

Shearwater Condo Meeting Minutes

Tuesday, May 26, 2015 at 7:00 pm

ATTENDEES:

Board:

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

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

MMG & Committees:

Natalie Collier – CEO, MMG
Erica Simmers – Property Manager, MMG
David Densmore – Dockmaster
Rainette Bannon – Architecture Chair (absent)

Pam Mantica – Pool Committee member
Deborah Birch – Landscape Committee Chair

Residents:

Marj Sparer (7A)
Carol Schaake (1A3)
Skip Smith (5B1)
Fred Muhl (16B3)
Linda Pierce (5A1)

Cordy Richards (11A2)
Lois McGovern (15A2)
Pat Duvall (7A1)
Nancy Ronsheim (2B2)

MEETING MINUTES:

1. Call to Order

- Meeting was called to order by L. Maichle at 7:07pm
- In the interests of having an efficient meeting, all presentations tonight will be timed to 3-5 minutes depending on the topic with a timekeeper; if this process is effective, we will continue it going forward.

2. Roll Call & Certification of Proxies

- At this continuation meeting, E. Simmers determined that based on the 36 proxies received, and no additional nominations, the three nominees re-elected to the Shearwater Board of Directors are Linda Bolling, John Schaake, and Lynn Maichle.

3. Review of Information Mailed to Unit Owners

- Proof of Meeting Notice for the April annual meeting was dated 10 March 2015 and mailed to all unit owners
- Proxy was dated 10 April 2015 and mailed to all unit owners
- Notice of the continuation meeting in May was dated 12 May 2015 and mailed to all unit owners

4. Reports of Officers

- President's Report presented by L. Maichle
 - Condensate line project: the remaining half of buildings 4 and 14 will be completed by the end of next week

- Newsletter: the Winter/Spring 2015 issue of the Shearwater MARK was sent out earlier this month thanks to the efforts of Shirl Gauthier. Connie Cadwell has agreed to take over the publication of future quarterly issues. We welcome contributions and/or assistance!
- Treasurer's Report presented by L.Birch
 - Revenue is on budget, with income for the year forecast at \$622,404
 - Operating expenses are at 103.8% of the annual budget, largely due to increases in general and tree maintenance, flood insurance, and snow removal, with 2 months to go in the fiscal year. Where feasible, discretionary expenses will be postponed until after July 1
 - The replacement reserve fund is currently \$512,891; all but \$10K of the \$293,744 deck replacement project has been paid
 - The painting reserve fund is on target at \$61,805

5. Reports from Committees

- Marina Committee report presented by D.Densmore
 - Dock power-washing & sealing: was completed last month; need to determine the frequency going forward (e.g. every 1-2 years)
 - Repairs: work order was sent in for 14 additional boards needing replacement; they will be replaced now and sealed in the fall.
 - Kayak extension rack: there are 10 kayak requests outstanding (oldest is April 2014). The extension proposal includes planting bushes for screening by the Landscape Committee. Next step is to get a more formal drawing of the rack extension and landscape screening from the contractor and review it with unit owners.
 - Kayak launch ramp was put back in place on April 24.
 - Invoice: Dockmaster requested a copy of the de-winterization invoice. Owners who did not receive their bills have been directed to MMG to resolve.
- Landscape Committee report was presented by D.Birch
 - Projects: projects to replace/restore/refresh shrubs and other plantings throughout the community are being prioritized and will be addressed as weather & budget permit.
 - Replacement trees: 14 replacement trees have been planted to replace those removed last December. Committee is seeking help with watering trees; please consult with them beforehand to avoid over-watering.
 - Irrigation system: Terra Nova restarted the system on May 13.
 - Landscape work orders: MMG will coordinate with the Landscape Committee on the status of landscape work orders and provide feedback to submitters
 - Shoreline grasses: working with the Forestry section of the County Dept of Inspections to get permission for plantings in the shoreline area.
- Pool Committee report was presented by P. Mantica representing T.Ligon
 - Pool inspection: repair and cleanup work was done by MMG and our pool passed re-inspection. The Committee will be working over the summer on a plan to refurbish the pool after it closes in September.
 - Pool opening: Pool was opened on schedule on Saturday 5/23 and the first party was held on Memorial Day 5/25. More than three dozen people showed up to enjoy the root beer floats, raffle and pizza party
 - 2015 Pool Event Schedule: has been posted on the notice boards, and will also be posted by the entrance to the pool.
- Architecture Committee – (no report)

