

**SHEARWATER CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
September 16, 2014**

The Shearwater Condominium Association Board of Directors Meeting was held on September 16, 2014 at 7:00 P.M.

BOARD MEMBERS:

Lynn Maichle, President
Linda Bolling, Vice President (Absent)
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 (Absent)
Architectural Committee Chair: Rainette Bannon (Absent)

ALSO PRESENT:

Juliette Horney, Brodie Management
Phil Meredith (1-B2), Linda Lawrence (1-B1), Marj Sparer (7-A), Marcia Sandground (8-A1/B1), Gerri & Skip Smith (5-B1), Ron Faulkner (12A1), Eric Petterson (1B3)

Meeting was called to order at 7:02 pm.

I. OFFICERS' REPORTS:

A. President's Report:

- Deck project:
 - Encore, the contractor, began the deck replacement project on July 7. To date 65% of the deck replacements have been completed: 18 decks, 12

doors, several individual boards, and all copper caps on the ends of the boards coming out from the deck storage closet walls.

- There has been a delay due to overall delays in lumber shipment, and 14% of the original delivery was unusable.
- Good news is that the remaining lumber should arrive from a Southern mill shop by the end of the month; schedule for the next two weeks of work will be published as soon as it arrives.
- Deck sealing schedule will be developed and provided to Shearwater BOD as soon as the specially-ordered sealant is received.
- Contract with Allied Waste for dumpster service/trash removal was terminated due to excessive charges above the agreed contract rate. Allied will remove the current dumpsters on October 16th and a new vendor will deliver new dumpsters and begin services on October 17th
- After extensive review/research, the Multicorp janitorial contract was terminated and service will end November 1, 2014. It was learned that Multicorp was billing Shearwater for services already being performed by other vendors and not performing the duties as outlined within their existing contract with the association.

B. Treasurer's Report:

- YTD expenses are in good shape & on target (see Treasurer's report for details).
- Good News/Bad News Snapshot:
 - Although expenses are on target, electric/water costs are over budget.
 - Expenses for damage repair due to water leaks and clogged condensation lines have been high.
 - Reserve Fund appears to be running higher than normal, however costs related to the deck replacement have not been billed. Projects yet to be addressed (pool deck, entry gate repair/replacement, major tree work, etc..) will impact balance.
- It is uncertain how Shearwater Flood Insurance will be impacted by the redrawing of the existing Flood Plane by FEMA. Residents are encouraged to contact their individual insurance providers if they received a notice from Annapolis City regarding the changes. There is a "grandfathering" process to ensure lower rates if contact is made prior to law change.
- Final audit to be completed by Brodie Management on September 22, 2014.
- Budget process for next fiscal year has already begun.

II. COMMITTEE REPORTS:

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

- Marina updates
 - 9 GCE Slips (One new additional vacancy since July report
 - 4 LCE Slips available and advertised
 - No kayak or dinghy spaces currently available
- Waiting List
 - 10 Kayak Request (Oldest 9/30/13)
 - 2 Dinghy Request (Oldest 4/9/14)
- Dock master has met with a contractor to discuss design and expansion of existing Kayak Storage in response to requests from residents. Residents prefer kayak storage on site at dock and would not be in favor of kayak storage elsewhere on the property.
- Estimates on dock decking power washing and board replacement still pending. **Decision:** Brodie to get three estimates and provide to BOD/Dock master so work can be performed in the October/November. Bids will include board replacement, power washing and sealing to minimize costs if possible.

