

Shearwater Condo Meeting Minutes

Tuesday, June 23, 2015 at 7:00 pm

Board:

Lynn Maichle – President

Linda Bolling – Vice President (Absent)

Larry Birch – Treasurer

Brad Hollern - Secretary

Maryan Cummins – Director (Absent)

John Schaake - Director

Phil Meredith - Director

MMG & Committees:

Natalie Collier – CEO, MMG

David Densmore – Dockmaster

Tina Ligon – Pool Chair (Absent)

Deborah Birch – Landscaping Chair (Absent)

Rainette Bannon – Architecture Chair (Absent)

Residents:

Eric Petterson (1B3)

Marj Sparer (7A)

Pam Mantica (4B3)

Carol Schaake (1A3)

Patricia Duvall (7A1)

Chuck Baker (12A)

MEETING MINUTES:

1. **Call to Order:** the meeting was called to order at 7:03 pm
 - Minutes from the May condo meeting: were approved on 6/2/15 and posted to the website
2. **Reports of Officers**
 - a) President's report (Lynn Maichle):
 - Building Condensate Line Cleaning: project was completed in all buildings at the approved cost and without incident, unlike the trial that was done by a plumbing company a few months ago that caused severe flooding of a terrace unit. Given the number of clogged lines found, Asgard is starting some of the 6-month inspections earlier to ensure that they remain clear.
 - Unit Cleaning Projects: owners are responsible for these unit cleaning projects:
 - Dryer Vents: every 2 years; completed this spring
 - Decks: every 2 years; will be scheduled in July
 - Chimney Flue Inspection & Cleaning: every 2 years; will be scheduled in early fall
 - HVAC units: must be serviced at least yearly or preferably twice a year
 - Unit condensate lines: should be snaked out by the HVAC service all the way to the building condensate lines (approx. 10-15 ft.)
 - Unit Condensate Line Cleaning: MMG will be organizing a project for unit owners to have their condensate lines cleaned; e.g. at the same time their HVAC units are serviced. It appears that some unit owner have never had their HVAC units serviced, or haven't made certain that the condensate lines are thoroughly cleaned out all the way.
 - Termite inspection: was reportedly completed in the remaining units, although unclear that Novex would have been able to gain access to all the remaining terrace and 1st floor units in order to do this. MMG has asked Novex to verify which units were entered.
 - b) Treasurer's report (Larry Birch):
 - Revenue: on budget although marina income remains lower than expected.

- Reserves: the Replacement reserve and Painting reserve funds are projected to be more than \$550K and \$65K by the end of the year.
- Spending: with one month to go, operating expenses are at 111% of the annual budget mainly due to unanticipated maintenance and insurance costs.
- Multi-Year Replacement Fund Plan (2015-2021): first draft of the plan was distributed to the Board for review

3. **Reports from Committees**

a. Dockmaster report (David Densmore):

- Need an outdoor faucet for the dingy float A under the pool; will submit a proposal
- When work orders are submitted for the Marina, MMG is asked to provide to the Dockmaster an up-front estimate of the cost before committing to the work so he can assess impact to the Marina budget. If approved, he asked MMG to ensure the work is scheduled with the Dockmaster.
- Now that Asgard has been selected as the vendor for the kayak rack addition, the Dockmaster will work with David Wehrs to create a sketch of the proposed rack and a site/landscaping plan that can be shown to residents.
- The Dockmaster, Treasurer and MMG are working together to ensure that all pending marina bills are sent out, that past payments are credited to the appropriate account, and that future bills will direct payments to the correct address.

b. Landscape Committee report (Pat Duvall):

- Trees have been planted to replace all those that were removed last fall in the tree project
- A project was completed the second week in June behind buildings 7-8 to plant 250 Spartina grass plugs obtained by David Densmore; thanks to the team that participated! (David Densmore, Deborah & Larry Birch, Kate Christenson, Pat Duvall, Charlotte Featherstone, Kay Hunter and Marj Sparer)
- Currently analyzing areas that are not currently covered by the irrigation system

c. Pool Committee:

- Pool season is in full swing; next party is the Cool Pool BBQ on Saturday June 27 at 5:40 (weather permitting) and catered by Adam's Ribs. Committee will work on a 'rain plan.'
- The committee is planning the refurbishment of the pool building so that MMG can get estimates and the work can be planned after pool closing in September
- The concrete sidewalk outside and inside the pool door will be replaced in the next two weeks. The pool will be closed for one or two days, so the work will be planned for early in the week to avoid impact to weekend pool use.

d. Architecture Committee (no report)

4. **MMG Operations Report** (Natalie Collier)

- a) Miller-Dodson: the community study was completed and the draft approved; next step is to identify a company to complete the marina underwater study. The company recommended by Miller-Dodson went out of business; the company recommended by The Point did not propose an underwater segment in their initial proposal (so were asked to submit one). MMG will also investigate other options.
- b) Unit Owner Chimney Inspection & Cleaning: target is to make the Air Tek service available to unit owners tentatively the week of August 10th. If unit owners prefer to contract with a different service company, they can do so.

