

Shearwater Condo Meeting Minutes
Tuesday, November 3, 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
Erica Simmers – Property Mgr. MMG

David Densmore – Dockmaster
Deborah Birch – Landscape Chair
Linda Bolling - Architecture

Residents:

Pam Mantica (4A3)
Skip Smith (5B1)
Gerri Smith (5B1)
Mary Irace (11A3)
Jean Watts (13A2)
Nancy Ronsheim (2B2)

Lois McGovern (15A2)
Mike Dehaemer (6B2)
Theresa Wellman (6B1)
Eric Petterson (1B3)
Carleen Petterson (1B3)

SPECIAL SESSION:

1. The Special Session to discuss the proposed By-Law Amendments was called to order at 7:03 pm. Natalie Collier of MMG reviewed the three (3) proposed changes, all of which are to bring Shearwater By-Laws into compliance with Maryland Condominium Law:
 - To amend Section I of Article XII of the By-Laws of the Council of Unit Owners of Shearwater Condominium entitled, “Amendments” to reflect that By-Laws may be amended by the affirmative vote of unit owners representing 66-2/3 of the total votes
 - To amend Section IV, Section 6 to reflect that a quorum will be met by the presence either in person or by proxy of at least 25% of unit owners
 - To amend Article XI, Section 1 to reflect that all unit owners are required to obtain and have in effect at all times a condominium unit owner insurance policy sometimes known as an “HO-6 insurance policy”
2. Questions raised:
 - Q: Why does the HO-6 change have to be added to the By-Laws if it’s already part of Maryland Condo Law? A: because having this in the By-Laws protects the other condo owners from the additional legal & administrative fees required when an owner does not have this policy.
 - Q: Why is it necessary to provide proof of having an HO-6 policy every year? **ACTION:** MMG to clarify

- Q: Why do we need to reduce the % required for a quorum? A: because the Annual Meeting in April cannot be conducted without a quorum, and since this is rarely if ever present, we have to postpone all Annual Meeting business until May.
 - Q: What does The Point have in their By-Laws? **ACTION:** MMG will check.
 - Q: What does “among other things” mean in the HO6 amendment? **ACTION:** MMG to clarify
3. **ACTION:** ask MMG to draft a Q&A document that can be sent to all unit owners before the next meeting
 4. Unit owners were asked to send in their votes or proxies on or before the next condo meeting on 12/1
 5. Special Session was closed at 7:32 pm

MEETING MINUTES:

1. **Call to Order:** meeting was called to order at 7:34 pm
2. **Reports of Officers**
 - A. President’s Report (Lynn Maichle)
 - New Resident Packet: work on this document has been postponed due to other priority projects; will be re-started once the more weather-dependent, higher priority projects are underway
 - Website Resource List: the new list was compiled with contributions from many residents and the website has been updated; anyone who would like to recommend another service provider should send an email to the webmeister at the email address on the Resources page of the Shearwater website
 - Status of Insurance Claim: MMG is waiting to hear from the insurance company of the owner whose car was stolen and driven through our right-hand sign and fence. Once we have the \$\$ assessment, the Board can consider which option to select: replace the destroyed sign, replace/upgrade both signs, update the remaining sign, or use some of the funds to repair the fence & re-landscape the area. **ACTION:** Larry asked MMG to send a copy of the police report (done)
 - B. Treasurer’s Report (Larry Birch)
 - Expenditures are generally on track; some overages are related to timing, and marina revenue shortfall is due to the fact that marina invoices will not be issued until January
 - We are still waiting for the FY2015 audit; some data is still pending from Brodie
3. **Committee Reports**
 - A. Dockmaster Report (David Densmore)
 - Marina was winterized on 11/2, with 14 deicers installed rather than 12

- The D-dock water taxi stand has been moved to B-dock to allow room for larger guest vessels at the end of D-dock
- Dockmaster & Treasurer are working on a new invoicing & accounting system; requires all information to be accurate; will be in place before January
- Considering redesigning & replacing the current kayak rack rather than putting in an addition in order to keep the same footprint but increase the number of kayaks that can be stored there (11 requests outstanding; oldest is April 2014). Target for completion is spring 2016.
- Question was raised about storage for paddleboards; Marina Committee was asked to investigate & recommend options at the next condo meeting

