

**SHEARWATER CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
July 22, 2014**

The Shearwater Condominium Association Board of Directors Meeting was held on July 22, 2014 at 7:00 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

COMMITTEE CHAIRS:

Marina Committee Chair: David Densmore
Landscaping Committee Chair: Deborah Birch
Pool & Activities Committee Chair: Tina Ligon
Architectural Committee Chair: Rainette Bannon (ABSENT)

ALSO PRESENT:

Juliette Horney, Brodie Management	Lori DeRose, Recording Secretary
Lois McGovern (15-A2)	Cordy Richards (11-A2)
Phil Meredith (1-B2)	Bill Van Evans (1-A, 3-B3)
Scott & Tina Ligon (3-A)	Yvonne Lewis (7-B3)
Megan Cune (14-B2)	Carleen & Eric Petterson (1-B3)
Linda Lawrence (1-B1)	Pam Mantica (4-B3)
Marj Sparer (7-A)	Carol Schaake (1-A3)
Mary Trull (11-A3)	

Call to Order: President called the meeting to order at 7:00 P.M.

Minutes: The June 16, 2014 Board Meeting Minutes were previously approved by the Board and posted on the Shearwater website on June 30, 2014.

OFFICERS' REPORTS:

1. President's Report:

- ***Marina, Pool and Architectural Committee procedures*** have been posted on website.
- ***Landscape Committee procedures*** are pending due to extensive feedback and discussions on ground's plantings. A thorough inventory will be taken and then priorities set.
- ***Instructions on Entrance Gate*** have been posted.
- ***Community Directory*** changes and updates should be sent to Juliette (Brodie Mgmt).
- ***Grounds Shed*** has been cleaned out. Thanks to all who assisted with this project.
- ***Signs have been posted on all storage room doors*** where master shutoff valves are located. Smaller signs have also been posted on the respective storage locker doors.
- ***Deck project progress*** – Encore, the contractor, began the deck replacement project on July 7. Board members will meet with the contractor this week to clarify schedule, and to make certain the work crews clean up the construction debris after their work each day.

2. Treasurer's Report:

- ***End-of-Year (EOY) Report from Brodie Management*** - pending due to ongoing audit report; due end of November.
- ***Good News/Bad News Snapshot*** – In good shape are: a) Replacement Reserve Balance = \$620,460; b) Painting Reserve Balance = \$45,020; c) Net Assets = \$667,492. In not such good shape are: a) June Operating Fund Balance = (\$17,223); 2) EOY Operating Fund Balance = (\$34,992); 3) EOY Budget Status = 10.1% over. ***See Treasurer's Report for details.***
- ***Comments reported by Treasurer*** on the budget status, included the following: a) trash removal fees were raised several times so we're investigating other options; b) snow removal expenses were high last year and hopefully will not be repeated; d) aging buildings are requiring increased maintenance and it is important for individual condo owners to be pro-actively responsible for maintaining dryer vents, chimney flues, unit condensate lines and decks ; e) front gate will soon have to be replaced; f) the reserve fund is in good shape, however, will be greatly reduced with the deck replacement project. We'll need to watch the operating budget and try to do more with the resources we have.

COMMITTEE REPORTS:

1. **Marina Committee** (David Densmore)

- **Marina updates** – Several update topics mentioned, including: five slip vacancies this season so revenue will shrink; need to think creatively about marina use; 7 guests used slips this year; several people waiting for kayak storage spaces; de-icer available for sale from owner; and dock condition and boards in need of maintenance repair work. **See Marina Dockmaster Report for details.**
 - **Decision** – Board voted to buy the de-icer for \$150.
- **Marina maintenance** – Life lines are old and need to be replaced. Dock needs to be power washed. Some dock boards need to be replaced.
 - **Decision** – Board made decision to find out costs for power washing the dock and to have it done before November 1st. Include having the benches power-washed and sealed at the same time (some benches may need sanding or additional work)
 - **Decision** – Board decided the dangerous boards on dock should be replaced. The boards that need to be replaced are marked and a work order will be submitted to have them replaced.
- **Options for Kayak Space Expansion** - Discussion centered on whether to spend to expand, do a quick fix or do nothing.
 - **Next Steps** – Look at options and get ball park costs on each, then bring back to Board.

2. **Landscape Committee** (Deborah Birch)

- **Update on landscaping evaluation & plans** – This was the first report for our new Committee Chair, Deborah Birch, and she began by thanking those who have brought her up to speed. She also complimented the former chair for all the work done over the last several years. To date old plantings have been taken out, and now new environmentally appropriate and aesthetic shrubs are in place along the shore line. There will be no additional new plantings until next spring. **See Grounds and Landscaping Report for details.**
- **Update on large tree issues** – There are about 15-16 dying oak and pine trees on the grounds (near Buildings 7 &8) which need to be removed since they are a threat to the community's residents and automobiles. These trees will be removed in November of this year and in March of next. Limbs in danger of falling or too close to buildings will be addressed earlier.
- **Status of irrigation system** – Thanks those who have assisted in irrigating/watering the trees, and hope this will continue. Adjustments have

been made to the irrigation system, and a mid-season inspection will take place end of August or early September.

- ***Landscape Committee procedure*** – Will report on this at the September meeting.

3. **Architecture Committee** (Linda Bolling)

- ***Update on committee activities*** – Reported that when committee members do walk around the grounds to determine what needs attention, they are not getting feedback on their findings from the management company. Brodie representative at meeting will look into this. It was suggested that more detail may be needed to have the work done.
 - ***Follow-up*** – Table until the September meeting.

