

**SHEARWATER CONDOMINIUM ASSOCIATION, INC.**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**JUNE 16, 2014**

The Board of Directors Meeting of the Shearwater Condominium Association, Inc. was held on June 16, 2014 at the Shearwater Clubhouse. The meeting began at 7:03 P.M.

**BOARD MEMBERS PRESENT:**

Lynn Maichle	President
Linda Bolling	Vice President
Brad Hollern	Secretary
Larry Birch	Treasurer
Jonathan Lewis	Director
John Schaake	Director
Maryan Cummins	Director

**BOARD MEMBERS ABSENT:** None.

**COMMITTEE CHAIRS:**

Marina Committee	Eric Petterson/David Densmore (new chair)
Landscaping Committee Chair	Deborah Birch (new chair)
Pool & Activities Committee Chair	Tina Ligon (new chair - absent)
Architectural Committee Chair	Rainette Bannon (absent)

**OTHERS PRESENT:**

Juliette Horney	Brodie Management
Debbie McConnell	Recording Secretary

**Call to Order:** Ms. Maichle called the meeting to order at 7:03 P.M.

**Minutes:** The May 19, 2014 Board Meeting Minutes were approved by the Board and posted on the Shearwater website the week prior to this meeting.

**Reports of Officers:**

1. President's Report:
  - a. Announcement of New Officers - Ms. Maichle announced the new slate of officers.
  - b. Update on Deck Project – The contractor expects the lumber to be delivered in the next few days; there has been a delay in the delivery. The Board is still working with the contractor to determine what staging area would be the least impactful to residents. The start date will be posted once the staging location and lumber delivery date are determined. The initial scheduled indicated that the contractor will start with Building #16. About 6 of the buildings are too close to the water for safe use of ladders, so for those buildings, the workers (not the materials) will need to go through the units. The stipulated work hours allow staging to begin at 7:30 A.M., and cleanup to occur between 5:00 and 6:00 P.M. Noise will only be permitted from 8:00 am to

5:00 pm. Work may be allowed on Saturdays, but only with advance permission. There will be no Sunday work. After the work is done on the current list of decks, the Board review requests submitted for further work.

2. Treasurer's Report (Larry Birch) - Mr. Birch explained that he will be consolidating/highlighting some of the key figures from each monthly financial statement prepared by Brodie Management. He gave a general overview of the May 31, 2014 statements. He noted that the Association is over budget in building maintenance. The Reserve funds will be reduced to about half of the current balance with the completion of the deck project.

### **Reports of Committees:**

1. Marina Committee (Eric Petterson):
  - a. Introduction of New Dockmaster - Mr. Peterson introduced Mr. Densmore as the new Dockmaster. He will help during the transition period. He gave the status of the current boat slips and kayak rack spaces. The marina ran over budget this year, mostly due to moving the dingy float, unanticipated work required by the city/state, and related permits and fees. Brodie found the kayak stickers, and the system is back in working order.
  - b. Proposed Changes to Marina Rules & Regulations - The rule change was approved earlier this year, but it was not issued to all of the members.
2. Landscaping Committee (Maryan Cummins):
  - a. Status of Spring Landscaping – The invoices with Highlands are now up to date. They reduced their price by about 50% for the 2 extra trees planted by the pool. The poison ivy has been sprayed along the bulkhead. There are 2 trees near Building #8 that need to be checked. One is splitting severely, and there is a dead pine.
  - b. New Chairperson - Debra Birch will be the new chairperson, assisted by Ron Faulkner and Maryan Cummins.
3. Architectural Committee (report given by Linda Bolling):
  - a. Update: The Architectural Guidelines are now posted on the website.
4. Pool Committee (report given by Lynn Maichle)
  - a. Update on Pool Opening – The pool was opened on schedule..
  - b. Proposed Changes to Rules & Regulations – Several of the proposed changes were highlighted: everyone must sign in; the sign-in sheet will have a new column for unaccompanied guests to enter a phone number where the unit owner can be reached; children 8 years and under need to be with someone at least 16 years old; diapers must be water diapers; pets are not allowed unless specifically invited for special pet-friendly events; no smoking is allowed. Ms. Bolling made a motion to approve the proposed changes to the pool rules as amended above. Mr. Lewis seconded the motion, and it carried unanimously. The next step is for the proposed rules to be sent to the unit owners for comments, along with the proposed rule changes for the Marina.
  - c. Pool Parties - For private parties, the host is required to request Board permission, hire the appropriate number of lifeguards and get insurance. Several community events are already scheduled, and will be organized by Ms Ligon.
  - d. No Rules Posted - A resident commented that the pool rules are not posted at the pool; Ms Ligon will follow up.
  - e. Lifeguards – Brodie will contact the pool management company to have them review the scope of authority for the lifeguards.