B. Pool Committee (Lynn Maichle for Tina Ligon)

- Presented the 3 proposals and the bid comparison for M.Patterson (\$35,865), Empire (\$47,225) & North Arundel (\$35,310-not itemized)
- Due to the variation between the first two bids, L. Birch suggested that we ask T.Sullivan to review the bids, contact the bidders and find out why the variation is so great. Sullivan had no experience working with any of the vendors, but once he's done that, the Board will ask him for his recommendation so the Board can vote to select a vendor.
- Before that can happen, we'll need to send Sullivan the task list and ask him to estimate the # of hours for each of the 6 key tasks; then we'll ask MMG to finalize a contract for his services. Initial estimate was \$2800; may vary with the extra work.
- **ACTION**: L.Maichle will send the task list and ask for his estimate. (done)
- **ACTION**: MMG will prepare & negotiate a contract for his services ASAP.
- Other pending decisions:
 - Sullivan recommended D.Wallace to assess pool beam repair work
 - Quartz or Corian countertops; use existing sinks or get integrated sinks
 - Where to place the gate: in current doorway or at top of stairs
 - Clarify pros & cons of the 2 window options
- Once the previous actions are completed, the Board will vote on the pool contract

C. Architecture Committee (Linda Bolling)

- Question was asked about the color of the paint on the front doors; this is available in the Architectural Guidelines on the website, including the specific label with the paint formula
- L.Bolling mentioned that some owners are buying a gallon the paint and sharing with neighbors
- Question was raised about the composition of the Architecture Committee and who the current Chair is; L. Bolling is acting Chair (her name appears on the website) until we have more volunteers
- Asked for volunteers from the attendees; none received

D. Landscaping Committee (Deborah Birch)

- Outline was presented of the tree replacements and the landscaping work done in each building area

- Irrigation has been turned off for the year; Highlands will begin clearing leaves from the grounds soon
- Question was asked about the outside hose faucets; they have not been turned off yet but at least 1 (between bldg 15-16) was not working last week. **ACTION:** MMG will verify that all faucets are still in working order. When they are turned off, hoses will be stored in the basement storage rooms. [WO submitted]
- The Committee will prepare a proposal within 2 weeks for landscaping the area damaged by the car crash

4. MMG Operations Report (Natalie Collier)

A. Underwater Marina Study

- We finally have 3 proposals (Marina Solutions-\$10,000, Marina Technologies=\$43,900, Baylands-\$7,300) based on the scope of work developed by the Marina Committee over the summer; MMG has done a comparison
- **ACTION:** L.Maichle will send all documents to the Dockmaster for assessment; recommendation requested from the Committee before the next condo meeting [DONE]

B. Front Gate Replacement Project

- MMG presented the comparison and 3 proposals from All Around Fence & Deck (\$39,820), Fence & Deck Connection (38,101), Long Fence (34,818)
- Question was raised about steel vs aluminum: the main drawback of steel was that it tends to rust (however the steel will be coated to prevent that; MMG mentioned that another community had selected aluminum because it was more lightweight, however it had to be replaced within 3-4 years because the bars were so light they could be pried apart. Decision was made to go with steel.
- Gate software will still be managed by Door King, but the missing residents' info will be added; new clickers will be required. **ACTION:** asked MMG to investigate changing the general access code.
- **MOTION:** was made by L.Birch to select Fence & Deck Connection; Second: P. Meredith, Vote was unanimous

C. Chimney Inspection & Cleaning

- The first round of work was conducted August 17; Airtek is scheduled to come out again this week
- Recommended frequency of inspections is every 2 years; and cleaning if required

D. Landscaping Timbers – Powerwashing

- Mid-Atlantic started the work on 11/2 and will complete on 11/3
- **ACTION:** E.Simmers will walk around with the contractor and John Schaake on Thursday to evaluate the work, and determine if any other timbers need to be replaced as a result of the power-washing
- Initial feedback on the cleaned timbers from attendees at the meeting was positive

