

Shearwater Condo Meeting Minutes

Tuesday, April 28, 2015 at 7:00 pm

ATTENDEES:

Board and Committees:

Lynn Maichle – President
Linda Bolling – Vice President
Larry Birch – Treasurer
Brad Hollern – Secretary

Maryan Cummins – Director
John Schaake – Director
Phil Meredith - Director

Committees:

Erica Simmers – Property Manager, MMG
David Densmore – Dockmaster
Rainette Bannon – Architecture Committee
Chair

Deborah Birch – Landscape Committee Chair
Pam Mantica – representing the Pool Committee

Residents:

Eric Petterson (1B3)
Carleen Petterson (1B3)
Linda Lawrence (1B1)
Carol Schaake (1A3)
Charlotte Featherstone (13A3)
Skip Smith (5B1)
Gerri Smith (5B1)
Frank Bolling (15A1)

Marj Sparer (7A)
Fred Muhl (16B3)
Lois Muhl 16B3)
Theresa Wellman (6B1)
Janet Prince (12A)
Chuck Baker (12A)
Danny Brooks (5B3)

MEETING MINUTES:

1. Call to Order
 - Meeting was called to order by L. Maichle at 7:05pm
2. Roll Call & Certification of Proxies
 - With 25 proxies, E. Simmers determined that we did not have a quorum, therefore election of Board members was deferred to the meeting, when the election can proceed based on majority vote of the proxies received and unit owners present.
3. Review of Information Mailed to Unit Owners
 - Proof of Mtg. Notice was dated 10 March 2015 and mailed to all unit owners
 - Proxy was dated April 10
 - Some owners indicated that they did not receive these mailings; **ACTION:** E. Simmers will investigate to determine what the issue is
4. Minutes of 2014 Annual Meeting
 - These minutes were approved by the Board and posted to the website on 6/13/14
5. Reports of Officers
 - President's Report presented by L.Maichle
 - Condensate line project: this project has been completed with the exception of building 14 (pending receipt of key for unit 14A) and building 4 (pending access to 14B3)

- Parking stickers: applications have been received from and stickers & tags were mailed to 45 unit owners. **ACTIONS**:
 - There were 2 owners in the meeting who sent in forms that were not received by MMG. Request that MMG check with all remaining unit owners and investigate & resolve these issues.
 - MMG will send a follow-up letter to all unit owners from whom applications were not received
 - Parking violations: forms printed on heavier stock will be made available by M.Cummins for BOD members & Bldg Captains. **ACTION**: MMG will maintain a log of reported violations so they can act on repeat offenders.
 - Bench refurbishment: the 5 benches were cleaned and stained but the color is a redwood/orange and not acceptable. **ACTION**: MMG will correct the color to something consistent with Shearwater wood colors.
- Treasurer's Report presented by L.Birch
 - FY2016 Budget: no comments were received from unit owners regarding the FY2016 budget that was proposed at the March meeting and mailed to all owners. The budget specifies a 1.34% increase in condo fees for next year.
 - **MOTION**: to approve the FY2016 budget was made by L.Bolling; Seconded by M.Cummins; Aye: B.Hollern, P.Meredith; Nay: L.Birch, J.Schaake. Motion passed 4 to 2.
 - Budget Integrity Motion: L. Birch presented a proposal to mandate funding of the Replacement Reserve Fund in the event of future Operating Fund deficits, either via formally borrowing from the Reserve Fund, borrowing from a lending institution, or by special assessment. No vote was taken.
 - **ACTION**: Suggestion was made to request an evaluation and input from the lawyer regarding the Budget Integrity Motion feasibility, legal impacts, tax ramifications, etc. L.Maichle agreed to forward the draft motion to S. Arthur and make that request.
 - Treasurer's Report: L.Birch presented the report: the Replacement Reserve Fund is currently at \$496.3K and the Painting Reserve Fund is at \$60.1K. The projected Operating Fund deficit is \$75.6K or about 21% over budget due mainly to: lower than budgeted marina income, repair of various water leaks and other General Maintenance expenses, unbudgeted condensate line cleaning, and unplanned tree maintenance after several years of minimal maintenance.

