

**SHEARWATER CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING MINUTES  
November 18, 2014**

The Shearwater Condominium Association Board of Directors Meeting was held on November 18, 2014 at 7:00 P.M and was called to order by Chair Lynn Maichle at 7:06 P.M.

**BOARD MEMBERS:**

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

**COMMITTEE CHAIRS:**

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

6 community members present

**1. CALL TO ORDER**

The meeting was called to order at 7:06 pm.

**2. REPORTS OF OFFICERS**

• **PRESIDENT'S REPORT**

- Regarding the status of the deck project:
  - o Weather permitting, the final punch list will be completed this week. Encore and ETC will conduct a final review after the punch list items are completed and ETC will submit a final report.
  - o The email went out requesting that unit owners submit any concerns with the decking by 10/18; 27 people responded.
- Status of the sidewalk project:
  - o The contractor is still on the hook for minor repairs throughout the community including sod placement where turf was damaged and darkening the new concrete if possible. Management will follow up until repairs are completed satisfactorily.

*Comment from floor-* We hope that the landscaper will replace the sod so it is professionally done, and GMC will pay for it.

*Answer (Erica Simmers MMG) -* we will arrange for Highlands to do any turf repairs.

- Thank you to Pam and Maryan for the cupcakes and cookies provided

- **TREASURES REPORT – LARRY BIRCH**

- There are some accrual-based issues with the detailed reports not yet received from Brodie so the YTD surplus/deficit is not accurate. MMG is working on obtaining the back-up from Brodie.
- The trends are essentially the same, most line items look OK, however General Maintenance is going over budget and will continue through the rest of the year.
- The other items not in line are due to poor budgeting; we will work on improving accuracy this year. It's critical for us to budget adequately for preventive maintenance in the community.
- I am projecting issuing a 2016 budget draft in early to mid-December
- The reserve fund is at \$511K which will decrease when the final deck payments are made (about \$155K). We currently fund the reserve account by \$21K monthly.

### **3. COMMITTEE REPORTS**

- **MARINA REPORT – DAVID DENSMORE**

- We lost 2 permanent boats over the last month which leaves us at 13 empty GCE slips.
- This vacancy has been offset by increase in guest slips
- Winterizing is completed
- 12 de-icers are out and working (2 in each dock), one is being taken in for repairs
- The Board replacement has been scheduled and should commence in the next two weeks.
- Power-washing and sealing will be done in the spring, but we would like to get in bids now so we can schedule early.

*Comment from MMG (Erica Simmers)* We have one proposal in already and are working on the others now. This can be combined with deck power-washing as well and we will promote it that way to the bidders.

- Committee will be meeting in the next 2-3 weeks. Would like to identify 2-3 companies who would be able to design new kayak racks or modify the existing racks; D. Densmore will meet with each company onsite to review the scope of work.
- The Parade of Lights will take place on 12/13/14. The "Up the Creek" award will be given out. Voters will need to text in their votes by 8:15-8:45. An email on the details will be forthcoming from the Yacht Club.

- **LANDSCAPING COMMITTEE - DEBORAH BIRCH**

- The irrigation system was winterized; leaf removal has begun and will continue for the next few weeks
- In the first week of December the circle in front of buildings 11-16 will be closed off for 3 days for a crane to mobilize to remove two large chestnut oaks as part of the recently approved community wide tree work. Tree replacement will be planned for the spring.
- There will be trimming and pruning taking place throughout the community that week as well. MMG and the committee completed a walkthrough of these areas with Davey Tree.
- The Committee, Board and MMG will work on finalizing procedures and processes for the Landscaping Committee. In the interim of these formal outlines, all work orders related to

landscaping issues will be processed through MMG's office and run by the Landscaping committee for input before assigning.

*Question from the floor:* What is the long term plan for the area across from building 4?

*Response (Deborah Birch):* The original plan by the developer was to shield parking areas with trees. Currently these trees are healthy and we are continuing on with the long term plan to protect screening trees.

- **POOL REPORT – TINA LIGON (Absent) Report read by Lynn Maichle**
  - Damage to the wall that was hit by a resident car has been completed and MMG arranged for the resident's insurance company to cover the additional repairs.
  - Tile and coping was approved last month, and Anchor is waiting for a mild day to begin repairs.
  - Estimates to replace the concrete pad in the pool entrance were received but will be deferred until Spring
  - The 2015 pool maintenance renewal contract was received from Anchor and is being reviewed
  - The bathroom showers are leaking, but since the water is turned off now, this will be addressed in the Spring
  - An email has been sent asking for suggestions for next Season's opening party
  
- **ARCHITECTURE COMMITTEE REPORT – Rainette Bannon**
  - The Committee and MMG (Erica Simmers) performed a community wide walkthrough and noted items that may need addressing. There were some concerns with items that were not secure and hanging freely from decks. A list of items noted was forwarded to MMG
  - There was a discussion among MMG (Natalie Collier) and the Committee Chair concerning the process for applications. Both parties need to be copied on requests and approvals. Upon receipt, MMG will log the request and start the clock.
  - Lynn Maichle will forward the Architecture Change Request Log to MMG

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

- Recap of community projects was presented in the report. Various proposals were deferred to Unfinished Business and New Business.
  