6. MMG Operations Report presented by E. Simmers

- Chimney Flue Cleaning: unit owners are required to have their chimney flues cleaned and inspected every two years; they may choose to have this done themselves or to use AirTek with whom MMG has negotiated a bulk rate. A letter will be sent to all unit owners in the fall regarding this cleaning.
- Concrete Work: GMC will return on June 2-3 to replace some of the concrete sections they installed last fall but that were much lighter than the existing sections. They have marked the sections to be replaced. In addition to replacing the concrete section outside the pool door, they will replace the concrete and the drain inside the pool door so both sections are at the same level for even draining and to avoid a trip hazard.
- Locksmith: Baldino's will replace all storage room locks May 27 and new keys will be sent to the unit owners; a fee will be charged if an extra key is requested (e.g. for a tenant). Master keys will be provided to MMG and Board members. The locks on the pool, racquetball court and shed will also be replaced.
- Unit deck cleaning and sealing: proposals were received and reviewed from AMG, Mid-Atlantic and Asgard; MMG will go back to Mid-Atlantic and request better pricing. Unit owners will need to clean & seal decks that (a) were not cleaned in the past 2 years or (b) were not replaced during the deck project last year. Deck cleaning & sealing will be at unit owner expense. They can choose to have the cleaning and sealing done by the company selected by the Board and be invoiced by MMG, or if they prefer they can pay another company to do it, and present the receipt confirming date and payment to MMG. Need to verify which decks have what type of wood, and confirm the appropriate sealant to be used, advise all owners, and update both the Rules & Regs and the Architectural Guidelines on the website.
- Tennis courts: MMG will schedule warranty work by All Pro at no charge ASAP. Unclear whether courts need to be cleaned beyond the weekly cleaning. Courts can be evaluated in the fall to determine if there are any new cracks that should be addressed before winter. MMG has contacted other tennis court companies regarding this work.
- Termite Inspection: Novex will inspect the remaining 17 terrace and first floor units on 6/5 beginning at 10:00 am.
- Awnings: MMG is getting an estimate from Hawk Awning to inspect all 3rd floor awnings in the community and determine which require cleaning/maintenance by the owners and which require repair or replacement by the association.
- Work Orders: unit owners should continue to send in Work Orders to identify light bulbs that need to be replaced, however these go to a separate report maintained by Malissa and handled by the MMG cleaning crew.

7. Unfinished Business

- Parking: M. Cummins presented an update on the application forms for new parking stickers. Forms were received from approximately 60 unit owners; second notices were sent out via email on May 22 giving owners until May 30 to send in the registration forms. Beginning June 1 parking violation notices will be put on any cars that are illegally parked; if the situation is not corrected or the cars are not removed, they may be towed.
- Hawkins Cove Project update: M. Sparer presented an update on plans for the ECO Fair on Saturday, May 30, to kick off the Spa Creek Conservancy program to rehabilitate Hawkins Cove. Details for both the ECO Fair and the Luna Blu benefit dinner on 6/28 can be found at www.spacreek.org
- Marina Study: The Point and Tecumseh are being contacted for information regarding their recent & current marina projects, companies used, funding sources, etc.

- Capital Facilities Fee: each unit owner has been charged \$45/year by the city to recover its investment in the water & sewer system installed when the unit was first constructed. This charge should only be for 30 years so most should have ended by now (can verify via your tax bill or by checking with the city).
 - Cleaning crew: MMG will send out an e-blast asking for work orders for any areas that are not being addressed adequately by the cleaning crew. Work areas initially identified as being missed included: cleaning trash along shoreline in back of buildings 7-8, cleaning cobwebs from in back of light fixtures, cleaning all stairwells from the 3rd floor down to the ground and down to all terrace units, cleaning steps down to the storage rooms.
 - Risk committee: L. Birch is putting together groups of unit owners to help put together the initial risk assessment for Shearwater in the following areas: physical assets, safety, security, legal & liability, market risk, and environmental risk. Volunteers interested in helping should contact Larry Birch.
 - Landscaping timbers: Erica will be reviewing all timbers throughout the community to determine which are in need of replacement, repair or cleaning (in priority order).
8. New Business
- Suggestion: to send an email 2 weeks prior to each meeting asking unit owners if they have a topic they would like to raise; if so, they must send an email to L. Maichle 1 week before the meeting and it will be added to “New Business.”
9. Adjournment – meeting was adjourned at 8:32 pm.

MOTIONS MADE AFTER THE 4/28 CONDO MEETING:

1. Approve the April meeting minutes
Motion: L.Birch; Second: J.Schaake; Yea: L.Bolling, M.Cummins, P. Meredith, B.Hollern.
2. Approve the bid from Asgard to perform repairs to 4A due to a leak through the outside wall
Motion: L.Bolling; Second: L.Birch; Yea: J.Schaake, B.Hollern, P.Meredith, M.Cummins.