

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

The Shearwater Condominium Association Board of Directors Meeting was held on January 21, 2015 at 7:00 P.M and was called to order by Chair Lynn Maichle at 7:08 P.M.

**BOARD MEMBERS:**

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

**COMMITTEE CHAIRS:**

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

6 community members present

**1. CALL TO ORDER**

**2. REPORTS OF OFFICERS**

• **PRESIDENT'S REPORT**

- Regarding status of the deck project: remaining deck work is now completed with the exception of 1 door and 1 flashing
- The 2014 Shearwater Project Summary was emailed to all owners/residents and posted by the Building Captains
- The Snow Policy was also published
- Email blast will be sent out to all owners regarding the Parking Policy and Procedures requesting comments before the March condo meeting
- 2015 condo meetings will be held the 3<sup>rd</sup> Tuesday in each month except for August and December

• **TREASURES REPORT – LARRY BIRCH**

- Larry Birch was absent but read the Treasurer's report via conference call. Larry Birch asked MMG to submit all contracts to him by Friday, January 23, 2015

- Larry Birch wants to significantly lower general maintenance expenses because they go over budget every year.
- Larry Birch suggest having a closed budget meeting for the board members.

*Question from the floor: Do you want to raise the condo fees by 2.89 percent*

*Response (Larry Birch): No that is not accurate*

### **3. COMMITTEE REPORTS**

- **MARINA REPORT – DAVID DENSMORE**

Available Slips/spaces:

- GCE slips available (two additional vacancies since last report)
- Four LCE slips available (advertised)
- No kayak or dinghy spaces available (two kayak spaces vacated)

Waiting Lists:

- Seven kayak requests (oldest 4/9/14)
- One Dinghy request (since 4/11/14)

Guests:

- 27 guest visits in 2014 (total revenue \$3,960)

Other:

- Sponsored annual “Up the Creek” award for community’s favorite in EYC Lights Parade; purchased/prepared award and delivered to EYC for presentation to winner at January 18 club event.
- Met with Marina Committee on December 17th to discuss pending projects and carious policy issues.
- David Densmore would appreciate suggestions on how to attract boats to the Shearwater Marina without advertising.

- **LANDSCAPING COMMITTEE: DEBORAH BIRCH**

- Deborah Birch was absent

- **POOL REPORT – TINA LIGON (Absent) Report read by Lynn Maichle**

- Pool repairs were completed by Anchor Aquatics
- Pool contract was reviewed and the committee proposed extending for one week past Labor Day.
- Three items were proposed for the pool budget (in order of priority):
  - Repair leaks in the bathroom showers
  - Replacing the concrete pad and drain at the entrance
  - Cosmetic updates for woman and men’s bathroom

**MOTION: by P.Meredith to accept the 2015 Anchor Aquatics contract with a pool closing date of 9/7/15, Seconded by J.Schaake. Nay votes by M.Cummins & B.Hollern resulting in a tie vote. L.Maichle voted to break the tie and consider the alternative closing date.**

**MOTION by Maryan to accept the 2015 pool contract with Anchor Aquatics with a closing date of 9/13. SECONDED by Brad, yea vote from J.Schaake; nay vote from P.Meredith. Motion was PASSED.**

• **ARCHITECTURE COMMITTEE REPORT – RAINETTE BANNON (Absent) Report read by Lois McGovern (See attached report)**

- Bonnie Lopez's architectural request was approved and work was completed the week of January 12<sup>th</sup>.
- Nancy O'Brien has a problem with the matching color of her window.
- 1A received approval from the Board dated 8/31/12 for an opening on the side of their deck; new plan is not consistent with old plan?
- 15A, 12A, 14A and 5B all have open decks; unclear which were original, which had approvals, and which were grandfathered in.

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.
- Miller-Dodson: The board approved the Miller-Dodson studies in early January and an analyst will be in touch with MMG in a couple of days to schedule the first review.
- Duct/Dryer vent cleaning: We received 2 out of 6 requested quotes from companies regarding the cleaning of the dryer vents.

**MOTION by M.Cummins to approve T&D proposal to clean all the dryer vents; seconded by P.Meredith, yea votes from J.Schaake & B.Hollern**

- Chimney Cleanings: only 1 Company out of 7 submitted a proposal regarding chimney cleaning and inspections. MMG suggested that the board select T&D Duct Cleaning due to the fact that we have used them in other communities and have always had positive feedback from residents.