- MMG is currently obtaining quotes for dryer vent and chimney cleaning in the community.

*Comment from Floor* – There was some issue with this before and by-laws were updated to include frequency.

*Response (MMG)* – We will look into the by-laws, but sometimes they only specify the responsibility, not the frequency.

*Request from Board* – asked for consolidated information for each type of cleaning including state/local code recommendations vs requirements, what's in our By-Laws & Rules & Regs, and the desired recommendation

- MMG has successfully re-registered the gate with a new Door King representative and now have remote access to update the directory as needed.

## **5. UNFINISHED BUSINESS**

- Snow removal quotes were obtained by MMG and forwarded with comparison to the Board for review and decision making. The Board reviewed and discussed those presented.

**MOTION (Maryan): To accept Highlands bid due to comparative pricing and their familiarity with the property. SECONDED by Phil. Motion PASSED unanimously.**

- MMG suggests that a snow policy be put in place to clarify the scope of work for the contractor, Discussion was held regarding the scope of work that should be completed; e.g. to the doors of terrace units only, not the patios, docks only if requested by the Dockmaster, setting out & maintaining buckets of de-icer for each building. MMG took notes and will forward with terminology from another sample policy for Board review and approval to provide to Highlands with the signed contract.
- Eric Petterson will forward the snow removal diagram of the parking lot so it can be sent out with the notice
- Quotes for the condensate lines were reviewed. Board consensus that they were all high and not feasible. Suggestion to have Asgard quote as well. MMG will contact Asgard for a bid and will review other properties' processes.
  - Need to clarify frequency for cleaning main line (e.g. every 2 years by the association), individual lines (e.g. when HVAC is serviced at least once a year), and feeder lines (e.g. once a year)
  - Need to check whether the feeder lines open onto the roof in any of the buildings
- Miller Dodson study was discussed. A request was made for added in-depth studies for the marina and for the siding. Discussion commenced with comments from the current and former Marina Committee members present in the audience about the need for such a report. MMG is to obtain additional estimates (possibly from Beck Engineering) on the study for further review. Board tabled the vote on the standard reserve study.

## **6. NEW BUSINESS**

- Gutter Cleaning - MMG submitted three (3) bids for gutter cleaning on the property. MMG recommended using MidAtlantic as they will both clean and pressure wash the gutters and downspouts and MMG has used them successfully in the past.

**MOTION (Larry): To accept the gutter cleaning bid from MidAtlantic Powerwashing.**

**SECONDED by Phil. Motion PASSED unanimously.**

**MMG has made a note to calendar this and contact the company as suggested.**

- Termite Inspection - Novex inspected 22 units on the first and terrace levels. The remaining 21 units will receive one week advance notice before they are inspected in the early spring. Contractor is only charging 50% of their contract price at this point and will bill the remaining 50% once the other inspections are completed.

- Proposal was submitted for future services by Arthur Law Group. Board discussed the charge structure outlined and that fact that their services during the property management search and on the MMG contract review were most helpful.

**MOTION (John): To accept the proposal submitted and sign the agreement to use Arthur Law Group as needed in the future. SECONDED by Maryan. Motion PASSED unanimously.**

**7. OPEN DISCUSSION:**

- Maryanne opens up a discussion about repainting the resident & guest signs in the parking lots, adding 1 guest space in front of the townhouses, and converting the currently marked off spot on the circle. Discussion commenced regarding increasing the parking space to a full size; current space is 9'9" long and would need to be expanded to 18' to meet code.

**MOTION (Maryan): To expand the existing crossed out parking space at the circle into a legitimate parking space. SECONDED by John. Discussion: Larry Birch questioned the amount of landscaping that may need to be removed with the expansion. Response from Linda and Maryan was that this not relevant compared to adding a parking space that is much needed in that area.**

**MOTION AMENDED (John): To expand the crossed-out parking space at the circle and turn it into a legitimate parking space contingent on bushes being relocated and not removed. SECONDED by Maryan. Vote tally: YES: 4 and ABSTAIN: 1. Chair did not cast a vote since there wasn't a tie. MOTION PASSED presuming the contingency can be met and pending receipt of written estimates.**

**8. ADJOURNMENT:** Meeting was adjourned at 9:05 pm.

Respectfully Submitted

Erica Simmers, Community Manager