

Shearwater Condominium Association, Inc. Council of Unit Owners

February 2015 Meeting

Tuesday, February 17, 2015

1. Call to Order – the meeting was called to order by Lynn Maichle at 7:02 p.m.

ATTENDEES:

Lynn Maichle – President

Linda Bolling – Vice President

Larry Birch – Treasurer

Brad Hollern – Secretary (Absent)

Maryan Cummins – Director

John Schaaake – Director

Phil Meredith – Director

Natalie Collier – CEO of MMG (Absent)

Erica Simmers – MMG Property Manager (Absent)

4 unit owners were present: Eric Petterson, Carol Schaaake, Pam Mantica, Mary Irace

2. Reports of Officers

a) President's Report - Lynn Maichle

- **MOTION:** M.Cummins made the motion to accept the January condominium minutes; seconded by L.Bolling, vote was unanimous.
- L.Maichle reported that MMG and the Board are investigating cable, phone & water/sewer charges
 - Re telephone, got a reduction in the bill
 - Re sewer, are getting a breakdown in costs to monitor usage trends
 - Re cable, MMG is clearing up discrepancies in info about bulk service packages so are looking into alternatives – it is suggested that residents check their bills & verify they aren't being charged for the basic package
- Owner information responses: as of last week, 22 owners still hadn't responded. MMG is following up with those individuals.
- **ACTION:** Discussed viability of changing to 4th Tuesday – need to check with MMG about feasibility/process.

b) Treasurer's Report – Larry Birch

- Update on YTD budget status
 - Aged Balance Report is now more accurate; still have several inaccuracies in the budget status that need to be resolved. May request assistance from the auditor.
 - In order to prepare the monthly Treasurer's report, we need the financials from MMG at least 5 days before the meeting. If this isn't feasible, we may need to move the condo meetings to the 4th Tuesday in each month. Will check with MMG.
 - Need to have greater accuracy & clarity in how payments are recorded, such as specifying where the work was performed. Examples: the building (e.g. B12), unit (e.g. U12A2), or other location such as pool building (PB), racquetball building (RB), etc.
 - Water bill is still very high – possibly due to partially emptying and refilling the pool; need to check for leaks
- Status of 2016 budget preparations

- Still need estimates from the 3 committees for anticipated FY2016 expenditures
- May need special session before the March condo meeting to gather the remaining budget information

3. Reports from Committees

a) Marina Committee – delivered by Eric Petterson

- o 16 GCE and 4 LCE slips are available; outstanding requests for kayak (7) and dinghy (1) spaces
- o 1 deicer died and has been replaced
- o Financial: guest dockage is \$780 to date; annual bills in process
- o Projects (MMG and D.Densmore are requesting estimates):
 - Power washing & sealing is planned for the docks in the spring; have 3 bids so far but before we can vote, need to ensure that scope of work is clear (e.g. cleaning & sealing sides of docks, type of sealer used, do boats have to be moved, what is the warranty, proposed time frame) and then MMG will do comparison
 - Design for kayak rack extension was reviewed with 3 companies; 1 construction bid received and others are in progress. Project may require protracted permit process.
- o **ACTION:** need to check if there are sufficient ladders around the marina (e.g. pier B and the canal) in case people fall in; existing ladders are painted yellow

b) Landscape Committee – NO REPORT

c) Pool Committee – delivered by Lynn Maichle

- o Update on projects (T.Ligon is requesting estimates)
 - Mandatory project: repair of leaks in both showers in the women’s bathroom is needed before pool season begins; possibly in the men’s bathroom as well. Possible alternative: repair one shower, convert the other into a curtained changing area, and install an outside “rinse-off” shower.
 - Possible projects: caulk, sand and repaint both bathrooms; replace countertops in both bathrooms
- o 2015 pool contract has been signed with Anchor Aquatics for the May 23-Sept 7 pool season; hours will vary depending on the day of the week. Hours and plans for pool parties will be posted.

d) Architecture Committee – NO REPORT

4. MMG Operations Report -

- a) Work orders: There were 24 active work orders in MMG’s first report in October; in this week’s report there is 1 active report; this is excellent progress.
- b) Unit dryer vent/duct and chimney flue cleaning – voted previously to award the work to T&D and AirTek respectively;
 - **ACTIONS:** this work will be included in the Shearwater community calendar, scheduled based on that timetable, and charged back to unit owners.
- c) Snow Removal:
 - o Highlands should salt the area in front of the gate – gets very slippery and might hit gate.
 - o Discussed whether or not the walkway/boardwalk around the bulkhead should be cleaned. Reviewed Snow Removal Policy after the meeting and it clearly states that boardwalks and terrace patios should not be shoveled

