

SHEARWATER CONDOMINIUM ASSOCIATION, INC.
RECONVENED ANNUAL MEETING
and BOARD OF DIRECTORS MEETING
MAY 19, 2014

The Board of Directors Meeting of the Shearwater Condominium Association, Inc. was held on May 19, 2014 at the Shearwater Clubhouse. The meeting began at 7:01 P.M.

BOARD MEMBERS PRESENT:

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| Lynn Maichle | President |
| Linda Lawrence | Treasurer |
| Jonathan Lewis | Director |
| Linda Bolling | Director |
| Maryan Cummins | Director |

BOARD MEMBERS ABSENT:

Barbara Britt

COMMITTEE CHAIRS:

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|-------------------------------------|------------------------|
| Architectural Committee Chair | Rainette Bannon-absent |
| Grounds & Landscape Committee Chair | Ron Faulkner-absent |
| Marina Committee | Eric Petterson-present |
| Pool & Activities Committee Chair | Julie Kane-present |

OTHERS PRESENT:

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| Juliette Horney | Brodie Management |
| Brittany | Brodie Management |
| Debbie McConnell | Recording Secretary |

Call to Order: Ms. Maichle called the meeting to order at 7:01 P.M.

Quorum Count: Ms. Maichle explained that, as stipulated in the By-Laws, since the quorum requirement had not been met at the Annual Meeting in April, those in attendance at the May meeting, along with any proxies, would constitute a quorum.

Candidate Introductions: Each of the candidates in attendance was given the opportunity to speak on their behalf. Larry Birch, Maryan Cummins, Brad Hollern Jonathan Lewis, and John Schaake each addressed the unit owners at the meeting.

Nominations from the Floor: There were no nominations from the floor, and nominations were closed. All 5 candidates were voted in by acclamation.

Certification of Proxies: Ms. Horney verified that the Notice of the Reconvened Annual Meeting had been mailed to all owners of record on May 2, 2014, and that there were no outstanding ballots.

Reports of Officers:

1. President's Report: Ms. Maichle
 - a. The deck project is scheduled to begin the first 1st week in June barring delays in lumber delivery, and is expected to last through October. The schedule will be posted and updated every 2 weeks on the website. The minutes from progress meetings with the engineer will be posted after they are reviewed by the Board. Landscaping will be inspected after each phase has been completed. It was suggested that residents take pictures prior to the work being done to document any damages caused by the contractor. The contractor has been advised that they can't use heavy equipment other than to move lumber from the main staging area to the work areas. Mr. Lewis has suggested that the parking areas be seal-coated after the work is completed, and prior to the winter. Specific parking areas will be designated for storage of lumber and other materials.
 - b. Parking List: Ms. Cummins is working on the updates to create a valid list, and she hopes that new stickers will not be needed.
 - c. Email Authorization Request: Forms were included with the Annual Meeting notice to enable unit owners to authorize sending all notices via email.
 - d. Shed and Storage Areas: A notice will be sent to ask for volunteers to help with cleaning out these storage areas.
2. Treasurer's Report: Ms. Lawrence reported that the April 30 summary has been posted on the website. She reviewed key information from the April 30 financial report.

Committee Reports:

1. Marina: Eric Petterson
 - a. Status of Kayak Launch Project: Mr. Petterson reported that there are no available spaces. On April 25, the dinghy float was moved, and it has been inspected by the City. Individual boats that extend over the harbor lines are also being moved. A letter went to City to say that the project has been completed.
 - b. Stickers - Brodie found the kayak stickers, and they are now being sent out to requestors.
 - c. Resignation: Mr. Petterson announced that he will be stepping down at some point in the not too distant future, and that David Densmore has volunteered to be the new Dockmaster.
2. Landscape: Ms. Cummins presented the report in lieu of Ron Faulkner. There are new flowers by the gate. The Committee is recommending a tree survey. They are looking for a new Chairperson.
3. Architectural: Ms. Bolling reported that the violations letters were sent last week, mostly for grills being too close to the building (must be further than 15 feet away).
4. Pool: Ms. Kane reported that soaker hoses are now hooked up around the new trees planted near the pool. The pool will open on Saturday. The pool hours will be 12-8 during the week and 11-8 on weekends. There is a refrigerator for residents' use. She will be resigning as the Chair effective next Monday, due to a planned move to Missouri.

Brodie's Operations Report: Juliette Horney

1. Awning Work: Ms. Horney is still putting together the RFP.
2. Concrete Repairs: Brodie is waiting for a third proposal from Epic Concrete.
3. Condensate Lines: Belair and Coastal don't do this type of work. Ms. Horney has asked for a bid from Calvert Plumbing, but they are insisting that they want to view the lines

from inside a unit. Mr. Lewis suggested making a decision without the additional proposal. The Board reviewed the previously received bids from Heidler and Asgard. They need to confirm with Asgard that cleaning would be top down from the feeder lines, that no unit entry would be required, and that the cost would be \$195 per building. Mr. Lewis made a motion to approve the Asgard bid if it is confirmed that the per building cost is \$195, that unit entry will not be necessary, and that it would be top down from the feeder lines. Ms. Bolling seconded the motion, and it carried unanimously.

4. Dryer Vent & Chimney Flue Cleaning: Letters have been drafted to request that unit owners have the work done if they did not do this in the fall.
5. Deck Replacement Project: Letters will be sent to the unit owners reminding them of the requirement that it is the unit owners' responsibility to power wash and seal their decks every two years.
6. Electric Light Sensor: Anchor Electric replaced all of the light sensors last year, but 2 of them are now reported as having been installed too low. The Board asked Ms. Horney to contact Anchor before other electricians in the future. A resident said that the lights next to the doors in the Building 8 stairwells aren't coming on until a couple of hours after dark.
7. Gate Proposals: Ms. Horney contacted neighboring communities with gates. She discovered that contractors only service specific manufacturers. She will contact Gate King to see about getting the face plate that shows the instructions.
8. Maintenance Request List: Ms. Horney reviewed her list. She needs to get a revised bid from Steve Shoemaker for installing the signs/locks for the storage rooms where the shut off valves are located.

Unfinished Business:

Work Order Report: Ms. Petterson reported that there were 15 work orders in May. The poison ivy at in front of unit 7-A has been sprayed.

Adjournment: Ms. Cummins made a motion to adjourn the meeting at 8:19 P.M. Ms. Lawrence seconded the motion, and it carried unanimously.

Respectfully submitted,

Approved,

Debbie McConnell
Recording Secretary

Lynn Maichle,
Board President