

Shearwater Condominium Association, Inc.
Board of Directions Meeting
February 17, 2014

The Board of Directors of the Shearwater Condominium Association, Inc. was held on February 17, 2014 at the Shearwater Clubhouse at 7:00 p.m.

Present:

Lynn Maichle	President
Linda Lawrence	Treasurer
Maryan Cummins	Director
Barbara Britt	Director
Jonathan Lewis	Director
Linda Bolling	Director
Eric Petterson	Dock Master
Rainette Bannon	Architectural Committee Chair
Ron Faulkner	Grounds & Landscape Committee Chair
Carleen Petterson	Homeowner
Mary Irace	Homeowner
Pat Duvall	Homeowner
Shirl Gauthier	Homeowner
Frank Bolling	Homeowner
Carol Schaake	Homeowner
Pam Mantica	Homeowner
Phil Meredith	Homeowner
David Densmore	Homeowner
Larry Birch	Homeowner
Deborah Birch	Homeowner
Charlotte Featherstone	Homeowner
Kasia Natale	Brodie Management
Naomi Lyvers	Recording Secretary

Absent:

Julie Kane	Pool & Activities Committee Chair
------------	-----------------------------------

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

Lynn Maichle called the meeting to order at 7:01 p.m. Quorum was established.

III. Approval of Minutes:

Linda Lawrence made a motion to approve the minutes from the January 20, 2014 meeting, as amended. Maryan Cummins seconded. All agreed.

IV. President's Report

- The agenda was posted on the website and on the bulletin boards prior to this evening's meeting. The BOD hopes that homeowners found that to be helpful. If anyone notices that the agendas have been removed from the bulletin boards prior to a meeting, please let Lynn know.
- Issues have been incorporated in other areas of the agenda and will be addressed throughout the meeting

V. Treasurer's Report ~ Linda Lawrence

- The January 31, 2014 Budget Summary indicates that operation expenses for the first 7 months of FY14 are 58%, which is very close to the budgeted amount. "Maintenance and Supplies" was over budget by 12%. This is due to expenditures in Marina Repairs and Building, General Maintenance.
- Over \$6,600 was spent in January for Building, General Maintenance which included an additional \$525 to repair the entrance gate. Gate repairs have cost the Association about \$1,700 in the past few months.
- The Replacement Reserve Fund, as of January 31, 2014, is \$543,500. 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. The front gate may also need to be replaced, with an estimated cost of \$20,000.
- Brodie Management continues to look into financial institutions to move half of the reserve fund balance to so that all of the funds can be covered by the \$250,000 FDIC insurance limit. We anticipate this being accomplished by the next meeting. Kasia will check to see if Edward Jones is FDIC insured.
- A draft of the FY15 budget should be ready for review at the March meeting. With BOD approval, this draft is usually included in the Annual Meeting notice packet.

VI. Committee Reports

A. Marina Committee ~ Eric Petterson

- There are 6 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.
- Two de-icers failed. One was replaced by a spare and the others were rearranged to cover the existing units.
- The 2014 bills were mailed to residents from Brodie Management.
- The plan is to have the marina up and running by April 1, 2014.
- Due to the additional expenditures this year, plans to complete the power-washing of the piers have been postponed.
- Eric attended a meeting in Baltimore with the Maryland Department of the Environment (MDE) about the Kayak launch/Harbor Line issue. MDE did not approve the suggested location for the dinghy float relocation. Their recommendation was to move the dinghy float into the canal area. Some owners were not pleased with the proposed relocation. The Association is currently in violation and the options for the dinghy float location are limited. One owner asked that another engineer, her stepfather, review the applicable city/county/state codes that are being referenced. Eric will try to obtain that information and forward it to Lynn to be disseminated to interested parties.
- The Dockage Rules and Regulations update is still pending until final approval for the Kayak launch/Harbor Line issue is received.

B. Pool & Activities Committee ~ Report given by Lynn Maichle

- Julie Kane, Lois McGovern and Tina Ligon have provided input for a new pool procedure document, outlining responsibilities for tasks on and off season for committee members, Brodie Management and the Board of Directors.
- The contract with Anchor Aquatics has been signed. Anchor agreed to all of the points in the RFP and kept the price the same as last year. One provision of the contract is that they clean up left over debris/trash from last year and perform

monthly inspections with corresponding reports. According to Julie Kane the clean-up work has been started.