E. Landscaping Timbers - Replacement

- Lawn Wrangler is scheduled to come out on 11/9 to replace the timbers identified during the previous walkthrough
 - Will add any new timbers identified on Thursday
- F. Awning/Deck Closet Door Review
- MMG will send out a notice regarding the planned review on 11/16 of the remaining 3rd floor awnings as well as all deck closet doors; 7 awnings were reviewed by Hawk several weeks ago; remaining 21 awnings pending
 - Work will be scheduled as needed based on the results of the reviews
- G. Unit Deck Cleaning
- Second notices have been sent for those decks due for cleaning this year
 - MMG has requested plats from the City to evaluate responsibility for cleaning deck posts & beams
 - Multiple attempts have been made by MMG to contact Encore and have them remedy the 3 top floor decks that are turning green and where the sealant has apparently failed
 - **MOTION**: L.Bolling made a motion to have Mid-Atlantic clean these decks now, and seal them properly next spring; bill will be sent to Encore. Second: L.Birch; Vote was unanimous
- H. Termite Extermination
- MMG is soliciting bids for this work now; Weir & Blades of Green bids were received so far and a 3rd bid was requested from Johnson
 - Target date for the work is mid-December
 - **ACTION**: MMG will prepare the bids & comparison so Board can vote at the next meeting
- I. Foundation/Water Runoff Review
- Board has contracted with D.Wallace to evaluate the issues at building 8 and other areas and develop recommendations for resolving
 - He needs the plats for the community; MMG has requested these from the City; J.Schaake may have the necessary documents; if so, MMG will make copies for our files
 - **ACTION**: Requested that MMG have the sandbags and the metal piece removed from the stairwell down to the storage area
- J. Gutter & Downspout Cleaning
- MMG has requested bids from 3 contractors; will need to supervise this work because feedback from unit owners is that all gutters and downspouts were NOT cleaned last time
 - Due to the heavy tree cover, we're planning to do this cleaning twice rather than once: during the 2nd week in December, and late March/early April. **ACTION**: MMG will check into the feasibility of gutter guards and obtain quotes
 - Need to ensure that all drains are functioning correctly; unclear if they have ever been checked or cleared. **ACTION**: MMG to request feedback from Wallace on the need/process.
- K. Cleaning

- Leaf Blower: battery-operated leaf blower will be left in the clubhouse for use on the tennis courts
 - Clubhouse Cleaning: MMG will update the scope of work so that the monthly clubhouse cleaning occurs the week before the condo meetings (done)
- L. Work Order Reports
- Reports were received 11/3
 - **ACTION:** L.Maichle will review & send comments/questions
- M. Boucher Tree Removal
- The trees overhanging the fence onto neighbor properties on Boucher have been removed, however the contractor did not remove the branches or the stumps
 - **ACTION:** E.Simmers will verify on Thursday and if work is not complete, will have the contractor complete it before they are paid

5. Unfinished Business

A. Parking

- There are only 2 units that have not had parking stickers & guest tags assigned; paperwork was given to MMG for 1 of them last night requesting they be assigned and brought out on Thursday. Owner of the remaining unit is acquiring a final document.

B. Hawkins Cove Update

- There was a public meeting on 9/30 for the Restoration of the Spa Creek Watershed; next 2 phases are a planting project in Spa Cove (Spring 2016) and ravine repair (Fall 2016)
- In the meantime there is a Hawkins Cove Fall Plant-a-thon planned for 11/14 at 9:30 am at the Rosalie E. Mitchell Community Center, 1014 President Street. Anyone who would like to volunteer is encouraged to sign up at www.surveymonkey.com/r/JDZ67FV or contact Manon Schladen for more information (mmschladen@gmail.com) per the eblast sent to all residents last week

C. Shearwater MARK

- Committee Chairs and all other contributors are asked to send in their information by Sunday 11/15 to M.Sparer so she can send out the next issue before Thanksgiving