**MOTION by B.Hollern to accept the Air Tek Bid to clean & inspect all chimneys, seconded by M.Cummins, yea votes from J.Schaake and P.Meredith.**

- MMG is still waiting for two quotes for the power washing and sealing of the marina.
- GMC will begin repairs to concrete work in early spring.
- The Community Calendar will be available by 1/31; it will include all key Shearwater events, such as association & unit cleaning projects, financial planning, etc.

- Marina Powerwashing – received an estimate from Croghan 12/1; estimates due from Mid-Atlantic and Asgard.
- Trash reminder needed: break down all boxes and put in the recycling bins, no furniture or rolled carpets in the dumpsters, close & seal all bags, push them toward the back (not right inside the door).

#### 5. UNFINISHED BUSINESS

- Condensation lines: bid from Asgard received. MMG has asked one more company to bid on the project, Alpha Plumbing bid due on Tuesday, January 27<sup>th</sup>.
- There are some concerns regarding where the access panels will be for the condensation lines (MMG will contact vendors to clarify access points and warranty)
- Bicycle update: after multiple letters & invoices since last June, there are still several bicycles for which payment has not been received. These bicycles will be removed & donated.
- Bench repairs: Croghan was due to start work on 1/13; is going to wait until the weather is warmer.

#### 6. NEW BUSINESS

- Connie Cadwell has agreed to take over publishing the newsletter
- New parking stickers are being ordered by MMG; application forms & guidelines will be mailed out in the next few weeks.
- Racquetball Court Project: A memo was presented by L.Birch and C.Schaake regarding the racquetball court and how to make it more of a valuable amenity. (See attached memo)
- Owner information responses: information for updating the MMG data base still hasn't been received from 22 owners; MMG will follow up
- Maryan brought up having an Antique Appraisal Community Day in spring where an antique dealer could come out to the community and give free estimates. It also will help with getting to know your neighbors and having the community together as a whole.
- Lois McGovern suggested that people can take their Christmas trees to Truxton Park and they will grind the trees down.

7. **ADJOURNMENT:** Meeting was adjourned at 8:50 pm.

Respectfully Submitted

Erica Simmers, Community Manager

The following Board votes were conducted via email after the November and before the January condo meeting:

| DATE     | DESCRIPTION   | MOTION    | SECOND     | YEA VOTES                                   | NAY VOTES |
|----------|---|-----------|------------|---|-----------|
| 11/19/14 | Approve snow removal parking sketch   | J.Schaake | P.Meredith | L.Bolling, B.Hollern, M.Cummins, L.Birch    | n/a       |
| 11/24/14 | Select Asgard's proposal to repair the main water shutoff valve in bldg 8 for \$2365 (and fix the outside valve on bldg 12 at no cost). | L.Bolling | L.Birch    | M.Cummins, P.Meredith, B.Hollern, J.Schaake | n/a       |
| 12/9/14  | Approve November minutes  | L.Bolling | P.Meredith | B.Hollern, M.Cummins, L.Birch, J.Schaake    | n/a       |
| 12/23/14 | Select Asgard to repair all entrance lights and install spotlight for the flag  | L.Bolling | P.Meredith | M.Cummins, B.Hollern, L.Birch               | n/a       |
| 12/27/14 | Select Croghan's bid to repair, clean & seal 5 benches  | B.Hollern | L.Bolling  | J.Schaake, L.Birch, M.Cummins, P.Meredith   | n/a       |
| 1/8/15   | Approve \$3080 basic Miller Dodson study  | L.Birch   | M.Cummins  | B.Hollern, L.Bolling, J.Schaake, P.Meredith | n/a       |
| 1/10/15  | Approve Snow Removal Policy   | L.Bolling | M.Cummins  | P.Meredith, L.Birch, P.Meredith, J.Schaake  | n/a       |
| 1/15/15  | Approve Guthrie Diving for \$3000 detailed marina study   | L.Birch   | L.Bolling  | B.Hollern, M.Cummins, P.Meredith, J.Schaake | n/a       |
| 1/16/15  | Approve ordering parking stickers & hang tags   | L. Birch  | P.Meredith | B.Hollern, L.Bolling, M.Cummins, J.Schaake  | n/a       |