6. Reports from Committees

- Marina Committee report was presented by D.Densmore
 - Invoices: Many marina invoices sent in February were not received. **ACTION**: MMG will investigate. MMG is also remedying the past issue where the remittance address was incorrect, which delayed recording of payments that were made.
 - Re-commissioning: The marina has been re-commissioned for the spring/summer
 - Dock power-washing & sealing: work began 4/28 and will continue throughout the week until completed, depending on weather. Notices will be sent to residents regarding dates, moving their boats away from work areas, and parking restrictions to enable contractor truck access.
 - Repairs: reimbursement has been requested for repair of the broken water line on D Dock caused by the company doing marina winterization. Will be submitting a work order to repair ice damage to dinghy float A piling hoops
 - Kayak extension rack: there are still 10 kayak requests outstanding (oldest is April 2014). Comments on the kayak rack extension proposal for 6-8 kayaks have been received from only 1 owner so far. Dockmaster will reach out again to affected residents to request

specific feedback. The scope of work indicates that the planting of bushes for screening by the Landscape Committee will be required. NOTE: if unit owner feedback is still not received in a timely manner, the preparations will proceed.

- Kayak extension rack proposals: the BOD reviewed 3 proposals - the Pruett proposal was rejected because work could not start until July-August, the AMG proposal was rejected because the vendor did not appear to have an accurate grasp of the project requirements. The Asgard proposal is the favored bid, pending MMG's follow-up to request that the bid be modified to reflect X amount for the kayak rack construction, and Y amount (varying) depending on the speed of the permit application process.
- Landscape Committee report was presented by D.Birch
 - Projects: spring cleanup/pruning/treatment by Highlands is underway
 - Replacement trees: will be planted to replace 1:1 the trees that were removed by Davey Tree last December; various landscaping improvement projects are also underway, including enhancing the front entrance area and dividing/transplanting perennials
 - Irrigation system: Terra Nova will service and activate the irrigation system the first week in May; residents are asked to monitor planting & lawn conditions in their area and notify the Landscaping Committee if adjustments are needed. Birch agreed to reconstruct the current layout of the irrigation system, both that installed by Terra Nova and the individual systems installed by unit owners.
 - Landscape work orders: MMG will coordinate with the Landscape Committee the status of landscape work orders and provide feedback to submitters
 - Shoreline grasses: a project is underway to remove invasive grasses and plant other grasses to stabilize the shoreline and mitigate erosion; a community project will be organized to request volunteers to help with this.
- Pool Committee report was presented by P. Mantica representing T.Ligon
 - Pool season preparations: are underway
 - Inspection: The City inspected the pool on 4/14 (Anchor did not notify us in advance as requested) and failed inspection. After extensive negotiations with the inspector and coordination with Anchor, we've reached agreement on the list of minor repairs that will be made this week in order pass a re-inspection approximately 5/8 (2 weeks before pool opening). Those repairs were estimated by MMG to cost \$830 (scheduled to occur beginning 4/30)
 - **MOTION**: to authorize MMG to proceed with the repairs made by B.Hollern; Seconded by M.Cummins; vote was unanimous
 - 2015 Pool Event Schedule: was presented and will be posted on the notice boards.
 - Pool refurbishment: the Pool Committee will work over the summer on the scope of work for complete refurbishment of the pool rest rooms and work with MMG to obtain proposals for the Board to vote on before the end of the summer; goal is to begin work shortly after the pool closes in mid-September.
- Architecture Committee was presented by R.Bannon
 - Procedures: the procedure for requesting architectural review must be followed for any change affecting the exterior look of a unit, including doors, screen doors, windows, blinds, shades, decks, etc.
 - Forms: the Architectural Guidelines and the Architectural Change Request Form are both available on the Documents tab of the Shearwater website; the request form and templates for each item in the request must be submitted to the Architecture Committee for review before any order(s) are placed.