D. Tennis Courts

- A work order was submitted to MMG for the re-appearing and new cracks in the tennis court surface, as well as a divot
- M.Sparer requested a leaf blower (preferably cordless) that players can use to clean off the courts before games; MMG has a cordless blower that they will leave in the racquetball court for that purpose (it just has to be plugged in to charge it between uses)

E. Bicycles

- There are 3 bicycles that have no identification; J.Prince will put a notice on them asking that owners put ID tags on the bikes
- Invoices will be sent out for all bicycles stored in the racquetball court

F. Shearwater Transformation Project (previously called the Risk Assessment)

- The goal of this project is to gather independent feedback from a number of areas about what aspects of Shearwater are positive, which are negative, and suggestions for improvement. It includes reviewing neighboring communities (e.g. The Point, Severn House, Chesapeake Harbor) for comparison.
- There are 4 independent aspects of this project underway: E.Petterson has gathered a team of 5 residents, 1 realtor has provided feedback, another realtor has gathered input from several colleagues, and each Board member will provide input.
- **ACTION**: The feedback is due the weekend of November 7-8, and all items will be consolidated into a single document organized by area (e.g. building/structural, lighting, parking lot, grounds, marina, pool and other amenities, etc). The consolidated information will be distributed to all contributors.
- **ACTION**: The Board will evaluate the feedback, identify frequency/severity/cost, and assess priorities for near, medium and longer term projects.

6. New Business

- Condo Meeting Schedule: schedule through the end of 2016 is posted on the notice boards
- 2016-17 Budget: need a draft by January; MMG has started the process
- Parking Lot Rehab Project: initial outline of the project is drafted. So far 3 decisions are needed:
 - Determine if we keep the parking bumpers in all or some areas (per MMG other communities are no longer using them)
 - If we keep them, determine whether it's necessary to paint either "Resident" or "Guest" on the bumpers
 - Determine whether to paint "Guest" only on the openings of those spaces
- Electrical Rooms: MMG contacted BG&E who said that they do not lock the doors to those rooms, however some of the rooms are locked which creates access problems for contractors or during emergencies. NOTE: Work order submitted 11/4 to unlock all doors & replace them if necessary with un-lockable door knobs.
- Shearwater Website Information: we've been unable to change the contact information (e.g. Brodie's physical address) on the Shearwater website; MMG will be able to change it NOTE: WORK ORDER SUBMITTED 11/4
- On-site Manager Study: suggestion has been made to evaluate the feasibility of hiring an on-site manager at Shearwater to handle minor maintenance tasks and oversee contractual work
 - include a financial analysis (potential savings, salary/benefits options, etc.)
 - contact The Point for a job description & experience requirements
 - **ACTION**: MMG will send examples from other communities

MOTION: by J.Schaake to form a committee to conduct the evaluation; Second: L.Birch, Vote was unanimous.

7. Adjournment: motion was made to adjourn the meeting at 9:18 pm

MOTION: by P.Meredith, Second by L.Bolling, Vote was unanimous

VOTES TAKEN BY EMAIL AFTER THE SEPTEMBER MEETING:

10/2/15: Propose the 3 By-Law Amendments to revise voting and quorum percentages to be consistent with Maryland Condo Law:

Motion by P.Meredith, Second: L.Birch, Yay: J.Schaake, M.Cummins, L Bolling.

10/3/15: Approve the minutes from the 9/22 condo meeting:

Motion: M.Cummins, Second: L.Birch, Yay: J.Schaake, L.Bolling, P. Meredith

10/5/15: Accept Mid-Atlantic's proposal to power-wash all timbers in Shearwater:

Motion: J.Schaake, Second: P.Meredith, Yay: L.Bolling, L.Birch, M.Cummins

10/6/15: Accept Lawn Wrangler's proposal to replace specific landscaping timbers:

Motion: L.Birch, Second: P.Meredith, Yay: M.Cummins, L.Bolling, J.Schaake

10/23: Accept D.Wallace's bid to assess and develop recommendations for Building 8 runoff and other foundation issues:

Motion: L.Birch, Second: L.Bolling, Yay: M.Cummins, P.Meredith, J.Schaake