4. **Pool Committee** (Tina Ligon)

- ***General pool update & sign-in policy*** – Teodora, our lifeguard from Bulgaria, is doing a good job this summer. Also mentioned that more pool committee members are needed. ***See Pool Committee Report for details.***
- ***Upcoming pool parties*** – Pool parties are looked forward to and enjoyed. The next one will be on August 16th. Labor Day, September 1st, is the last day the pool is open. There will be a pet pool splash party the last 2 hours. Watch building message boards for announcements.
- ***Assessment of pool repairs*** – Several pool maintenance issues were discussed.
 - ***Tile, coping & deck joints*** need to be replaced. Pool deck repairs will be done after pool closes.
 - ***Follow-up*** – Do a scope of work in order to get 3 bids/estimates to do this work.
 - ***Damage to pool house*** – Discussion around damage to pool house done by an automobile last fall. Apparently the car insurance company paid for the initial repair but it was inadequate; the cinder blocks are still offset and the wall leaks.
 - ***Follow-up*** - Brodie will do a report, and follow-up with the insurance company and the owner of automobile.

BRODIE MANAGEMENT OPERATIONS REPORT:

See Brodie's July 2014 Management Operations Report for details. Some of the items mentioned were:

1. **Gate repair** – 4 proposals were received & copies of each given to Board members; they ranged from requiring minor reports, to replacing one gate, to replacing both gates. In the meantime a temporary weld may be sufficient to extend the life of the exit gate.
2. **Condensate Line** - Heidler will test snaking the feeder condensate lines in Bldg 7; dissatisfaction was expressed with how long it has taken to set this up.
3. **Chimney & Dryer Vents**- Follow-up with the units that have not yet cleaned these will wait until deck replacement is complete so the notice can be sent out on all 3 items at the same time. Outside dryer vent screens are TBD.
4. **Deck Cleaning** – Deck cleaning in individual units will be coordinated with the deck replacement project. Discussed the possibility of buying a power washer for the community to use for cleaning purposes.
5. 5 benches on the property also need to be power-washed and sealed–
6. Sidewalk repairs - received 2 proposals to repair concrete sidewalks. Board discussed and asked to make decision. Precision Concrete Cutting listed 51 areas (\$3696-do not grind; unclear about pool), GMC \$14,585.60-mentioned the same 51 areas that Brodie sent as the RFP, and Epic (\$14,660-mentioned pool entrance).
 - **Decision**- Board approved GMC to do the work because they specialize in exposed aggregate concrete and Precision does not. Brodie was asked to get in writing from GMC that the work will include pool sidewalk areas.
7. **Email Authorization** – Mentioned that only 29 of 93 owners have returned the email authorization forms. Some attendees said they've submitted forms more than once and are still not on the list. Brodie is to investigate.

UNFINISHED BUSINESS:

1. **Status of Work Orders** – Twenty two work order requests were submitted – some with more than one issue – and after property inspection, it was determined that 17 of the work orders appeared to be completed. **See July 2014 Work Order Status Summery Report for details.**
2. **Status of condensate line project** – This topic was also mentioned earlier in Brodie's Management Report summary. Bottom line is that condo association is not happy with Heidler's work on snaking issues which are also related to air conditioning and heating units. Decision made to get bids to do this work from two other companies.
3. **Update on parking list status, criteria for stickers & violation process** – Several parking issues were discussed, including the following: a maximum

of 2 parking stickers are permitted per condominium unit (total for owners & tenants); the parking lot rules are being worked on; cars with no sticker or permit have been parked in spots for extended periods of time and should be identified or removed; appreciate resident assistance in noticing vehicles with no sticker or permit that are on the property for more than 3 days; need to ensure Brodie grants stickers only to vehicles that meet the criteria in the Rules & Regs.

4. **Update on lighting audit** – Seven different types of light bulbs are installed around the community grounds. The goal is to make them consistent and ensure that Multicorp is replacing them in a timely manner. Also considering a pilot program for LED lighting – more efficient in cost and energy.

NEW BUSINESS:

1. Financial/Security

- **Security in Shearwater** – Asked if attendees had noted any security issues. Two owners asked how political flyers appeared at their door; not certain if they were from solicitors or residents. People were asked to send e-mails to Brodie Management if have any security issues or questions. Also asked if tennis courts are to be locked all the time; answer was yes, they are to be locked at all times, and the code given to all residents.

2. **Communication** - Communications are made available to all residents through bulletin board postings, the quarterly newsletter, direct emails and the Shearwater website. Also, residents are encouraged to attend condo meetings and other community gatherings.

AUDIENCE Q&A SESSION:

Q: Can the “do not park red mark” be removed? Resident made the point that 22 parking spaces are available in the circle for 42 units in Buildings 11-16, and therefore, parking is limited. (Note: there are 24 additional spaces for residents leading up to the circle) Discussed that since the space was less than 10 ft deep and the standard parking spaces were 18 ft deep, 6-8 feet of any car parked there would extend out in to the circle. This was done for safety & liability reasons for both this area and the same type of area next to the Mitchell Street exit

- **Follow-up:** Lynn will look into alternatives for resolving.

Adjournment: Ms. Maichle adjourned the meeting at 9:15 P.M.

Respectfully submitted,

Approved,

Lori deRose
Recording Secretary

Lynn Maichle,
Board President