

**Shearwater Condo Meeting Minutes**  
**Tuesday, December 1, 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  
Tina Ligon – Pool Chair  
Linda Bolling – Architecture Chair

**Residents:**

Eric Petterson (1B3)  
Scott Ligon (3A)  
Sharon Hobson (15A)

Pam Mantica (4A3)  
Mary Irace (11A3)

**MEETING MINUTES:**

1. **Call to Order:** meeting was called to order at 7:05 pm
  
2. **Reports of Officers**
  - A. President's Report (Lynn Maichle)
    - Gate Replacement: contract is signed with Fence & Deck Connection; parts have been ordered and should be delivered on or before 12/20. Depending on the timing of the delivery, work may be scheduled immediately after the first of January.
  - B. Treasurer's Report (Larry Birch)
    - Overall, expenditures are expenditures are right on track; overages on a few line items are related to timing, and maintenance expenditures still require close monitoring. Guest revenue for the marina is higher than anticipated, and the shortfall in regular marina revenue is due to the fact that invoices will not be issued until January
    - We are still waiting for the FY2015 audit; accountant still asking for further info.
    - Marina Invoicing Proposal: the proposal for clarifying & streamlining the collection of Shearwater Marina fees includes 3 steps: (1) pre-invoicing confirmation of intent to use the marina during the coming year; (2) preparation & delivery of accurate invoices to the appropriate unit owners; and (3) accurate processing of changes & guest usage. Once the process is in place, late fees and/or processing fees may be applied if payments are not sent in after appropriate notification.

- **ACTION:** some prospective buyers are being told (erroneously) that a slip or kayak space conveys with a unit. MMG will ensure all involved realtors are advised NOT to give inaccurate information.

### 3. Committee Reports

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

- The voting for the Up the Creek Award for the Holiday Boat Parade will be changed from 1 vote per unit to 1 vote per person (including guests). David will be out of town, so Pam Mantica has agreed to collect the votes.
- Need to develop a design for replacing the current kayak rack with greater capacity in the same footprint rather than putting in an addition. We have 36 kayaks currently + 12 requests outstanding (oldest is April 2014). Target for completion is spring 2016.
- **ACTION:** MMG will ask T.Sullivan for an estimate for developing a design that maximizes the capacity in the same footprint.
- Request was made to review the final design with next door neighbors
- Will need to install additional emergency ladders and possibly replace a few of the existing ladders in the spring (current have 7 metal and 7 wood ladders); this would be a reserve fund expense. The Marina Committee will provide a scope in the spring.
- **PENDING FROM LAST MEETING:** Marina Committee was asked to investigate & recommend options at the next condo meeting

#### B. Pool Committee (Tina Ligon)

- Tobias Sullivan (architect) will be overseeing this project; Mike Patterson is the contractor. **ACTION:** MMG to contact Sullivan & Patterson and obtain copy of signed contract.
- Work to start as soon as MMG has the signed contract; Sullivan will request a work schedule when the parts are ordered
- Hours and responsibilities for the pool management contract have been clarified (will be 11:00-7:00 M-F and 11:00-8:00 S/S). Remaining points including proposed price increase have been forwarded to MMG for final negotiations
- Tina Ligon presented the options for new pool furniture; this will be a reserve expense as long as it is done as part of the pool building refurbishment
- **MOTION:** from M.Cummins to purchase the Sundance Classic Sling furniture with white frame and blue sling; Second: L.Bolling; Vote was unanimous.
- **PENDING:** discussion of the possibility of making the pool deck available after hours for parties; requires investigation into liability/insurance/guidelines.

#### C. Architecture Committee (Linda Bolling)

- (No report)

#### D. Landscaping Committee (Deborah Birch)

- (No report)
- **PENDING FROM LAST MEETING** proposal for landscaping the area damaged by the car crash

#### 4. MMG Operations Report (Erica Simmers)

##### A. Foundation/Water Runoff Study in Building 8

- We have received the recommendation from D.Wallace; has been sent out to 3 contractors for bid

##### B. Underwater Marina Study

- The Marina Committee reviewed the 3 proposals and recommended Marina Solutions
- **MOTION:** by L.Bolling to accept the Marina Solutions bid; Second by M.Cummins; Vote was unanimous
- **ACTION:** MMG was asked to get references for Marine Solutions, and a schedule & milestones when available. D.Densmore requested that they include a presentation of the results to the Board (not just a written report)
- The inspection will take place when the weather warms up in the spring.

##### C. Preventive Maintenance

- Awnings & Deck Closets: the first round of inspections took place on 11/16 but the maintenance staff was only able to access 40% of the units. A few owners thought the review was of the basement storage locker doors. Another letter has been sent to unit owners who were not home regarding the next round of inspections on 12/8. Repair or replacement work will be scheduled as needed based on the results of the reviews.
- Chimneys: First & second notices were sent; 19 units are still to be completed.

##### D. Unit Deck Cleaning

- 28 decks have still not been cleaned by the owners or scheduled via MMG; since when decks are not cleaned, they tend to deteriorate more quickly. If owners still do not make their decks accessible for this work, the Board will consider transferring responsibility for cleaning and/or replacement to the unit owner
- **ACTION:** MMG will specify criteria for the remaining work; weather is now a factor.