- c) Landscaping Timber Review: Highlands & MMG conducted a walkthrough of all landscaping timbers in the community to prioritize which were in need of repair or replacement and which were cosmetic issues. Work has been delayed pending receipt of the summary report from Highlands (due by the end of this week). In addition, Highlands must replace the 2 timbers damaged by their snow plows by 6/26; if they do not, the work will be scheduled with another company and the cost charged to Highlands.
- d) Awning Review: a community-wide review of all awnings in Shearwater will be conducted by Hawk Awning the 2nd week in July. MMG will arrange access to the third-floor units, or if that isn't possible, Hawk will access via ladders.
- e) Awning Repairs: target date for replacing the awning & mechanism damaged partially due to tenant negligence is 7/2; the owner and the association are sharing the cost.
 - NOTE: workmen have apparently left the awning in unit 11B3 open, which is dangerous in these high winds and if there is any damage, the unit owner is liable. MMG will follow up to ensure the awning is closed.
- f) Concrete Work Update: replacement at no cost of several sidewalk sections replaced last year will be scheduled the 2nd week in July; the concrete and drain inside the pool door will be done at the same time (pool will be closed for approximately 2 days).
- g) New Storage Room Locks: the parts ordered by Baldino are due in by 7/3 and MMG will schedule the replacement of all locks to the downstairs storage rooms, the racquetball court, pool building and shed.
 - MMG will schedule a two-day period for unit owners to pick up the new storage room keys in Shearwater; any keys that are not picked up can be picked up at the MMG office.
 - These keys cannot be duplicated; if a replacement is needed, there will be a replacement charge. MMG will make a recommendation on the amount.
- h) Unit Deck Cleaning & Sealing: decks must be power-washed and sealed by the unit owners every two years. The Board reviewed the 3 proposals for deck cleaning and the motion was made to accept the Mid-Atlantic bid. MMG will make this service available to unit owners, and schedule this work for requesting units within a two-week period so that whenever possible, a minimum of 3 decks can be done in 1 day (to enable a \$50 discount on each deck). As with any unit project, owners will have the option to schedule this work with another company, and forward a copy of the dated receipt to MMG. **NOTE**: decks that were replaced last year do not have to be cleaned and sealed again until next year.
 - **MOTION**: L.Birch; Second: J.Schaake; Yea: B.Hollern, P.Meredith (unanimous)
- i) Work Orders: MMG is reviewing all work orders to complete items that have been pending a long time, and to verify that any item no longer in the report has been completed satisfactorily. MMG is changing the system so that work orders involving light bulbs/fixtures are included in the same report.
- j) Tennis Courts: All-Pro has agreed they will clean and repair the areas that are covered under warranty from last fall; to be scheduled as soon as weather permits. Need for any additional work will be evaluated in the fall.

5. Unfinished Business

- a) Parking Stickers: nearly all the parking registration forms and the supporting documentation have been received; we are following up with MMG on those that are still pending.
 - We are now identifying & putting notices on cars that are parked (1) in resident spaces with no sticker, (2) in guest spaces with no hang tag, or (3) in guest spaces with a hang tag but for extended periods of time.
 - After the second notice, MMG will be asked to tow these cars.

- If you see a car that is in violation of the Rules & Regs, please take a photograph of the license plate and forward it in an email to Maryan Cummins indicating the problem.
- b) New Resident Packet (Brad Hollern): Brad is assembling a document to be used as the Shearwater New Resident Packet. As soon as the first draft is ready, it will be sent to 3-4 volunteers for review. David Densmore asked that residents be directed to the Marina section of the website for questions and answers. If there are any suggestions for the packet, please forward them to Brad.
- c) Hawkins Cove Project Update (Marj Sparer): there are several projects planned over the next 2-5 years, including dredging the cove, restoring the natural living shoreline and rebuilding a fishing pier at the headwater. Marj is circulating a petition to assist in funding these projects; she'll bring it to the Saturday BBQ in case attendants would like to sign.
- d) Cleaning Crew Comments: if there any tasks that the Friday janitorial crew isn't doing, please fill out a work order so that MMG can follow up.
- e) Shearwater Calendar: all the events are entered into the master MMG calendar; generating a readable version is difficult, but Natalie will resend the current version.
- f) Risk Committee Update (Larry Birch): John Schaake has completed a first draft of his assessment of the reserve fund. There are currently 7 chapters planned for the Risk Report, with a target completion date of 1/1/16 so it can be used in preparing the FY2017 budget:
 - Physical Assets (Larry, John, Eric)
 - Safety & Security (Brad, Skip)
 - Environmental (TBD)
 - Legal/Regulatory (TBD)
 - Insurance (TBD)
 - Market Risk (Frank, Connie)
 - Financial Management (TBD)

6. New Business

- a) Trash Pickup Issues: there are several issues with construction materials and trash being left on the ground, open bags being put in dumpsters, dumpster doors left open, etc. This is unsafe and unsanitary. Lynn will draft an email and forward to MMG so they can finalize and send out to all residents.
- b) 2016 Meeting Schedule: Because of the volume of work, the board agreed to hold 10 condo meetings in 2015. For 2016, 3 options were reviewed to reduce the number to 9, 8 or 7 meetings. The motion was made to reduce to 7 meetings for 2016; meetings will be the 4th Tuesday of every month except for November due to Thanksgiving, when it will be the 3rd Thursday (Jan, Feb, Apr, May, Jul, Sep, Nov). Natalie will investigate options for remote meeting participation.
MOTION: L.Birch; Second: P.Meredith; Aye: B.Hollern, J.Schaake (unanimous).

7. **Adjournment**: meeting was adjourned at 8:14 pm.

MOTIONS PASSED AFTER 5/29 ASSOCIATION MEETING:

6/2/15: May meeting minutes reviewed; Motion to approve: P.Meredith; Second: B.Hollern; Vote was unanimous.