

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  
Maryan Cummins – Director  
John Schaake – Director (Absent)  
Phil Meredith – Director  
Natalie Collier – CEO of MMG (Absent)  
Erica Simmers – MMG Property Manager

Unit owners present: David Densmore, Pam Mantica, Deborah Birch, Mary Irace, Charlotte Featherstone, Carleen Petterson

2. Reports of Officers

a) President's Report - Lynn Maichle

- The Hawkins Cove Watershed Restoration Project is underway to raise community awareness and restore the cove that runs along the back of buildings 13 & 14. People interested in participating or learning more about the project should contact Marj Sparer in 7A.
- A mailing was sent out last week to all unit owners with a cover letter, parking sticker guidelines, the parking sticker registration form, and the updated parking Rules & Regulation section. Owners are asked to send in the application form for themselves and/or their tenants by March 31.

b) Treasurer's Report – Larry Birch

- Update on YTD budget status
  - Many of the pending issues in the budget have been resolved so the February financial report is very clean
  - Revenue is now on budget with the addition of the outstanding Marina income; however there is projected shortfall of \$14K in GCE slip rentals.
  - The projected year-end deficit in the Operating Fund for FY2015 is now \$62K; the major components of this totaling \$52K are \$17.5K for tree maintenance, \$21.8K for the planned condensate line cleaning, and an estimated \$12K overrun in water & sewer costs that MMG is investigating.
  - A draft of the Miller-Dodson reserve study report has been received and we've asked for minor clarifications. It was suggested to form a subcommittee of the board to review the report and make recommendations for specific Replacement Fund projects.
- Status of FY2016 budget preparations
  - The Board and Committees have been working over the past weeks to develop a budget for next fiscal year. The primary goals were to limit the increase in the condo fees to

1.34% and to continue efforts to reduce expenses by careful monitoring and evaluation of all expenditures.

- **MOTION:** L. Birch made the following motion:
  - o To accept the draft budget for presentation to the unit owners
  - o That any surplus be applied to the Reserve Fund until the underfunding that occurred in FY14 and 15 is offset.
  - o The full amount of any deficits in FY16 and subsequent years will be budgeted in the following year and must be liquidated before the end of that year by a special assessment if necessary
  - o In FY16 and after, the Reserve Fund will be fully funded as stated in the approved fiscal year budget.
- Asked for a second to that motion; none received, so there was no vote.
- **MOTION:** M. Cummins made a motion to accept the proposed FY16 budget for distribution to unit owners for comment; P.Meredith seconded; Yea votes: B.Hollern, L.Bolling; Nay vote: L.Birch
- **ACTION:** L.Birch will clarify the remaining points of his motion into a Budget Integrity Draft proposal before the April meeting

### 3. Reports from Committees

#### a) Marina Committee – David Densmore

- o 16 GCE and 4 LCE slips are available; outstanding requests for kayak (10) and dinghy (1) spaces
- o Financial: guest dockage is \_\_\_\_ to date; bills for 2015 marina bills have been sent
- o Water will be turned on in April; Dockmaster will send an email to notify boat owners
- o Projects:
  - Power washing & sealing: contractors have been asked to revise their bids to reflect a consistent scope of work, then MMG will create a comparison so the Board can vote
  - Design for kayak rack addition: 3 estimates have been received; MMG will create a comparison Project may require a lengthy permit process.

#### b) Landscape Committee – NO REPORT

- o D.Birch received an irrigation proposal from Terra Nova for next year at the same price
- o **MOTION:** L.Bolling made the motion to accept the proposal; M. Cummins seconded, vote was unanimous to accept.

#### c) Pool Committee – Pam Mantica

- o Pool has already been prepared for the season by Anchor Aquatics
- o Plan to turn on the water in mid-April
- o **ACTION:** E. Simmers will verify what inspection has to occur before the pool can open
- o **ACTION:** E. Simmers will coordinate with P.Mantica to have 1-2 contractors evaluate all 4 shower drains to determine which are leaking, and what basic repair is needed to prevent further leaking during the pool season
- o **ACTION:** Pool committee will post pool hours and party schedule approximately 2 weeks before pool opening on May 23 (closing date is 9/13)
- o **ACTION:** Pool committee will evaluate the proposed improvements to the rest rooms and develop a proposal & scope of work that can be estimated.