##### E. Gate Replacement

- Gate replacement will be done by Fence & Deck Connection, but the software will still be managed by Door King, but the missing residents' info will be added; new clickers will be required.
- **ACTION PENDING FROM LAST MEETING:** asked MMG to investigate changing the general access code.
- **ACTION:** MMG will investigate the feasibility of installing a button inside both gates to allow pedestrians to exit the community

##### F. Landscaping Timbers – Powerwashing

- Areas that were not power-washed: timbers behind the dumpsters and the steps/walls down to the terrace units that do not lead to the marina.
- Even though the latter are specific to those units and therefore a unit owner responsibility, and some unit owners had already completed the cleaning, the intent this time was to clean all timbers in the community as a baseline. It seems that was not clear. Another complication is that some of the stairways and walls have decorations, etc. that make power-washing more difficult.

- **ACTION**: MMG will come back with a proposal for cleaning the remaining terrace timbers.

#### G. Landscaping Timbers - Replacement

- Follow-up review identified additional timbers and steps that should be replaced; total for group A is \$5,300 and for group B is \$1,200 for a total of \$6,500.
- **MOTION**: made by L.Birch to update the Lawn Wrangler contract to include the additional timbers in both groups IF the quantities & locations of all timbers to be replaced are clearly identified; also giving MMG the latitude to approve additional replacements as and if identified up to a cap of \$10,000 (confidential); Second: L.Bolling; Vote was unanimous.
- **ACTION**: MMG to request that Lawn Wrangler supply the additional information prior to signing a contract addendum. as positive

#### H. Termite Extermination

- MMG has proposals from Weir Pest & Blades of Green, and is expecting a third from Johnson Metro.
- **ACTION**: MMG will prepare the bids & comparison so Board can vote at the January meeting

#### I. Front Entrance/Sign

- Allstate has responded that the owner of the vehicle that crashed into our front sign and fence was not liable since he had not given permission to the perpetrator to drive the car
- **ACTION**: MMG will ask S.Arthur to send a letter disputing this response citing gross negligence.

#### J. Gutter & Downspout Cleaning

- MMG received proposals from Airtek Solutions, Croghan Enterprises and Mid-Atlantic to clean all gutters and downspouts in all Shearwater buildings. A second cleaning will be scheduled early next year for specific buildings surrounded by tall trees (e.g. 7/8, possibly 5/6)
- **MOTION**: L.Birch moved to accept Croghan's bid predicated on MMG's clarifying the work to be done (see Action); Second: P.Meredith.; Vote was unanimous
- **ACTION**: MMG will ensure that the contract includes:
  - Cleaning of all gutters by hand
  - Flushing all downspouts
  - Cleaning out the drains if necessary (TBD)
  - Taking before & after photos of the gutters in all buildings
  - Completing minor repairs on the spot (e.g. securing gutters & downspouts to the building)
  - Reporting other recommended repairs to MMG with photos to illustrate

## 5. Unfinished Business

### A. Shearwater Transformation Project

- Goal of this project is to identify the positive and negative aspects of the Shearwater buildings, grounds, lighting, etc., compare them with The Point and Severn House, and prioritize the improvement projects for next year.
  - Input has been received from E.Petterson's resident task force (R.Faulkner, S.Ligon, B.Hollern, J.Lewis, C.Baker), F.Bolling's realtor group (6 realtors), and Board members
  - L.Maichle distributed to the Board a proposed outline for all input
  - Question: how do we get input from other owners? [TBD]
  - **ACTION:** Board members to provide feedback on the outline by Thursday
  - **ACTION:** After the feedback has been consolidated, the Board will evaluate, identify priorities and cost, and decide on scheduling for near, medium and longer term projects
- B. Snow Removal Contract
- **ACTION:** L.Bolling, M.Cummins & L.Maichle are finalizing the SOW to correct issues from last year and will forward to MMG when complete
  - **ACTION:** MMG will negotiate the updates to the contract with Highlands
- C. Parking in December
- **ACTION:** MMG will send out an email to remind all residents about parking for residents (only in spaces marked "Resident") and for guests (only in spaces marked "Guest"), and about not parking in fire lanes or the roadway. [DONE]
- D. Parking Area Refurbishment
- M.Cummins & L.Maichle have outlined a SOW for the parking area, including repairing sections damaged by tree roots, re-sealing the entire parking lot, painting only "Guest" spaces rather than both "Guest" and "Resident" spaces, and replacing the parking bumpers (either all round or octagonal)
  - Will investigate the possibility of removing superfluous signs around the community
  - **ACTION:** When the SOW is completed, it will be forwarded to MMG to send out for bids
- E. Proposed Parking Rules & Regulations Changes
- The proposed changes include changing the references from "parking permit" to "parking sticker", including both pieces of required identification for resident vehicles, limiting guest vehicles to 7 days in a given month, indicating that in case of special circumstances a resident may submit an application to MMG for a temporary permit (guidelines for approval to be provided by the Board), and noting that no vehicle can extend beyond the parking space lines or block the sidewalks or roadway
  - **ACTION:** when the R&R section is updated, it will be sent out to unit owners with a notice that a feedback discussion will be planned for the January 26 condo meeting, prior to the Board vote.
- F. Board Vacancy
- There is an open position on the Shearwater Board of Directors; an email will be sent out to all unit owners asking people who are interested to contact MMG

## 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

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

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

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**VOTES TAKEN BY EMAIL AFTER THE OCTOBER MEETING (HELD 11/3/15):**

11/5/15: Accept Tobias Sullivan's proposal of 20-25 hours (\$2300-2850) to manage the pool rehab project:

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

11/8/15: Accept the minutes from the 11/3/15 condo meeting:

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

11/14/15: Accept proposal from M.Patterson for the pool rehab project:

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