

**Shearwater Condominium Association, Inc.**  
**Board of Directors Meeting**  
**March 24, 2014**

The Board of Directors Meeting of the Shearwater Condominium Association, Inc. was held on March 24, 2014 at the Shearwater Clubhouse.

**BOARD MEMBERS PRESENT:**

Lynn Maichle	President
Linda Lawrence	Treasurer
Jonathan Lewis	Vice President
Barbara Britt	Director
Linda Bolling	Director
Maryan Cummins	Director

**COMMITTEE CHAIRS PRESENT:**

Architectural Committee Chair	Rainette Bannon
Landscape Committee Chair	Ron Faulkner
Marina Committee	Eric Petterson

**COMMITTEE CHAIRS ABSENT:**

Pool Committee Chair	Julie Kane
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**UNIT OWNERS PRESENT:**

Pam Mantica	Ron Faulkner	David Densmore
Phil Meredith	Brad Hollern	Skip & Gerri Smith
Mary Irace	Eric Petterson	John & Carol Schaake
Deborah & Larry Birch	Frank Bolling	Marcia Sandground
Lois McGovern	Rainette Bannon	

**OTHERS PRESENT:**

Kasia Natale	Brodie Management
Debbie McConnell	Recording Secretary

**Call to Order:** Lynn Maichle called the meeting to order at 7:02 P.M. There was a quorum of the Board.

**Treasurer's Report (Linda Lawrence)** - Ms. Lawrence presented her report. **MOTION:** Following discussion regarding CD investments, Ms. Bolling made a motion to invest \$150,000 from Reserves in a 13-month CD with CFG Bank at 1.03 % APR and open an additional checking account with \$50,000. Ms. Cummins seconded the motion, and it carried unanimously.

The proposed Fiscal Year 2015 budget will be sent out with the notice of the Annual Meeting. The proposed budget represents a 3% increase in condo fees and an average 4.1% increase in marina fees.

**Committee Reports**

1. Marina Committee (Eric Petterson) - Mr. Petterson announced that there are still vacancies at the marina, but that there is a wait list for kayaks & dinghies. The marina de-winterization has been postponed due to the weather forecast for snow, but it will definitely be done before the end of the current week. He asked the Board to consider his proposed rule change to comply with the harbor line limitation. Regarding kayak ramp installation, he has received the necessary permit and the kayak launch will be installed on Thursday and Friday of next week. The Board agreed that it would be prudent to withhold 10% of the contractor's payment until the City has inspected and approved it. The dingy float may also need to be inspected. **MOTION:** Ms. Lawrence made a motion to approve the proposed change to Section 4c in the marina Rules & Regulation, but to postpone submitting it to the residents for review until a later date when there are additional proposed changes to the Rules and Regs. Mr. Lewis seconded the motion, and it carried unanimously.
  
2. Landscape Committee (Ron Faulkner) - Mr. Faulkner presented his report. He expressed his dissatisfaction with the 25% reduction in landscaping in the proposed budget. The initial spring work has already been completed. Ms Maichle asked each resident who wished to comment about the proposed plan for tree replacement in front of the pool to identify themselves, and each was given an opportunity to speak.
  - Carleen Petterson was concerned about the proposed plan. She thinks the trees are too big, and she wants just 1 row of trees planted further apart. She asked if they will be trimmed as a hedge, and what the cost will be to maintain in the future.
  - Linda Lawrence was also concerned about having 2 rows. She thinks some of the trees could be planted elsewhere in the community, rather than all near the pool. She is also concerned about the cost to maintain in the future.
  - Mary Irace commented that this is the primary view for buildings 11 and 12. She would like the Tree Committee's input strongly considered. She would also like the Tree Committee to have the opportunity to meet with the chosen landscaper before a final decision is made.
  - Ron Faulkner noted that the previous Leyland Cypress trees were trimmed back about 8 feet 2 years ago, and they grew back in just 2 years.
  - Deborah Birch wanted to know the diameter of the plants. They will be spaced 6 feet apart and will have a 12 to 20 foot spread.
  - Gerri Smith wanted to know if experts have been consulted. Ms. Maichle assured her that many experts have been consulted including various nurseries, extension services, master gardener groups, the city arborists, landscape architects and the Bay-Wise Program.

Two bids from Solidago and Highlands were presented. The sum of \$2,400 has already been allocated from the existing Landscape budget. **MOTION:** Ms. Bolling made a motion to approve the Highlands bid for 9 of the 6-8 foot Green Giants and 2 of the 5-7 foot Emerald Greens although the bid was slightly higher, based on the following: Highlands has a reliable, long-standing history with Shearwater, they are on-site working one or more times every week so will be able to monitor the trees on an ongoing basis, and they often do minor work at no charge. Ms. Cummins seconded the motion, and it carried unanimously.