7. Election (quorum was not present so the election was postponed to the May meeting)
8. MMG Operations Report presented by E. Simmers
 - Locksmith: two proposals were presented from Baltimore Locksmith and Baldino's lock & Key for replacing the locks for all building storage rooms, the pool entrance, racquetball court, shed and pedestrian gates. **MOTION**: to accept the proposal from Baldino (with 1 modification that keys would be same for all owners in each pair of buildings to facilitate access to the storage area containing the main water shutoff valve for those 2 buildings) made by L.Bolling; Seconded by P. Meredith; vote was unanimous.
 - Unit deck cleaning and sealing: proposals received and reviewed from AMG, Mid-Atlantic and Asgard. B.Hollern said he had received a much lower estimate from Annapolis On The Level for the decks in building 8; he and a few other owners will proceed with that cleaning & sealing, and if the work is acceptable, will request an estimate with the same scope of work bid on by the other contractors. Then the Board will vote on which proposal will be presented to the community. The proposal will include a price for regular-sized decks, terrace decks, upper townhouse decks, and stairs down to terrace units, and will be offered to all unit owners who either did not have their decks replaced, or did not have their decks cleaned & sealed last year. All unit deck cleaning & sealing will be at unit owner expense, and they can choose to have the cleaning and sealing done by another company, and present the receipt to MMG.
 - Tennis courts: reviewed the proposal from All Pro for \$2800 to clean the tennis courts, repair all cracks, apply a color coat system over the cracks and touch up lines where needed. This is the same proposal they submitted last year, despite the fact that a large percentage of the cracks were (and are again) under warranty, so it's unacceptable. Last year they agreed to do the work for \$1000. **ACTION**: MMG will ask All Pro to repair (at no cost) the cracks worked on last year, and to get proposals for the rest of the scope of work from other tennis court companies.
9. Unfinished Business
 - Storage room & grading inspection: R.Pastrana company completed foundation repairs to unit 4A and next week will inspect with MMG all building storage rooms & grading around the buildings to determine areas where water may be running down and infiltrating foundation walls
 - Hawkins Cove Project update: M. Sparer presented an update on the project, including plans for the ECO Fair on Friday, May 30, to kick off the Spa Creek Conservancy program to rehabilitate Hawkins Cove, and the fact that thanks to contributions of \$650 from 12 of our residents, Shearwater is a platinum sponsor of the fair! A dinner is also being planned on Sunday 6/28 at 5:00 pm to benefit the SCC's Hawkins Cove Project. Details for both the ECO Fair and the Luna Blu dinner can be found at www.spacreek.org
 - Miller-Dodson study: first draft of the study is now complete; awaiting the underwater marina study which has been delayed because the planned subcontractor is no longer available. The M-D report is important input to our planning for future reserve fund expenditures.
 - Risk committee: need to put together a group of unit owners to review carefully the Miller-Dodson study draft, and to assess other key areas around the community that need attention, including security, environmental, safety, etc. **ACTION** L.Birch will send out an email to unit owners to request participation in a Risk Committee to do this.
 - Shearwater MARK newsletter: S. Gauthier has kindly volunteered to publish the spring quarterly issue of the newsletter; however a volunteer is needed in order to continue this work.
 - Bicycles: the Board agreed that any bicycles still on the rack without any payment after multiple notices since last summer will be removed ASAP.

- Fostering oysters: M.Sparer participates in a program to sponsor 12 crates of oysters off the Shearwater A-dock from baby “seeds” to full-grown oysters. Anyone interested in helping her with that project, or starting a second program should contact Marj for details.

10. New Business

- New Owner packet: L.Maichle requested 3-4 volunteers interested in pulling together information for a Shearwater New Owner Packet. There is already a hefty list of suggested contents, so the project would consist of pulling together this information from the website, various community members, and MMG, and working out the procedure for distributing it to new owners & residents. **ACTIONS**:
 - MMG will provide examples of packets from other communities
 - R.Bannon will check with M.Yerman
- WARNING: in one building the 3rd floor railing next to the ladder to the roof is in danger of breaking because people have apparently stood on it. This is extremely dangerous!
- Comcast contract: Comcast is costing the association \$26K a year, and the prices to unit owners for services are both very erratic and always increasing. L.Bolling and M.Cummins are investigating alternatives and will be working with the attorney to determine if we can get out of our current contract.
- Front doors: painting front doors is a unit owner responsibility; specifications for the color to be used are in the Architectural Guidelines on the Documents tab of the Shearwater website.
- Awnings: the association is responsible for repair and replacement of 3rd floor awnings; unit owners are responsible for maintenance and for ensuring that the awning remains closed when they are not on the deck or when there is any wind. **ACTION**: MMG will investigate the possibility of having City Awning do a community-wide review.
- **AGREED**: Board agreed that in the event an awning falls or is damaged because it was left open, this is a unit owner responsibility. If it falls or is damaged because the side of the building or the wood to which the awning is attached fails, this is an association responsibility. If the awning falls or is damaged or if the bolts, mechanism or the wood is weakened due to a combination of these factors, the cost would be shared between the owner and the association.

11. Adjournment – meeting was adjourned at 9:15 pm. No closed session was held.

MOTIONS made by mail since the March meeting:

3/7/15: Approve the March condo meeting minutes

Motion made by P.Meredith, Seconded by L. Birch, approved by L.Bolling, M.Cummins, B.Hollern, J.Schaake

4/15/15: Accept Mid-Atlantic’s proposal to power-wash and seal the marina docks and boardwalk

Motion made by L.Birch, seconded by B.Hollern, approved by L.Bolling, M.Cummins, J.Schaake, P.Meredith