- The AED machine is maintained and certified by Anchor Aquatics. That is part of their contract however; if that should change the Association will need to contract with another company to maintain the certification.

C. Architectural Committee ~ Report given by Rainette Bannon

- The committee is updating the “Request for Architectural Change” form. The committee feels strongly that the owner must be the one signing for the work to be done unless documentation is on file with Brodie Management designating an authorized signee.
- Kasia will check with Jonas Brodie to find out if a power of attorney would be needed in those situations or if the “authorized representative,” as noted on the contact form, would be sufficient.

D. Grounds & Landscape Committee – Report given by Ron Faulkner

- We have an irrigation system maintenance proposal from Terra Nova for \$1290 for this year. It includes a spring start-up, mid-year check and fall winterization.
- Don Kadonoff is willing to walk the property and do the mid-year inspections to reduce the cost of the contract. Doing so would reduce the cost of the contact to \$891
- **After discussion, Maryan Cummins made a motion to accept the Terra Nova irrigation system proposal for \$1290 which includes the spring start-up, mid-year checks and fall winterization. Jonathan Lewis seconded the motion. All agreed.**
- Leyland Cypress Tree Replacement – The Landscape Committee is researching alternatives to replace the diseased/overgrown Leyland Cypress trees that were removed. The committee expects to have a proposal soon. Planting is anticipated for the spring.
The selection will need to be submitted to the City for final approval. The City will permit the Association to email the revised selection to them as opposed to doing a complete resubmittal.

VII. Brodie Management Report

- Awning installation for 7A3 is on hold due to weather. Anticipate a spring installation.
- Proposals for the additional bracing of third floor awnings have been requested. Bob from City Awning, who is very familiar with community awnings, feels that each repair will be different and is not inclined to give one price. Lynn asked Kasia to get a price range from him.
- Kasia walked the property and identified 10 areas needing sidewalk repair/replacement. The contractor that responded proposes grinding down the concrete to level the uneven areas, which is not the preferred method. Jonathan suggested that Kasia contact concrete companies who do sidewalks. The Board requested that she obtain 3 additional bids. Additionally, the pool coping and surrounding pool concrete repairs should be included in the scope of work. Linda will need this pricing to include in the budget.
- Still awaiting proposals to clean the condensate lines from Calvert Mechanical and Dave Asgard. Heidler has submitted their proposal. The companies have conflicting methods on how to tackle this project. Heidler proposes that the bottom units are the only ones that need to be accessed. They report that if there is a blockage elsewhere in the line that requires access to upper units, their evaluation will identify that. A full comparison can be

made when the additional proposals are received. A final decision needs to be made on this issue at the next meeting.

- Kasia is still trying to obtain proposals for the gate repairs. Long Fence is the only one that we have received. Hercules Fence should be submitting a proposal this week. Echo Electric does not think the gate can be repaired and must be replaced. The Board asked that at least 2 additional quotes be obtained for consideration.
- When there is a snow event the city pushes the snow up against the back gate, blocking access. After one of the storms, Kasia called the city to report the blockage and the snow was removed. However the same thing happened after the next snow storm. Kasia will call the City tomorrow to report the issue again.
- Letters will be mailed by the end of February to remind homeowners of the upcoming March 31 deadline to get their chimney and dryer vents serviced and provide documentation of the service to Brodie. In mid-April self-help will be scheduled for those not in compliance and those unit owners will be invoiced for the work. Contractors doing the work should be cleaning the dryer vents from both the inside and the outside of the unit.
- A new work order spreadsheet has been created. Carleen asked that the following columns be added: date request was submitted, date of completion, and date the work was verified by the homeowner or inspected by Brodie.
- Contact notices are going out again tomorrow with a due date of 2/18. There are still about 32 that are missing. Brodie will call any unit owner who has not responded by that date. Additionally, there are still residents that are not receiving correspondence and/or notices are undeliverable. Brodie will also call unit owners for which email or street addresses are not working.
- The pedestrian gate latch is broken. Steve Shumaker looked at it and a locksmith has been contacted.
- Bike storage invoices were mailed and payments are due at the end of March.

