engineering services for the project, and Lynn agreed. Mary would like to have another engineer look at the project to ensure that the quoted cost is commensurate with industry standards.

#### VI. Treasurer's Report ~ Linda Lawrence

- The December 31, 2013 Budget Summary indicates that the operation expenses for the first 6 months of FY14 are 49% of budget, which is very close to being on track. "Maintenance and Supplies" was over budget by 9%. This is due to expenditures in Marina Repairs and Building, General Maintenance.
- Over \$15,000 was spent in December for Building, General Maintenance which included 4 attempts to repair the entrance gate and the winterization of the water lines located in locked storage areas.
- The Replacement Reserve Fund as of December 31, 2013 is \$523,573. The association anticipates spending an estimated \$19,000 for the kayak launch ramp as well as part of the \$225,000 contracted for deck replacement.
- Operating Reserve has \$34,970 for painting.
- The FY2013 audit was completed and the auditors suggested that a replacement fund study should be done in the next year or so. The last one was completed in March 2010 and the auditors recommended an update every 3-5 years.
- The auditors suggested moving some of the replacement reserve funds to another bank to comply with the FDIC insurance limit of \$250,000.
- **Linda Lawrence made a motion to split the Replacement Reserve Fund balance between two accounts, at separate banks, to comply with the FDIC insurance limit of \$250,000. Maryan Cummins seconded. All agreed.**

#### VII. President's Report ~ Lynn Maichle

- Water Shut-off Work Summary  
Asgard Construction completed the assessment of water shut-off valves. Many of the storage units, where the valves are located, were locked. Asgard had to take the doors off the hinges to access the units.

Since access to those main valves is not readily available, in an emergency there could be significant water damage given the water flow rate of 100 gallons per minute from those valves. Asgard suggests that possible options are to move the storage unit door to allow the valve to be accessed outside of the unit, or extend the plumbing to reach beyond the storage unit door.

#### VIII. 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.
- At the December meeting, Eric suggested that the Board consider hiring a firm to do an engineering study on marina maintenance. This would be a proactive measure to identify issues before they become problems. Since a replacement reserve study is due in the next year or so, this study could be incorporated into that request.

- The website has been updated to show the new prices and slip assignments.
  - The 2014 bills will be mailed to residents from Brodie Management on 1/24/14.
  - Awaiting physical site review regarding the Kayak launch/Harbor Line issue. Still pending.
  - Per the city's mandate, we have applied for Maryland Department of the Environment approval for the Kayak launch/Harbor Line resolution.
  - The Marina Rules and Regulations update is still pending until final approval for the Kayak launch/Harbor Line issue is complete.
2. Grounds & Landscape Committee
    - Frances Higgins is evaluating the possibility of separately metering the water used in the irrigation system. Cost comparisons are being made and she will keep the Board updated on the issue.
  3. Pool & Activities Committee ~ Report given by Lynn Maichle
    - Lynn Maichle and Lois McGovern reviewed the three submitted proposals for the pool maintenance contract. Anchor Aquatics was the only contractor that addressed the complete scope of work.
    - A negotiation meeting was held with Anchor Aquatics to discuss concerns from last year and expectations for the upcoming season. Anchor agreed to all of the terms and conditions that the association requested.
    - Linda Lawrence inquired about a clause in the contract that states that if the state minimum wage rate is increased, the association will be required to pay the higher wage rate for lifeguard services. If that occurs, it could result in a significant change to the overall contract cost. Lynn Maichle agreed to follow-up with Anchor to get clarification on the clause.
  4. Architectural Committee ~ Report given by Rainette Bannon
    - The committee has reviewed several storm door options. Based on that review, a list of "standard options" has been created for homeowners to choose from. The committee selected various styles and price ranges to accommodate preferences/resources. Homeowners wanting to replace their storm door should contact the Architectural Committee, as they have literature, pricing, and brochures available.

## **IX. Brodie Management Report**

- The account of a previous owner who defaulted on her mortgage will be closed. John Oliveri was following up on bankruptcy filings.
- The "self-help" awning installation on 7A3 has been put on hold as the owners are getting prices to install the new awning.
- Kasia is awaiting responses to the awning repair RFP. Four contractors were contacted for bids.
- Kasia walked the property and identified 10 areas needing sidewalk repair/replacement. An RFP has been created and she is awaiting responses from the contractors.
- Calvert Mechanical, specializing in HVAC equipment, will be sending a proposal for the condensate line cleaning.
- Kasia is awaiting responses to the gate repair RFP. Four contractors were contacted for bids however only one has responded to date.
- The chimney and dryer vent inspection certifications are due from homeowners by March 31, 2014. Kasia will send additional letters next week. Notices will also be posted on community bulletin boards. Self-help will be scheduled for residents not in compliance by mid-April.

- Notices for updated contact information were mailed on January 15<sup>th</sup> with a January 31<sup>st</sup> deadline.
- Kasia sought clarification from Jonas Brodie on repair cost responsibility questions to establish whether the association or homeowner would be responsible for the cost of some repairs. If a roof leak causes damage inside a unit, the association is responsible for repairing both the roof and the damage inside. The unit will be restored to baseline condition, not including enhancements and upgrades. The rails by terrace units are considered a limited common element and replacement should be paid by the association. Based on this information, 3 bids for the work will be obtained.
- The cost to store a bike is \$35.00 per year. If a resident pays to store a bike and then moves mid-year, the association will not refund the pro-rated storage fee.
- The Fire Marshall forwarded the regulations about grill placement in proximity to dwellings. This issue has been put on hold until spring when we will request an on-site inspection by the Fire Marshall.
- Work order list is not complete. Carleen Petterson asked that the report be run by date of request, not unit number. Also, a column should be included on the report to indicate the date that the repair request was made. Kasia will request those changes and get a full report for next month.
- On January 13<sup>th</sup> the gutter cleaning company was on-site to complete gutter repair and cleaning that wasn't done during the first visit. This work was done at no charge.

#### **X. New Business**

- Lynn Maichle spoke with Jonas Brodie about the need to, in a very timely manner, have policies and procedures for the community in a written document. The document should include, but is not limited to, operations schedule, maintenance procedures, marina procedures including winterization requirements, etc. The document should also include information on how residents can obtain parking permits, kayak stickers and other procedural information. Lynn will review the website to see if the information already posted there is sufficient. The intent is to have a document that addresses all of the day-to-day management issues concerning Shearwater community operations.
- Linda Lawrence brought up the need to have a Secretary on the Board of Directors. This position could be responsible for reviewing the website regularly and keeping it updated with information. She didn't feel this position should remain unfilled until the April elections. Lynn Maichle agreed to ask Maryan Cummins or Linda Bolling if they would be interested in that position.
- A Board member is also needed to sit on the Nominating Committee. Linda Lawrence reported that if a Board member is planning to run again they are not permitted to sit on the Nominating Committee. Lynn Maichle will read the charter for the Nominating Committee to get clarification on the procedures.

#### **Adjournment:**

Linda Lawrence made a motion to adjourn the meeting at 9:04 p.m. Carleen Petterson seconded. All agreed.

The next Board Meeting of the Shearwater Condominium Association, Inc. will be held February 17, 2014 at 7:00 p.m. at the Shearwater Clubhouse.

Approved as written \_\_\_\_\_ Approved as amended \_\_\_\_\_

Date: \_\_\_\_\_