

**SHEARWATER CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
October 21, 2014**

The Shearwater Condominium Association Board of Directors Meeting was held on October 21, 2014 at 7:00 P.M and was called to order by Chair Lynn Maichle at 7:01 P.M.

BOARD MEMBERS:

Lynn Maichle, President
Linda Bolling, Vice President
Brad Hollern, Secretary (Absent)
Larry Birch, Treasurer
Maryan Cummins, Director
John Schaaake, Director
Phil Meredith, 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)

14 community members present

1. CALL TO ORDER

The meeting was called to order at 7:01 pm.

2. REPORTS OF OFFICERS

• **PRESIDENT'S REPORT**

- Board President Maichle briefly introduced new management representatives from Metropolitan Management Group LLC: Natalie Collier CEO and Erica Simmers Community Manager.
- Regarding the status of the deck project:
 - o 25 of the 29 decks are completed. The remainder of the decks will be completed over the next two weeks. A final email will go out to residents asking for remaining comments on deck work completed prior to the final walkthrough with Encore.
 - o 18 of the 20 scheduled doors have been completed.

Comment from floor- The third floor decks have rain that enters into units below during hard rains.

Board Response- We will send a survey to determine what units are experiencing this and assess need for repairs

Comment from floor- Storage sheds are running into this problem as well.

Owner 11/13/14 3:41 PM

Deleted: present

Owner 11/13/14 3:41 PM

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Owner 11/13/14 3:41 PM

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Board of Director Response- Storage sheds are not intended to be watertight like the interior of the units, so the repairs will not affect storage sheds. However ETC will investigate what effect flashing may have after the survey results are received.

- **TREASURES REPORT – LARRY BIRCH**

- The 2013 audit has been completed and there were no adverse findings. There were three (3) recommendations; all of these items have already been addressed and/or are in progress:
 1. Make sure the reserve study is completed
 2. Make sure insurance is adequate to cover actual replacement costs
 3. Monitor 250K FDIC insurance limits in banks and ensure that no bank holds more than that amount at any time
- Spending is under control in many accounts and will continue to be monitored
- Reserves are on track this year

Comment from floor- Is the \$128K spent from reserves so far been only on decks?

Answer (John Schaake – Director) - As far as we know the decks are the only expenditures, but we will confirm

Comment from floor- Would like to see the reserves more disciplined to be in line with the budgeted amount

Answer (Larry Birch – Treasurer) - Keeping in line with the budgeted amount is the goal and what we are monitoring expenditures in order to achieve.

3. COMMITTEE REPORTS

- **MARINA REPORT – DAVID DENSMORE**

- We lost 2 permanent boats over the last month.
- 50% of all slips are currently occupied.
- Committee meeting is tomorrow and we will be discussing advertising options.
- The winterization is in process and should be completed by the end of November.
- The Board is reviewing bids for the board replacement and power washing

- **LANDSCAPING COMMITTEE: DEBORAH BIRCH**

- Committee is working on a landscaping master plan and Landscaping Committee procedures.
- Irrigation system will be winterized on Thursday, October 23.
- A summary has been prepared of all identified tree-related issues along with the priority of each issue.
- MOTION: The Board made a motion to approve a special budget not to exceed \$17,000 to address this tree work; Landscaping Committee to obtain at least 3 bids and make their recommendation to the Board. Motion was seconded and approved unanimously.

- **POOL REPORT – TINA LIGON**

- Winterization of the pool has been completed.

- Quotes for repairs of the pool tile, coping and caulking were presented to the Board with a comparison for review.
- Board discussion commenced regarding suggestions on the companies who submitted quotes. MMG suggested that they attempt to negotiate with Anchor Aquatics (current pool contractor) to reduce pricing to stay in line with the other quotes.
- MOTION: Linda Bolling made a motion to approve the Anchor Aquatics proposal contingent on negotiating down to \$8500.00 but maintaining the existing scope. Phil Meredith seconded the motion and it carried unanimously.
- MMG will contact Anchor to complete these negotiations and confirm with the Board.
- **ARCHITECTURE COMMITTEE REPORT – LINDA BOLLING**
 - Things were relatively quiet since the September meeting.
 - The committee plans to conduct a walk around the community in early November.

4. **MANAGEMENT REPORT – ERICA SIMMERS, MMG**

- A consolidated report was given to cover the three weeks since MMG took over on 10/1.
- Concrete work throughout the community has been completed.

Comment from Floor - There was a mess left near buildings 1&2

Response (MMG) - Management completed the walkthrough following the work and identified issues with the contractor, and also received some calls on issues that were addressed as well. The contractor will return over the next two weeks to clean up and correct issues as necessary and MMG will supervise to ensure that all is completed.

- Termite inspections are scheduled and notices have been sent out to residents

Comment from floor – Do first floor residents need to be home?

Response (MMG) - Only if residents are concerned with or see activity in the unit. If this is the case they will need to contact management to assist with scheduling

- We are working on reconciling old outstanding or questionable work orders from prior management. The website has been updated with current information for our office so that residents can submit new work orders directly to us.

5. **UNFINISHED BUSINESS**

- Update on Shearwater lighting: most of the lights have been repaired and light bulbs replaced; Larry Birch will continue to monitor this until the new janitorial contract is in place and operating correctly.

6. **NEW BUSINESS**

- FEMA Update – Scott Ligon
 - Scott is negotiating with his insurance company and has applied for 2 variances in order not to require flood insurance based on the existing maps. One is his building and one is for another building in Shearwater. He will continue to keep the community updated with the progress and will assist any owners with their applications if he is successful.

- He also advised that Nationwide Insurance, who currently holds the flood insurance for the community, suggested that the association contact them in late January or early February to obtain new elevation certificates once the new maps have been recorded.

MMG has made a note to calendar this and contact them as suggested.

- Miller-Dodson report – we need to arrange for the Miller-Dodson assessment asap in order to have input for the next fiscal year budget planning session. Special attention needed for the marina and the building siding.
- Risk Committee – Larry Birch is organizing this committee in order to conduct a broader assessment of risk throughout the community
- Communication – Lynn Maichle asked for any suggestions and volunteers for enhancing communication throughout Shearwater.

7. OPEN DISCUSSION:

Larry Birch suggested pursuing an alternate meeting location until the building can be updated with an additional exit. This was followed by a discussion among the Board and community members about previous attempts to update the building.

Larry Birch confirmed that we don't have much information about alternatives available at this time, however, we will pursue this in the coming months to get accurate information about options to make the room a safer place for meetings.

8. **ADJOURNMENT:** Meeting was adjourned at 8:55 pm.

Respectfully Submitted

Erica Simmers, Community Manager