

## Shearwater Condo Meeting Minutes

Tuesday, July 28, 2015 at 7:00 pm

### **Board:**

Lynn Maichle – President

Linda Bolling – Vice President

Larry Birch – Treasurer

Maryan Cummins – Director

John Schaake - Director

Phil Meredith - Director

### **MMG & Committees:**

Natalie Collier – CEO, MMG

David Densmore – Dockmaster

Deborah Birch – Landscaping Chair

Tina Ligon – Pool Chair

### **Residents:**

Eric Petterson (1B3)

Linda Pierce (5A1)

Connie Cadwell (16A1)

Pam Mantica (4A3)

Linda Lawrence (1B1)

Theresa Wellman (6B1)

### **MEETING MINUTES:**

1. **Call to Order:** meeting was called to order at 7:03pm
  - Minutes from the June condo meeting were approved (see Motions at the end of the Minutes)
  - Requested that presentations on each topic be limited to 3 minutes
  
2. **Reports of Officers**
  - A. President's Report (Lynn Maichle)
    - Condo Meetings:
      - Meeting schedule: remaining meetings in 2015 are 9/27, 10/25 and 11/22
      - May need to move the 11/22 meeting to the previous Tuesday due to Thanksgiving
      - The Board voted at the last condo meeting to hold 7 meetings in 2016 (Jan, Feb, Apr, May, Jul, Sep, Nov); schedule will be posted on the notice boards and on the website
    - Storage Room Locks:
      - All but 15 residents picked up keys on 7/16 or asked to have theirs mailed; these residents will need to contact MMG to arrange to get their keys
      - If any resident has a problem opening the door to the storage room in their building, they should send in a Work Order to MMG (form is on the MMG page of the Shearwater website)
    - Remaining Concrete Work:
      - For the marked sections is scheduled for 7/29, with power-washing the next day (weather permitting)
      - Pool will be closed that day, and possibly the next, depending on the power-washing process.

- Storage Cleanout Project:
    - The main storage rooms in the basements of buildings 5 & 6 (NOT the rooms where the individual storage lockers are located) will be cleaned out by a volunteer team on Saturday 8/1 9:00-12:00 am
    - We will have a gentleman with a truck and 2 helpers to carry the trash away; anything that is salvageable will be moved to the storage shed so that these rooms can be cleaned/bleached
  - 5/26 Organizational Minutes:
    - N.Collier will review her notes, update the language re financial procedures as needed, and report back/resend
- B. Treasurer's Report (Larry Birch)
- Financial status of the end-of-year FY2015 was presented
  - Options for overage: presented 4 options for paying back the overage in the FY2015 operating budget (Operating Fund, Painting Fund, Reserve Fund, loan from a financial institution). Options compared the availability of funds, tax implications, requirement to be paid back, impact on collateral, whether interest would be charged, and whether the payback period would be mandated.
  - Operating Fund currently has approximately \$60K and ideally should have \$90K (equaling 3 months' of operating costs) so this is not a viable option; borrowing from a financial institution has tax implications
  - Board preference will be presented to the Auditor for consideration; preference (pending the Auditor's proposal) is the following: to obtain the funds first from the Painting Fund, and then from the Reserve Fund, with a payback period of 5 years or less. **MOTION:** M. Cummins; Second: P.Meredith; vote was unanimous.
  - P. Meredith proposed reducing discretionary line item expenditures by 10-15%; this needs to be discussed further; e.g. at the September condo meeting
  - Multi-Year Reserve Plan: working session will be scheduled in the next few weeks to review the finance sub-committee's recommendations for the next 6 years of reserve expenses
  - Question was raised by a unit owner as to when the roofs were last done; Board will review records to see if that information is in the records. As of the last report, the only work orders submitted regarding leaks from the roof were due to clogged or damaged gutters & downspouts; will monitor.

### 3. Committee Reports

#### A. Dockmaster Report (David Densmore)

- Marina occupancy rate has fallen below 50%; are looking for options to increase
- Invoicing for guest stays has been higher than usual; looking for ways to increase that as well
- Requested approval to modify guest slip rate at the Dockmaster's discretion for longer-term guests. **MOTION:** L.Bolling; Second: M.Cummins; vote was unanimous.

- Status of W.O. 129: Chesapeake was non-responsive after 5-6 weeks; MMG is contacting a different supplier
  - Status of W.O. 143: MMG will notify Dockmaster of total cost for replacing all fire extinguishers, and will notify him in advance of future planned marina expenditures
- B. Pool Committee (Tina Ligon)
- Tina presented a list of pool building refurbishment options for the fall with alternative approaches for 4 of the areas. Goal is that the overall refurbishment be substantial enough to warrant the expense being taken from the reserve fund.
  - Items on the list will be classified by the committee as 'needed for inspection,' structural, cosmetic, Anchor recommendation, etc. to assist in evaluation; then MMG will obtain estimates from 3 contractors
- C. Landscaping Committee (Deborah Birch-no report)
- Focus will be on areas that are most visible to the public
  - Will create a task for buildings 7&8 to determine how to address the area in back of those buildings (not addressed for several years). Note that all residents in bldg 8 have already submitted emails to MMG regarding landscaping issues in back of that building.
  - Are watering the new trees as needed to make certain they survive
- D. Architecture Committee (no report)