VIII. Old Business

- Nominating Committee – Pat and Sheryl have been contacting people and had some interest. The Board is looking to fill 2-4 vacancies. The call for nominations will be going out over the next few days. There was discussion as to whether the Board size should be reduced from 7 to 5.

If there is to be a change in the number of directors on the Board, the By-laws stipulate that a vote of the unit owners at an annual or special meeting is required. The number of directors allowed by the By-law is 3, 5 or 7. The Board asked that Kasia check with Jonas Brodie to confirm the process.

- Deck Replacement Report – The engineer completed the deck replacement survey. According to the report, we will need to replace 28 decks, 20 doors and 49 boards. Originally we anticipated replacing 24 decks, 17 doors and 25 boards. The additional work will be at least \$32,000 more than the original estimate. **After discussion, Jonathan Lewis made a motion to add the 4 additional deck units and the additional board replacements to the contract. However, there are some homeowners who do not want to get new doors and that will be up to them to decide if they want to get a replacement or not. Maryan Cummins seconded the motion. All agreed.**
Note: This approval will be revisited by the Board upon receipt from the contractor of firm cost estimates for the additional work.

Homeowners who will be having their decks replaced will be notified.

- Water Shut-Off Valves – It has come to the Board’s attention that many homeowners may not know where the water shut-off valve is located in their unit. A suggestion was made to have Building Captains contact unit owners and have them report back on the location. A master list/diagram of locations could then be retained by Brodie and posted in the storage room for emergency purposes.

Another suggestion was to obtain a standard “water main” tag that can be put on the valve so that it is easily identified.

Homeowners should also be reminded that if they are going out of town for more than 3 days that they should shut off their water before leaving. The key concern is that if there is a leak in their unit that causes damage to another unit they are responsible for the cost of repairing the damage.

The main building shut-off valves are in the storage units and not accessible. Solutions include leaving the storage units unlocked, moving the doors back to access the valves or cut the chicken wire to access the valves. The Board was in favor of cutting the chicken wire however, the homeowners will be contacted prior to that happening.

There are two units where the main shut off valve is inaccessible because of its placement in the back of the storage unit. The only solution appears to be to extend the plumbing forward through the storage unit. The Board asked that Kasia get a price from Josh at Perfect Plumbing and two other companies to look at the two storage units and provide a possible solution and pricing.

IX. New Business

- Unit 13A3 has had an on-going issue with her deck. When it was installed 4 years ago the batch of wood was faulty and would not take a stain, as prescribed for deck maintenance. It was her understanding that there were a few units that had the same issue. Kasia will look for the list of decks that fell into this category and see if they were identified in the engineer’s report for replacement. This may be a special issue, outside of the scope of the deck replacement project.
- Proposed 2015 Marina Fee Schedule – Eric Petterson did extensive research on the marina fee schedules for dockage and storage. He compared other similar communities, cost of inflation and the Association’s fee schedule history. Based on his findings, he is proposing a GCE fee increase to \$53/ft, an LCE increase to an average of \$453/boat, and a dinghy storage fee increase to \$170. No increase was proposed for kayak storage. . These increases will bring the Association rates more in-line with where they should be although they do not cover 100% of marina costs. **After discussion, Linda Bolling made a motion to approve the proposed 2015 Marina fee schedule increases as proposed. Maryan Cummins seconded the motion. All agreed.** NOTE: Marina fees will be reviewed as part of the overall 2014-15 budget discussion at the March meeting.

Adjournment:

Maryan Cummins made a motion to adjourn the meeting at 9:25 p.m. Linda Bolling seconded. All agreed.

The next Board Meeting of the Shearwater Condominium Association, Inc. will be held Monday, March 24, 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, February 28, 2014

Approved as written _____ Approved as amended _____

Date: _____

| **Executive Session**

A brief executive session was held from 9:25 to 9:30 directly following the Association meeting to discuss the need to elect a Vice President for the remainder of the term until the April meeting. Maryann Cumming made the motion that Jonathan Lewis be the Vice President; Linda Bolling seconded the motion. All agreed. Executive session was adjourned.