

**SHEARWATER CONDOMINIUM ASSOCIATION, INC.**  
**BOARD MEETING**  
**APRIL 21, 2014**

The Annual Meeting of the Shearwater Condominium Association, Inc. was held on April 21, 2014 at the Shearwater Clubhouse. The meeting began at 7:05 P.M.

**BOARD MEMBERS PRESENT:**

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

**COMMITTEE CHAIRS PRESENT:**

Architectural Committee Chair	Rainette Bannon
Landscape Committee Chair	Ron Faulkner
Marina Committee	Eric Petterson
Pool Committee Chair	Julie Kane

**OTHERS PRESENT:**

Juliette Horney	Brodie Management
Nikki Hayes	Brodie Management
Debbie McConnell	Recording Secretary

**Call to Order:** While the proxies were being tabulated, the meeting proceeded. Ms. Maichle called the meeting to order at 7:05 P.M.

**Roll Call:** Roll call and certification of proxies revealed that a quorum of 51% of the shareholders was not present. Therefore, in accordance with the Maryland Condominium Act, the annual meeting will be adjourned and a second annual meeting will be scheduled for May 19, 2014 and those members present in person or by proxy will constitute a quorum. Therefore, the meeting proceeded as a regular Board of Directors meeting.

**Approval of the 2013 Annual Meeting Minutes:** Ms. Lawrence advised that the 2013 Annual Meeting minutes had already been approved at the June 24, 2013 meeting.

**Discussion & Board of Directors Vote on the Fiscal Year 2015 Budget:** Ms. Lawrence gave a general overview of the proposed budget. The Board is recommending a 3% increase, primarily due to the ever-rising costs of general maintenance and utility services. Two residents supported the idea that the Board consider opening a line of credit, but not use it, so the Association is prepared for unexpected expenses in the event of an emergency. About half of the reserves are going to be used for the deck repairs. Ms. Bolling made a motion to approve the proposed budget. Ms. Cummins seconded the motion, and it carried unanimously.

**Candidate Introductions:** Each of the candidates in attendance was given the opportunity to speak on their behalf. Ms. Maichle, in Mr. Hollern's absence, reviewed his resume.

**Nominations from the Floor:** There were no nominations from the floor, and nominations were closed.

**Reports of Officers:**

1. **President's Report:** Ms. Maichle asked if everyone had seen the posted agendas. Everyone responded that they had. She added that the agendas are also being posted on the website and that the Board is trying to get the draft minutes posted within 2 weeks of each meeting. The deck project is due to begin in May. The contractor has ordered the lumber. There will be a planning meeting before the work begins. The updated Unit Owner Listing is now about 95% complete. She encouraged everyone to give a key to an emergency contact. The two common storage areas in Buildings 5 & 6 have useless items which need to be disposed of. Brodie will do an email blast to get volunteers to help with this project.
2. **Treasurer's Report:** About half of the reserves will be used for the upcoming deck replacement and repair project. Ms. Lawrence has recommended that the Board have the Reserve Study updated in the near future. She reported on the March 31, 2014 financials, highlighting key income and expense figures, including some reserve fund expenditures and current balances. The Association is considerably over budget in snow removal and maintenance. The March deficit is about \$5,200. She also expressed her frustration with Brodie's delays in getting the about half of the replacement reserve fund balance transferred to CFG Bank. Ms. Horney updated the Board on what steps had been taken since she took over Shearwater's management from her predecessor.

**Brodie Operations Report:**

1. **Awning at 7A3:** The work has been completed. Asgard will be inspecting all of the awnings. It was noted that the maintenance of an awning is owner's responsibility, and that the replacement is the Association's unless the damage is due to the tenant's negligence. Asgard is in the process of trying to determine which awnings need to be replaced, and which awnings have structural issues where they are mounted to the building. One of the residents suggested getting any bird nests removed during the process.
2. **Bicycles:** It was discovered that the invoices for bicycle storage which were supposedly mailed in February were probably not mailed by Ms. Horney's predecessor. Ms. Horney will change the dates on the letters and mail them once Ms. Maichle sends her the current list.
3. **Sidewalk Repairs:** To date, Brodie has only received 2 bids. Ms. Horney is still trying to get a 3rd bid. A resident suggested getting a price to repair the area at the pool entrance.
4. **Condensate Lines:** There is one main condensate drain per building. The 3 bids do not reflect the same scope of work, so Ms. Horney will get revised bids.
5. **Chimney & Dryer Vents:** Residents will be reminded to make these items part of their scheduled periodic unit maintenance.
6. **Deck Replacement:** Informational notices will be sent to all owners once the work schedule is prepared.
7. **Electronic/Email Communication Authorization:** Brodie would like begin sending as many notices as possible via email, with unit owner permission. There would be some

exclusions, such as the Annual Meeting notices, violation letters, and certain other notices which are required to be sent via U.S. mail. It was noted that notices can go to multiple email addresses for the same unit. There was a suggestion that electronic notices also be printed and posted at each building by the building captains. Ms. Horney will check at the Brodie office to see if they have any current authorizations on file. She will cross-reference those files, if any, with Ms. Maichle's list. Ms. Bolling made a motion to include the required authorization form to allow electronic communication with the next community mailing. Ms. Cummins seconded the motion, and it carried unanimously.