#### d) Architecture Committee – NO REPORT

- Violation letters have been sent out based on the 11/3/14 walk-through by the Architectural Committee.
- The two owners of units 14A and 15A have appealed the request to change their terrace doors
- **MOTION:** M.Cummins made a motion to approve the appeals; P.Meredith seconded the motion, YEA: B.Hollern, L.Birch; NAY: L.Bolling.

4. MMG Operations Report -

- a) Chimney cleaning: MMG is investigating the recommendations from various entities for frequency of inspection and of cleaning; they will prepare a comparison.
- b) Condensate line cleaning: letters were mailed today to all unit owners; Asgard will begin contacting unit owners to schedule the work. Residents of the 3<sup>rd</sup> floor & terrace units of each side of the building must be home at the same time in order to do the cleaning.
  - NOTE: MMG will make sure Asgard knows that the A side of building 7 has already been cleaned. Also make sure Asgard documents the process used, and the location of the access points in every unit.
  - Some unit owners may request morning or Saturday cleanings due to work schedules.
- c) Concrete repair work: GMC will be back at the end of April or beginning of May to complete repairs
- d) Storage room door locks: MMG is still waiting for a cost clarification from Baltimore City Locksmith; L.Bolling suggested that she ask Annapolis Baldinos Lock & Key (111Chinquapin Round Road #105, 410-263-2586) for a quote as well since they are nearby.
- e) Comcast: Erica was able to get a \$3K reduction in the yearly cost. Asked for a task force to research possible other options (Verizon Fios, Direct TV, Dish Network). L.Bolling and M.Cummins volunteered.
- f) Marina kayak racks: estimates are still pending
- g) Work Orders: out of 15 total work orders in the current list, 3 have been referred to Landscaping, 7 are completed & waiting on cost, and 5 are in progress.
- h) Deck cleaning project: ask the bidders to include the cost of giving terrace unit owners the option of having the timbers and stairs down to their units and timbers around their patios power-washed and sealed as well.
- i) Dryer vent cleaning: there were 2 issues with this cleaning:
  - It wasn't sufficiently clear to unit owners that if they wanted their inside dryer duct cleaned, they had to schedule it with the contractor ahead of time.
  - The cleaning from the outside doesn't reach to the dryer duct that connects the dryer itself to the ceiling; lint in that section is still a fire hazard. Consider adding that cleaning as an owner expense the next time.
  - Consider having MMG send a letter to all unit owners about the importance of examining and cleaning (and replacing with a metal duct if necessary) the duct that runs from the dryer up to the ceiling to connect with the duct that runs to the outside.
- j) Unit owner information sheets: according to MMG's records, there are 17 sheets outstanding and Malissa is following up with phone calls. However 2 people on that list who were in the meeting had already sent theirs in. Asked MMG to check their incoming mail.
- k) Deck cleaning: since about 1/3 of the decks were cleaned by the unit owners last year, and about 1/3 were replaced last year, only the remaining 1/3 will need to be cleaned this year. MMG will schedule a bulk rate for owners that want to take advantage of this instead of arranging for the cleaning themselves. ACTION: the estimates are not equal; E.Simmers will ask for additional information so we have comparable proposals (including price for townhouse decks)

- l) 5 benches: the benches throughout the community will be cleaned, power-washed, repaired and sealed on 3/30-31 by Croghan.

5. Unfinished Business

- a) Strauss proposal for a FY2015 audit: signed & returned to MMG
- b) Duct cleaning project: need to make it clearer in these letters that unit owners must schedule interior work with the contractor beforehand, and that the price will increase if scheduled afterwards. E.g. the price for cleaning the inside dryer vents was \$45 if scheduled ahead of time to be performed at the same time as the exterior work, and \$175 if scheduled later.
- c) Snow removal: there are several issues with the invoices to date and with damage to various areas in the community; Erica will discuss these with Highlands and request a credit and repairs.
- d) Miller-Dodson:
  - o Draft report is in review
  - o L.Birch recommended setting up a Board task force to review recommendations for next year
  - o Underwater study will be scheduled when the weather is warmer

6. New Business

- Newsletter: asked Connie Cadwell for the projected issue date; awaiting response.

7. Meeting was adjourned at 8:40 p.m.

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BOARD VOTE OCCURRING BETWEEN THE FEBRUARY & MARCH CONDO MEETINGS:

3/14/15: vote via email to approve the February condo meeting minutes

MOTION: M. Cummins; SECOND: L.Bolling; AYE: L.Birch, P.Meredith, J.Schaake; ABSTAINED: B.Hollern (was absent from the February meeting)