

Shearwater Condo Meeting Minutes
Tuesday, September 22, 2015 at 7:00 pm

Board:

Lynn Maichle – President	Maryan Cummins – Director
Linda Bolling – Vice President	John Schaake - Director
Larry Birch – Treasurer	Phil Meredith - Director

MMG & Committees:

Erica Simmers – Property Mgr MMG	David Densmore – Dockmaster
	Tina Ligon – Pool Chair

Residents:

Scott Ligon (3A)	Pam Mantica (4A3)
Skip Smith (5B1)	Barbara Britt (4A)
Gerri Smith (5B1)	Theresa Wellman (6B1)
Chuck Baker (12A)	Janet Prince (12A)
Betty Lynott (6A1)	

MEETING MINUTES:

1. **Call to Order:** meeting was called to order at 7:03pm

2. **Reports of Officers**
 - A. President's Report (Lynn Maichle)
 - Minutes from the July 28 condo meeting were approved via email on 8/12/15
 - New Resident packet will be sent to volunteers for review in the next couple of weeks
 - Unit owners have until 9/30 to either vouch for or add resources on the Shearwater website of companies or people who have provided good products/services (25 companies have one or more sponsors, 18 still have none and will be deleted if no one vouches for them by 9/30)
 - Work Order status: there are 25 open work orders, including 10 for landscaping, 8 for external building maintenance, 5 for water-related issues, and 2 for grounds maintenance
 - Work Order report was not included in the MMG Materials packet; MMG will send to BOD separately
 - MMG has hired an additional maintenance person (now have Jake and Kenny)

 - B. Treasurer's Report (Larry Birch)
 - Financial status for FY2016 to date indicates that unit assessment revenue is on target and spending is on track. Minor variances are offset, or are due to payment timing.
 - MMG will forward the draft auditor's report when received and forward for review (will have 1 month)

- Multi-Year Reserve Plan was presented with modifications based on the working session held 8/10. Focus is currently on the projected reserve expenses for FY2016; the plan will be revised each year for subsequent fiscal years
- **MOTION:** by J.Schaake to accept the Reserve Plan; Second: L.Bolling; Vote in favor: unanimous

3. Committee Reports

A. Dockmaster Report (David Densmore)

- Currently we have available: 17 GCE slips, 3 LCE slips (advertised), and no kayak or dinghy spaces
- Dockmaster still has not received the invoice for de-winterizing services last spring; MMG is requested to send ASAP
- Winterizing will be scheduled in November; plan to put out 14 de-icers this year
- Several work orders were completed: Dock A piling hoops, faucet under pool deck, hose hanger and dock box boards on dock B
- Working with Treasurer to revise marina accounting & billing procedures
- Kayak storage expansion project: next step is completing the final design and reviewing with nearby residents

B. Pool Committee (Tina Ligon)

- The Statement of Work for the pool building refurbishment has been finalized thanks to a great deal of work by Tina & Scott Ligon, and is with MMG to solicit bids
- The pool season closed with a very successful BBQ on Labor Day, and a cookout & Pooch Plunge on 9/13. The pool has now been covered over and is closed for the winter season

C. Landscaping Committee (no report)

D. Architecture Committee (Linda Bolling)

- Received a request for a three-panel sliding glass door from Castle for an A-side unit; researched the company, specification and requested color and approved the request
- This information has been added to the Architectural Guidelines
- Deck sealant options will be clarified and added to the Architectural Guidelines; also need to add current paint colors once they are investigated & confirmed

4. MMG Operations Report

A. Miller Dodson Underwater Study

- Proposal was received from Baylands for \$6,800 and from Marine Solutions for \$10,000; proposal still pending from Marine Tech by 9/25. Becht declined to send a proposal

B. Front Gate

- Entry gate was replaced in ~2008 when it was crashed into and destroyed; however it failed earlier this month and was finally resolved when the electrician discovered corroded wires

- Due to the number of failures, MMG is obtaining bids for gate replacement; so far have bids from Long Fence to replace the exit gate (\$26,707 and 29,707; bid needs to be clarified), and from Fence Connection for both gates (\$33,998). Bid pending from Pasadena Fencing on 10/1
- C. Chimney Cleaning
- So far 47 of the 55 chimneys were cleaned by AirTek the week of 8/17; MMG will send out a notice to schedule the remainder
 - If owners prefer to schedule the cleaning separately, they can send the receipt to MMG
- D. Timber Assessment/Replacement
- Proposals received from Lawn Wrangler (\$2950) and Chesapeake Landscaping (\$2450); both detail the specific work to be done. AMG reduced their bid from \$142,000 to ~\$2,400); unclear whether scope is specified
 - Based on inquiries so far, the cleaning should be done with hotter temperature and lower pressure for best results. D.Densmore cleaned the timbers around his unit; suggested they be looked at to evaluate results
 - Once a company is selected, MMG will ask them to do 1 discrete area and evaluate results before authorizing them to proceed
 - Concern was expressed about the difference in color between new and existing timbers; bids for cleaning all timbers are expected from: Airtec, Mid-Atlantic, MMG
- E. Awning Review
- Hawk Awning inspected only 7 of 28 on 7/16 units 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
 - Remaining inspections will be scheduled for 10/13; MMG will set up specific time frames for each building and notify unit owners in advance. Owners who do not enable access to their units during that time will assume responsibility for any future awning issues.
- F. Unit deck Cleaning
- Mid-Atlantic completed cleaning of 14 of 53 decks; Owners of decks that were not replaced in 2014 or 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
- G. Termite Inspection
- Owners of 3 units still need to provide access for inspection (10, 11A1, 12A1/B1).
 - Novex still has not submitted a complete results report (including the treatment of termites found in the racquetball court)
 - MMG is contacting 3 different companies to perform the next round of termite inspections
- H. VA Financing Packet
- MMG is preparing a resale packet and has contacted an outside group to prepare the VA financing materials