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

- Update on landscaping evaluation & plans and vendor estimates was provided by Committee Chair (See Landscape Master Plan for details.) Even though a specific tree(s)/work may be listed as highest priority in Landscape Master Plan, two vendors (Davey & Bartlett) have provided recommendations regarding a timeline that will reduce costs and protect impacted areas from damage. It was recommended to negotiate a master contract for all work rather than an ad-hoc approach, for greater savings. Estimate from both vendors thus far are approximately \$19,000 dollars for all work. (See Landscape Master Plan for details.)
- Residents in attendance from Building 7 & 8 expressed concern about the overgrown nature of the trees at the rear of their buildings along the shoreline. Two owners (1 from North Carolina and another who is a current resident) reported that they have been told condos values are being diminished due to the poor condition of the shoreline in the area, and the overgrown & dead trees blocking water views should be addressed.
- Deborah Birch explained that to address the area behind Building 7&8 a “Buffer Landscape Plan” must be written and approved by the City of

Annapolis to ensure that no fines will be imposed and stop work orders are not issued. **Decision:** The Landscape Committee will partner with residents of Building 7&8 to write the buffer landscape plan and obtain needed approvals.

MOTION: A motion was made by Jonathan Lewis, seconded by Maryan Cummings and approved unanimously to approve a special budget not to exceed \$17,000 to address all needed tree work on the condition that the Landscape Committee obtain a third competitive bid, negotiate contracts based on all tree work and present recommendation to BOD for contract approval. It was agreed that the selection of a vendor will not be determined by cost only, and that the Landscape Committee will make their recommendation based on a long term solution to protect the health/value of Shearwater trees/landscape.

C. Architecture Committee (Rainette Banning-Absent)

- No report or update.

D. Pool Committee (Tina Ligon-update provided By Lynn Maichle)

- Final Pool Party Labor Day weekend was a huge success for residents and pooches.
- Request to extend schedule by a week was declined by the BOD due to cost.
- Recommendation to investigate extended calendar and schedule of hours during next year's contract negotiations.

III. BRODIE MANAGEMENT OPERATIONS REPORT (Juliette Horney)

See Brodie's September 2014 Management Operations Report for details.

- Condensate Line: no progress on this; will refer the project to the new property management company.
- Sidewalk repairs: GMC will repair sidewalks on October 6. Brodie to provide schedule and instructions to BOD as soon as possible. In July Brodie was asked to get in writing from GMC that the work will include pool sidewalk areas. Juliette confirmed that she clarified with GMC that the work performed will include the sidewalk area outside the entry gate/around the drain at the pool. She will provide written documentation to support agreement to BOD President.

- Email Authorizations: Brodie gave the file of original authorizations to Brad Hollern. He will contact individual unit owners who have not signed the email agreement to secure signature or communication preference if necessary.

IV. UNFINISHED BUSINESS:

- Damage to pool house: Damage to pool house wall done by an automobile last fall still needs to be addressed. Brodie confirmed that they have contacted Kemper Insurance Company notifying them that the repair to the pool house was inadequate, and to obtain instructions on how to get the insurance adjuster back out to Shearwater to discuss appropriate repairs. Juliette will give the BOD a copy of letter to the insurance company along with claim number so BOD can provide it to new management company for follow up
- Status of Work Orders: still unclear whether some issues marked as “completed” have actually been done, and/or verified with submitter. MMG will follow up.

V. NEW BUSINESS:

- Property Management Services: BOD President announced that a new property management company has been selected and Brodie services will terminate on October 1st. Metropolitan Management Group (MMG) was selected as the new Shearwater property management company and they will work with Brodie to ensure smooth transition. Residents will receive instructions on how to pay condo fees along and other routine services in the next two weeks. Please watch your mail.
- Jonathan Lewis announced that he and his wife are planning to buy a single family home and have put their unit up for sale; effective today he will be resigning from the Board. The Board will vote on a new board member in executive session after the association meeting.
- Risk Committee: Larry Birch asked for volunteers to join him on the Risk Committee that will work with MMG to assess long term impact on Shearwater for broad scope items including security, major building repairs, reserve fund, insurance, erosion and marina utilization. David Densmore, Skip Smith and Brad Hollern agreed to participate.

Adjournment: Ms Maichle adjourned the meeting at 9:00 pm.

Respectfully submitted,
Brad Hollern
Board Secretary

Approved,
Lynn Maichle
Board President

EXECUTIVE SESSION

A brief executive session was held after the condominium to vote on a new Board member: Phil Meredith (1B2). It was moved, seconded, and carried unanimously.