- **ACTION:** These areas were shoveled in both previous snowstorms. Highlands bills at an hourly rate so MMG needs to review/modify the invoices accordingly.
- Larry would like someone else to take over making the call to Highlands when snowfall is less than 2"; Maryan and Linda will coordinate this in future.
- d) Condensate line cleaning project:
 - At the January meeting, the Board reviewed 4 proposals: Knott was \$7000+ and was discarded, Scardina & Calvert were \$2000+ and discarded; Asgard was \$1705. At that point MMG suggested we also get a bid from Alpha. The suggestion was made to select two vendors and give each half the buildings to clean
 - Reviewed the delays in getting a bid from Alpha Plumbing after the January board meeting:
 - first Alpha wanted to see some of the units to determine the scope of work (which is logical since they are not familiar with Shearwater); they visited 4 units
 - next they wanted to see plumbing plans for the buildings (which we do not have)
 - then they wanted to clean the condensate lines in 2 buildings at Time & Materials pricing (which is unacceptable).
 - On 2/11 there was a motion via email to accept Asgard's proposal; there were 5 votes in favor and 1 vote against. Since Board voting via email must be unanimous, the motion did not pass.
 - On 2/11 Alpha was told that if they did not submit a proposal by 2/13 they wouldn't be considered, and as a result they finally submitted a bid on 2/13. This bid was suspect, since their prices for each of the 3 add-on services were exactly \$5, \$10 & 20 less than the existing bid from Asgard.
 - **ACTION:** The Board will discuss with MMG the important of keeping proposal prices confidential.
 - **MOTION** to accept Asgard's proposal: L.Bolling, Second: M.Cummins, Yea: P.Meredith, Nay: L.Birch and J.Schaake. Motion passed 3 to 2.
 - Objections noted from L.Birch:
 - a. the condensate line cleaning will be a recurring scheduled maintenance expense for Shearwater; giving 100% of the project to Asgard gives them an unfair advantage over other contractors and weakens our ability to get competitive bids;
 - b. Asgard was paid \$225 in December to investigate condensate line issues giving them an unfair advantage in the bidding;
 - c. Asgard has been awarded nearly half the Gen Maint spending this year & this project will increase this imbalance.
 - Other arguments noted during the discussion:
 - a. 5 companies bid on the project; one deliverable is to document all procedures, which will provide a scope of work to send out for competitive bids next year;
 - b. the invoice for \$225 was to check if there were openings/cleanouts on the roofs; there were not. So the SOW sent to all contractors indicated access would be via the 3rd floor units;
 - c. Asgard's familiarity with Shearwater is an advantage and often saves time; and the primary reasons for MMG's using them in the past are that Asgard was the only local company who met MMG registration requirements, they do not charge travel time, and they have been willing to come on-site within 15-20 mins when needed.
 - Note that going forward, MMG has sent out requests to other local companies to register as qualified vendors; this should provide alternatives in a variety of areas.
 - Reviewed the process to be followed:

- a. MMG will coordinate access to the 3rd floor & terrace units and request unit owner presence so if there is any difficulty in locating access points to the appropriate pipes, the options can be discussed with the unit owner.
- b. Asgard will document the process, issues and the location of access points in all buildings during this project for future reference.
- e) Storage locker combination locks: desired solution is not clear
 - o **ACTION**: Need a detailed estimate for 14 new cylinders + the labor to install them, different keys for each building with 1 key for each building resident, 1 master key for all cylinders for MMG and the Board, and a lock box in each building for a contractor key.

5. Unfinished Business

- a) Miller-Dodson:
 - o 2nd review visit scheduled; report from general study due 2/27. Underwater study will be scheduled when the weather is warmer
 - o Include review of parking lot surface near buildings 1-2; appears damaged by tree roots
- b) Internal condo renovations: unit owners have to ensure their contractor gets & posts a permit, they should notify MMG in case MMG receives calls, and they should notify other residents in their building (a) that the work is being done, (b) in the event of power or water shutoff (affects the neighboring building as well), and (c) if heavy machinery will be in the parking lot. Inform MMG so they are aware of the policy.
- c) Community calendar: MMG to send the draft to the Board for review ASAP
- d) Risk committee – will convene when the Miller-Dodson report is completed
- e) OPEN SESSION: Parking Policy
 - o On 1/16 MMG sent the proposed changes to the parking Rules & Regulations to all unit owners for review and comment, and discussion at an Open Session on 2/17. Comments were received from 3 unit owners.
 - o The proposed changes and the unit owner comments were discussed during the condo meeting. After revisions are updated, MMG will send the updated Rules & Regulations section to all residents, along with the packet containing the parking sticker registration form & guidelines.
 - o **MOTION** to accept the modifications to the parking policy by J.Schaake; Second: B.Hollern; vote was unanimous
- f) Special Event Parking: discussed how we could handle parking for special events such as Boat Shows and the Holiday Boat Parade; charge for parking? Have a valet handle? How many spaces could we use? Ask MMG about their experiences & suggestions.

6. New Business

- Newsletter: Connie Cadwell has offered to produce the community newsletter; her assistant Julie Nix sent an email last month requesting input.

7. Meeting was adjourned at 8:38 p.m.

CLOSED SESSION

The closed session for Board members was convened at 8:40 p.m.

1. Delinquency List: this report was included in the materials packet sent on Friday. This report still has several errors due to the transition and mis-coded payments that MMG is working to resolve.
 - **ACTION**: per P. Meredith's suggestion, request that MMG not send this report via email but to hand deliver at meetings due to the confidential nature.
2. Violation Letters: the violations list was written during a walkthrough of the community by the Architecture Committee and Erica Simmers last November. Six of the violation letters were mailed out on 1/12, and the remaining 3 letters were sent 2/12.
3. Appeal for Unit 8B3 violation (weathervane and hummingbird feeder): B.Hollern submitted an appeal to the Board to waive the violation, accompanied by photos of the weathervane showing that it is firmly bolted through a metal cap to one of the posts.
 - **MOTION** to accept the appeal: L.Birch; Second: M.Cummins; vote was unanimous.
 - **ACTION**: request that MMG send a letter to B. Hollern that his appeal is accepted.
4. Unit Owner Complaint from 5B2: no action required from Board
5. Board Term Status: 4 terms are expiring at the Annual Meeting this year. Board members were asked if they would consider running again; all consented.

Closed session was adjourned at 8:58 p.m.