8. Gate: There are 2 proposals to replace the front gate. One is from Long Fence, and the other is from C.A.P. Gate Systems. Two other companies have said they aren't interested in the work. The received bids weren't comparable, so Ms. Horney will get a 3<sup>rd</sup> bid. David is still looking for the plate for the front gate directory panel.
9. Work Orders: Any work order involving landscaping (minus large trees) and curbs which were displaced or broken by the snow plows should be given to Ron Faulkner to discuss with Highlands Landscaping. Any expense anticipated to be over \$2,500 requires Board approval, unless it is an emergency. All work fields must now be completed before they can be submitted. The Board believes the 2 estimates for cleaning & sealing benches (e.g., outside tennis courts and along docks) seem high. Ms. Horney will follow up.
10. Parking Spreadsheet: The spreadsheet with parking stickers, cars & license plates is incomplete and out of date. The Board will ask the building captains contact residents, verify the information, get updates, and provide the form for residents to apply for stickers when necessary.
11. Pool: The screening in the pump room has been replaced.
12. Sewer Pipe Maintenance: Brodie is waiting for the report from Television Inspection Equipment, Inc. to determine what problems may exist.

### **Committee Reports:**

1. Marina-Eric Petterson
  - a. Status of Kayak Launch: The new launch is in place. Mr. Petterson reported that there are 8 requests on the waiting list for the kayak rack. He suggested that the Board consider replacing the current one with a larger one, rather than adding one, because of the space limitations. The marina is over budget for the year. He will provide the Board with a report of the final costs at a later date.
  - b. Harbor Lines Project: He will write the final letter to the City regarding project completion. The Marina Committee will begin work on a longer range plan for the marina.
2. Landscape-Ron Faulkner
  - a. Overall Status: Mr. Faulkner reported that the grounds are looking very good. The seeding and weed control have been done.
  - b. Status of Tree Replacement Next to Pool: Ten green giants have been planted by the pool, and 3 emerald greens are expected to be planted within the next week. The original approved proposal was for nine green giants and 3 emerald greens, but Mr. Faulkner & Highlands were able to work this out without requiring additional budgetary approval.
  - c. Exit Gate Lawn Area: They still can't get grass to grow by the exit gate; will investigate alternatives for that area.

- d. Irrigation System Activation: The sprinklers will be turned on during the 3<sup>rd</sup> week in April. Ms. Bolling volunteered to be the back-up person for any sprinkler problems that might arise.
  - e. Blocked Views: A resident commented on his water view being blocked by the tree growth on the top floors of building 16. Ms. Horney will get prices for thinning them out and other options. The resident will check with the City Arborist to see what restrictions might exist.
3. Architectural-Rainette Bannon
- a. Ms. Bannon reviewed the new Architectural Guidelines; these will be posted on the website when they're finalized. The Architectural Request Form has also been modified and will be posted soon.
  - b. On April 3, the Architecture Committee did a walkabout in the community. As a reminder, all grills must be at least 15 feet away from the building, and the City can fine for violations. No bikes may be stored in the common hallways. Deck fans can only be mounted to a beam, not to the underside of the deck above. Nothing is to be stored in the common areas that blocks access to any unit.
4. Pool-Julie Kane
- a. The new screening is installed in the window of the pump room
  - b. The pool will be open on May 24; a pool opening party will be scheduled.
  - c. She is creating a restroom checklist this year for the lifeguards.

**Unfinished Business:**

- 1. Deck Cleaning by Unit Owners: Any residents that did not have their decks power-washed and sealed will need to schedule that in the next few months. However any resident should not clean their decks until all deck work has been completed on those decks above theirs.
- 2. Deck Replacement Project: Nothing new is going to be added to the contractor's work order list of doors and decks at the present time, but new work will be added to a new list to be addressed later.
- 3. Water Shut-Off Valves: Mr. Schaake checked with the City. There are main valves at the meters outside the buildings, but they cannot be operated by anyone but the City, and the City can't respond immediately if there's an emergency. Asgard looked into extending the shut-off valves within the storage areas in the basements, but that option is very expensive. Another option is to move the doors back, but that will not work in all cases. A third option is to have Brodie purchase and install combination locks on the storage units that contain master shutoff valves, and use the same combination, Asgard emailed a list of the locations to Brodie. Mr. Lewis made a motion to buy locks and install identifying signs at each location. Ms. Cummins seconded the motion, and it carried unanimously.

**Adjournment:** Ms. Maichle adjourned the meeting at 9:16 P.M.

Respectfully submitted,

Approved,

Debbie McConnell  
Recording Secretary

Lynn Maichle,  
Board President