#### 4. MMG Operations Report

- A. Miller Dodson underwater study
- Proposal was received from Baylands and is expected from REC and Marine Tech. Becht declined to send a proposal
- B. Chimney cleaning
- On 8/17-22 AirTek will clean the 52 units that have not had their chimneys inspected & cleaned in the last 2 years
  - Owners may choose to have it done separately, and send the receipt of payment to MMG for the record
  - A notice will be sent to owners on 7/29
- C. Timber assessment
- We had requested a detailed scope of work, including urgent vs cosmetic work. AMG proposal does not detail the location of timbers that must be replaced and is hugely inflated (~\$142K). Proposal due from Lawn Wrangler.
- D. Awning review
- Review was completed by Hawk Awning 7/16; 16 units have not yet been inspected due to inability to access. Of the awnings inspected, none besides the 1 unit identified had serious issues, and only 2 showed signs of potential issues. Report due 7/30. As soon as the report is received MMG will create work orders to inspect & repair as necessary.
  - W.O. 99 was submitted 3/16 to replace the 8B3 awning; company has not responded after several attempts to contact; MMG will contact another company. **NOT HAWK??**
- E. Concrete work

- Replacement of the designated sidewalk sections, the broken steps in front of bldg 15 and the area in front of and behind the pool door is scheduled for 7/29. Letter was sent to all residents (actually received 7/29).

F. Marina kayak rack

- David Densmore & David Wehrs will meet to develop the detailed plan

G. Unit deck cleaning

- Owners of decks that were not replaced in 2014, and not cleaned within the last 2 years will be given the opportunity to participate in the bulk rate negotiated by MMG during two weeks to be scheduled in September.
- If they prefer, they can schedule their own cleaning and forward a copy of the receipt to MMG
- Notification letter will be reviewed & corrected before it's mailed out

H. Appeal re 12A deck opening

- An appeal was received from the owners of 15A to remove the contingency regarding the opening off their terrace deck from their resale certificate
- The Board reviewed requests for terrace deck openings from the files and in the Architectural Change Request Log for units 1A & 7A, and a 2004 email (6 years prior to the current owners' purchase in 2010) from M.Yerman indicating that the 15A opening was done for the original owner.
- Based on this information, the motion was made to approve the appeal. **MOTION:** M.Cummins; Second: J.Schaake; vote to approve was unanimous.
- MMG will notify the Architectural Committee and the unit owner of the decision
- MMG recommended that guidelines be developed by the Architecture Committee for future terrace deck opening requests

I. Storage room stairs/drains

- After a work order was submitted by a unit owner about standing water (attracting mosquitos) and algae (creating a slip hazard) on the concrete stairs down to storage rooms, MMG conducted an inspection and found similar conditions on other stairwells. They had all the stairs power-washed earlier this month.

J. Termite Inspection:

- Owners of 3 units still need to provide access for inspection (10, 11A1, 12A1/B1)

**5. Unfinished Business**

A. Parking update (Maryan Cummins)

- MMG recommended that only 1 person issue parking violations
- The Rules & Regulations indicate that a vehicle parked in a resident space without a valid sticker or explanatory note is subject to towing without notice. Since the original parking registration packet was sent to owners on 17 March, and several notices have been sent since then to residents who still have not sent in forms or are in violation, in the future cars in violation of the Rules & Regulation will be towed.

B. Hawkins Cove project update (Lynn Maichle)

- The Eastport Girls' Club has offered to help with any Hawkins Cove work days that are scheduled in the future
- Marj Sparer forwarded a link to a project underway to reduce the amount of silt that is coming into the Cove; if anyone is interested, they can contact M.Sparer or L.Maichle

C. Bicycles (Lynn Maichle)

- Red tags will be available on the bulletin board of the racquetball court for any owners of new bicycles stored there
- One more notice will be sent to owners of unpaid bicycles; then the bicycles will be removed and donated
- Two bicycles belong to tenants who moved away several months ago; for tax reasons these cannot be sold to current residents

D. New Resident packet (Lynn Maichle)

- The draft of this packet is nearly complete; will be reviewed by 3-4 volunteers who are new residents to determine if there are other topics that would be helpful

E. Risk Committee (Larry Birch)

- Sections of the risk report are still pending; consolidation is postponed
- L. Birch asked for C. Cadwell & F.Bolling to assist in an analysis of the condo fees and amenities of similar communities in Annapolis
- Additional suggestions: reach out to residents and ask them why they chose Shearwater; reach out to other realtors and ask them what they consider positive vs negative aspects

## 6. New Business

- Resale Packet process: on the Metropolitan page of the Shearwater website there is now a link to all the information on the MMG website about submitting requests and turnaround times

## 7. Adjournment: meeting was adjourned at 8:45 pm

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### VOTES TAKEN BY EMAIL AFTER THE JUNE MEETING:

7/1/15: **MOTION** by B. Hollern to approve the June condo meeting minutes; Second: J.Schaake, Aye: L.Birch, P.Meredith [L.Bolling & M.Cummins were absent from that meeting and abstained]. Minutes have been posted to the website.

7/15/15: **MOTION** by B. Hollern to approve the minutes sent by Arthur Law Group from the 5/26/15 Violation Hearing; Second: P. Meredith; Aye: L.Bolling, L. Birch, M. Cummins [J.Schaake was out of the country].