The comment was made that the Tree Committee was still searching for an evergreen that would be slender enough for the narrow strip, but grow taller than the Emerald Green. **MOTION:** Ms. Cummins made a motion to allow an additional two (2) weeks for the committee to identify a taller tree that meets the criteria, but to stay with the existing plan if nothing better is agreed upon. Ms. Bolling seconded the motion, and it carried unanimously.

3. Pool Committee (Lynn Maichle) - Opening day for the pool will be on May 24. Julie Kane will announce the schedule for pool parties, and is following up on the action items with Anchor Aquatics and Brodie. Prior to the pool opening the boarded-up window in the pump room needs to be replaced with a screen, and a multiport valve needs to be replaced in the filter mechanism.
4. Architectural Committee (Linda Bolling) - Ms. Bolling reported that the Committee is working on posting standards/guidelines for exterior changes on the website, and they hope to have it formalized for presentation at the next Board meeting.

### **Brodie Management Report**

1. Awning Installation - The down payment has been made, and the awning should be installed for unit 7-A3 in April.
2. Awning Repairs – Brodie is looking for preventative maintenance proposals. The awnings themselves are generally undamaged, but pulling away from the buildings because the wood to which the mechanism is attached is rotting. This has occurred in at least three buildings sometimes resulting in interior water damage. The cost to repair this damage has been about \$3,000 per unit. The suggestion has been made by one contractor that the remaining awnings be reinforced before there is more extensive damage.
3. Sidewalk Repair/Replacement - Brodie has contacted 2 other concrete contractors, but there has been no response yet. They will keep trying.
4. Condensate Lines – The issue here is that there has been water backup due to clogged lines and drains that has caused damage to units. There are two types of lines:
  - a. those in the individual units (the condensate line from the heat pump, drain line from the HVAC compressor, and drain line from the hot water heater) which are the responsibility of the unit owner to have cleaned out on an annual or biannual basis. If this is not done, the unit owner may be financially responsible for any damage.
  - b. the main condensate drains in the basement of each building which are the association's responsibility to clean outBrodie is getting estimates from 2-3 contractors to clean out the main drains. A reminder will be sent out to unit owners regarding the cleaning of the unit lines and drains. **MOTION:** Mr. Lewis made a motion to clean out the condensate lines in each bottom level unit, once the 3<sup>rd</sup> quote is received. The Board will then vote via email. Ms. Lawrence seconded the motion, and it carried unanimously.
5. Front Gate - Ms. Natale reported that she had requested bids, but not enough had been received. She will keep trying. One contractor has said it can't be repaired. Another one has said doesn't need to be replaced.
6. Unit Owner Contact Info - The master list is about 90-95% complete.
7. Main Water Shut-Off Valves - There are 2 possible solutions to accessing main water shut-off valves located within owner basement storage units. One is to leave the individual storage units unlocked. The other is to ask owners to provide their lock combinations for Brodie to provide to plumbers if need be or for Brodie to provide combination locks and set them to the same

number. No one has been able to locate any outside water shut-offs for the individual buildings. Ms. Natale will call the Water Co. to ask if they know where they are, and John Schaake will check outside their building.

8. Gate Directory - The key pad is illegible and will be replaced.
9. Progress on Work Orders - The work orders are being tracked. Ms. Petterson & Ms. Natale are working together to monitor turnaround times for completion.

### **Old Business**

1. Snow Removal - Ms. Natale will remind the contractor to not shovel the stairwells leading up to the 2<sup>nd</sup> or 3<sup>rd</sup> floors; or the entire terrace patios. The City plowing service again piled up snow in front of the side emergency gate at Mitchell Street. Ms. Natale will notify the City of this problem.
2. Nominating Committee - The deadline to send in nominations for the Board of Directors is March 28. The election will take place at the annual meeting in April.
3. Deck Replacement Project - The original bid was for 24 decks and 16 doors. Based on the individual inspection by the engineer and the contractor, there are now 29 decks and 20 doors recommended for replacement. The amount of the change order to cover the 5 additional decks, 4 additional doors, and 24 additional deck boards is \$53,495. **MOTION:** Ms. Lawrence made a motion to approve the change order; Ms. Cummins seconded the motion, and it carried unanimously. It was noted that work on each building would be completed prior to moving on to the next building. The work will not begin until late April to early May, as soon as the lumber and other materials have been delivered.
4. Bicycles - The deadline to remove the extra bikes was February 28. Ms. Natale will contact the owners to advise them that if they fail to remove the extra bikes, they will be charged.
5. Storage Area Cleanup - Ms. Maichle requested volunteers for a special project in the spring to clean out the two storage areas in the basements of buildings 5 and 6, and the storage shed near the front gate.

**Adjournment:** **MOTION:** Mr. Lewis made a motion to adjourn the meeting at 8:55 p.m. Ms. Bolling seconded the motion, and it carried unanimously.

**Next Meeting:** The next meeting of the Shearwater Condominium Association, Inc. will be the Annual Meeting held April 21, 2014 at 7:00 p.m. at the Shearwater Clubhouse.