- The packets will be ready by Friday and Monday, respectively.
- I. Foundation/Water Runoff Issue
 - There is a recurring issue of water & mud running down the basement stairs in building 8, clogging the drain, and flooding the area
 - MMG conducted a walkthrough with Becht, Wallace and McConnell and asked for estimates to correct the issue; proposals due by 9/25
- J. Concrete Work
 - There are still some issues with the work done: concrete dust on the stairs down to the 2A patio, loose pebbles inside and outside the pool gate, and a sprinkler head knocked to a 45 degree angle near the entrance to the building 6 walkway

5. Unfinished Business

- A. Parking update (Maryan Cummins)
 - Only 6 units (4 tenants and 2 new owners) still do not have completed parking registrations
 - The lines for the parallel spaces in front of buildings 13/14 were uneven and not to regulation length; they've been repainted
- B. Hawkins Cove project update (Lynn Maichle for Marj Sparer)
 - Marj has signed up to foster 6 oyster crates on A dock this winter, obtained by Scott Ligon
 - Chuck Baker volunteered to foster 6 additional oyster crates if Scott can get them
 - Attendees are welcome at a public meeting on Tuesday, 9/29, at 6:00 at the Pip Moyer Community Center, hosted by the Spa Creek Conservancy Project to discuss Storm Water Retrofitting and Habitat Restoration in Spa Creek
- C. Risk Committee (Larry Birch)
 - This committee has been converted to a review with local real estate experts of the positive aspects of our community vs the areas that need attention, from the viewpoints of people in the market for a condo 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
 - Comments at the meeting from a tenant who works with Coldwell Banker will be incorporated into notes from discussions with realtors to be held over the next couple of weeks
 - Suggestion: put mailbox refurbishment on the October agenda.

6. New Business

- A. Proposed By-Laws Changes:
 - To limit the percentage of tenancy in Shearwater to either 25% or 30% pending additional research into the best process . **MOTION:** to propose by M.Cummins; Second by J.Schaake; Vote was unanimous.

- Prohibit sale or rental to registered sex offenders pending clarification on how sex offenders would be identified and how this would be enforced. **MOTION:** to propose by L.Birch; Second by J.Schaake; Vote was unanimous.
 - **MOTION:** to propose bringing the following into agreement with Maryland Condominium Law by P.Meredith; Second by L.Birch; Vote was unanimous.
 - Change the percentage required to pass a By-Laws change to 66-2/3%
 - Require every unit owner to have HO6 insurance so that damage/betterments in the unit are covered (per Maryland Condominium Law this can be passed with a vote of 51%)
 - Change the percentage of unit owners required for a quorum to 25%
- B. November Meeting
- Since 11/24 falls in Thanksgiving week, we need to determine another date for that meeting
 - **MOTION:** L.Bolling made the motion that the meeting date be changed to Tuesday 12/1; Second: M.Cummins; Vote was unanimous
- C. Meeting Schedule for 2016
- In 2016, meetings will be held the 4th Tuesdays in Jan/Feb/Apr/May/Jul/Sep/Nov
- D. Questions from Floor
- Coordinating multiple unit cleaning activities (decks, chimneys, dryer vents) is confusing and time-consuming; request that the Board consider combining them

7. **Adjournment:** meeting was adjourned at 8:52 pm

VOTES TAKEN BY EMAIL AFTER THE JULY MEETING:

8/10/15: **MOTION** by M.Cummins to approve the sending of the Pool Building Refurbishment Statement of Work to MMG requesting 3 estimates; Second: P.Meredith; Aye: L.Bolling, J.Schaake, L.Birch

8/12/15: **MOTION** by L.Birch to approve the minutes from the 7/28 condo meeting; Second: P.Meredith; Aye: J.Schaake, M.Cummins, L.Bolling

8/12/15: **MOTION** by L.Bolling to accept the AMG proposal to remove 5 trees including those overhanging the fence onto Boucher properties; Second: P.Meredith; Aye: M.Cummins, L. Birch, J.Schaake