## **Brodie Operations Report: Juliette Horney**

1. Gate – Brodie is still awaiting a 3<sup>rd</sup> proposal. According to the contractors who have reviewed the gate, the exiting gate must be replaced, and not just repaired. Ms. Horney contacted Automated Gate Services, because the company she had contacted previously only supplies to companies, not individuals. Ms. Horney will try to find out if the system records what gate codes are programmed for the residents. A resident suggested repainting the yellow line at the exit and clearing the bushes & trees for better visibility of the stop sign and the Shearwater signs. A resident said there appears to be a problem with the keys not working in the severe cold, and with a slower response in the rain. Ms. Horney will schedule a time for the contractor to meet with the Board.
2. Condensate Lines - Ms. Horney and Ms. Maichle met with Calvert Plumbing. The main line can't be accessed from roof, and there's not enough water pressure to clear the full stack from the top unit to the bottom. Calvert says that they would need to snake from the top unit down 25 ft, and from the 1<sup>st</sup> level unit both up and down. Mr. Lewis suggested having Calvert Plumbing do Building #7 to see if their solution will work. Ms. Horney will also see what is done to clean condensate lines at other similar communities and by whom.
3. Deck Cleaning – The unit owners who did not have their decks cleaned last fall, and who will not be having their decks replaced during this phase, will be given 30 days to complete the power-washing and sealing of their decks.
4. Bike Letters - Second letters were sent with a 30 day deadline. June 16 is the deadline to comply or have their bikes removed and donated.
5. Signs for Storage Room and Locker Doors – The signs are ready to be picked up. Letters to owners were sent with requests to remove their locks and to clear space to the main water shutoff valves if they are located in the back of the storage locker.
6. Concrete Sidewalk Repairs – Two bids have been received, and a 3<sup>rd</sup> bid is pending from Epic Contract.
7. Maintenance Request List – A report has been provided to the Board. A resident said she believes there may be redundancy with the services currently being provided by Highlands, Multicorp, and other contractors. Ms. Horney will compare the contracts and will survey a few residents to see if the contracted services are being provided.
8. Email Authorization Forms – The authorization request forms were sent on June 12 to unit owners who hadn't already responded. Ms. Horney will send an update list of people who have responded.
9. Unit Owner Master List - Only about 5 units remain with incomplete information.

## **Unfinished Business:**

1. Parking Stickers (Ms. Cummins) - Ms. Cummins reported that there are several instances where more than 2 parking stickers have been issued for a single unit. This appears to be a problem with some of the rental units, with both the owners and the tenants having stickers. Since Brodie did not have a current, complete parking list, Ms. Cummins and Ms. Maichle have walked the community to record car manufacturers, colors, sticker numbers, and license plates, as well as information for vehicles with no stickers. Ms. Horney will get a quote for ordering new stickers for everyone. Ms. Maichle reviewed the current parking rules.
2. Work Orders (Carleen Petterson) - Ms. Petterson reported that there were 12 work orders last month. The system now has a submission date for better tracking. It currently only

shows one item completed, because most of the others were sent to the Landscaping Committee without responses. Seven more were received after the report was prepared.

3. Shed & Storage Clean Out - Ms. Maichle will send an email with the date and time for anyone who wants to help.

**New Business:**

1. New Meeting Day - Ms. Bolling made a motion to change the Board Meeting day from the third Monday to the 3<sup>rd</sup> Tuesday of each month in order to take into account long weekends and holidays. Ms. Cummins seconded the motion, and it carried unanimously.
2. Spending Limit for Property Manager - The Board agreed to leave the invoice payment limit without Board approval at the current amount of \$2500.
3. Rentals - Ms. Maichle reviewed the current rules for renting at Shearwater. The minimum length of a lease is 6 months. Anything less than that must have Board approval in advance. And rentals can only be for the whole unit. Mr. Birch suggested sending/posting a reminder notice. Ms. Maichle will send out an update in the newsletter.

**Adjournment:** Ms. Maichle adjourned the meeting at 9:20 P.M.

Respectfully submitted,

Approved,

Debbie McConnell  
Recording Secretary

Lynn Maichle,  
Board President