

Shearwater Condo Meeting Minutes

Tuesday, February 20, 2016 at 7:00 pm

Board:

Lynn Maichle – President
Linda Bolling – Vice President
Larry Birch – Treasurer

Maryan Cummins – Director
John Schaake - Director
Phil Meredith - Director
Eric Petterson – Director

MMG & Committees:

Natalie Collier – MMG
Erica Simmers - MMG

David Densmore – Dockmaster
Tina Ligon – Pool Chair

Residents:

Scott Ligon (3A)
Linda Pierce (5A1)
Rainette Bannon (4A2)
Linda Lawrence (1A1)

Pam Mantica (4B3)
Lee Hobson (15A)
Sharon Hobson (15A)
Mary Irace (11A3)

SPECIAL SESSION:

1. Natalie Collier (MMG) reviewed the three (3) By-Law Amendments that were voted on for this session, all of which were recommended by the Shearwater attorney, Sara Arthur, in order to be consistent with changes in the Maryland Condo Law:
 - a. Change the percentage needed to approve an amendment to the By-Laws from 75% to 66-2/3%
 - b. Change the quorum required for the annual meeting from 51% to 25%
 - c. Make it mandatory for each unit owner to have HO6 insurance, and forward proof of this insurance yearly to the management company
2. The results of the vote were:
 - a. By-Law amendment approval percentage change: 80.563% (APPROVED)
 - b. Quorum percentage change: 76.733% (APPROVED)
 - c. HO6 requirement: 74.951% (APPROVED – SEE POINT 3 BELOW)
3. L. Lawrence indicated her understanding that the HO6 requirement would pass as long as at least 51 of the unit owners were in favor; N. Collier will verify. [UPDATE: MMG received confirmation from the association’s attorney that the percentage required by Maryland Law to approve the HO6 amendment is 51%; therefore this amendment passed as well.]
4. Special Session was adjourned at 7:09 pm.

MEETING MINUTES:

1. **Call to Order:** meeting was called to order at 7:10 pm
 - A. Sad announcement: Susie Sherwood in 4A1 passed away this morning; condolences to her husband Frank and their family.
 - B. Introduction of our new Board member: Eric Petterson has joined the Board; Eric and his wife Carleen have lived here since 1998, and Eric was the previous Dockmaster. Prior to moving to Shearwater, he was president of his condominium Board in New Jersey. WELCOME, ERIC!

2. Reports of Officers

A. President's Report (Lynn Maichle)

i. Gate replacement:

- The gate installation is in progress; due to the rain it will likely not be completed until the end of the week. MMG will test a representative group of unit codes & transponders.
- Two notices have been sent out via eblast about how the transponders, unit codes and directory lookup will function, and the additional access codes that have been assigned to emergency services, community-wide contractors (e.g. trash company, janitorial service, etc.), delivery services (mail, newspaper, UPS, FedEx). Another shorter notice will be sent out when the gate is operational
- All but 7 transponders have been picked up by residents at one of the two scheduled sessions.
- Residents are asked to send an email to MMG if a situation or unforeseen circumstance arises.
- Chain link along the gate is heavy and unattractive; MMG will work with Fence & Deck Connection on an alternative solution to the liability requirement
- The previous "universal" gate code will still be used to access the Directory, the Marina slip assignments and the reserve study on the website
- Question was asked whether a manual override is feasible; L.Birch is aware of the process for manually opening the gate.

ii. Transformation Study:

- Lynn outlined the process, the participants and the results of the 2-month transformation evaluation that was conducted with participation from a committee of residents, a number of real estate professionals in Annapolis, and the Board
- The recommended parking lot repair, resealing & painting is underway; alternatives for replacing the mailboxes are being researched. Other project priorities, budget and scheduling are being reviewed. Volunteers will be requested as these projects develop.

iii. Parking Area Refurbishment (Maryan Cummins)

- The scope of work was completed & includes repairing broken sections of the parking area, resealing the entire parking area, repainting curbs & lines, and painting "GUEST" only on the pavement at the opening of those areas.
- Note: there was a discussion about the parking stops, which resulted in a decision to use concrete (not heavy-duty plastic) parking stops.

- MMG conducted a pre-bid walkthrough last week and bids were requested by 3/2
- **ACTION:** MMG will prepare a comparison and send it to the BOD for a vote
- Work will be scheduled when the weather warms up; MMG will send out a notice to all residents re phasing of the work and parking.

B. Treasurer's Report (Larry Birch)

- The 2/23/16 Treasurer's report was reviewed and adopted.
- A working session will be scheduled in the next 2 weeks to (a) finalize the draft of the 2016-17 budget, and (b) discuss the schedule for reimbursing the Reserve Fund for last year's overage
- The audit report was completed and signed, and the tax return was signed; awaiting copies

3. Committee Reports

a. Dockmaster Report (David Densmore)

- No report

b. Pool Committee (Tina Ligon)

- Work on refurbishment of the pool buildings is nearly complete; the only item pending is installation of the metal gate at the head of the stairs down to the pool, and removal of the outside door (should be completed by Friday)
- Anchor Aquatics contract has been signed for this year's pool service.
- Tina asked for a volunteer to help organize the Memorial Day Opening Party, since she & Scott will still be in Florida

c. Landscaping Committee (Deborah Birch)

- No report

d. Architecture Committee (Linda Bolling)

- No report

"For more detailed information about Shearwater's finances and committee activities, please click this link <http://www.shearwatercondos.com/committeereports.html>."

4. MMG Operations Report (N.Collier)

a. Irrigation Contract:

- MMG recommends renewal of the Terra Nova contract at a minimal increase in price
- **MOTION** to accept: L.Bolling; Second: L.Birch; Vote: unanimous
- Still pending: schematic of the irrigation system (posts, pipes, systems, valves) requested multiple times over the past two years; not received. **ACTION:** MMG will follow up with Terra Nova

b. Building 8 Drainage Project:

- AMG was approved to correct the foundation problem with oversight by T.Sullivan
- Work will begin as soon as the weather warms up

- M. Irace raised a question about drainage around bldg 11; this was reviewed several months ago and was determined to be further away from the building and due either to the excessive rain or an irrigation pipe leak. She was asked to send in a work order and MMG will investigate.
- c. Underwater Marina Study:
- Marina Solutions was approved to conduct this study; L. Birch emphasized the need for them to give detailed time and budget estimates for needed work
 - Work will likely be done in April
- d. Deck Utility Closet Review:
- MMG has sent 3 notices sent to date, but there are still people (3rd floor units) who have not been able to schedule access; lower level units can be accessed via a ladder
 - MMG will send 1 more notice in the early spring; if unit owners can't provide access during the requested times, they must contact MMG to make other arrangements. After this iteration, no more notices will be sent until next year.
- e. Awning Inspections:
- Similar situation to the Deck Utility Closet Review; approximately 1/3 of the 3rd floor residents have not had their awnings inspected despite multiple notices re scheduling access
 - plan is to schedule 2 more windows for a final cycle of inspections; the next inspection cycle will be in 2017.
 - Anyone cannot schedule access during this cycle will be responsible for arranging and paying for any awning repair issues that come up before the next inspection cycle.
 - After this next cycle, MMG will put together a scope of work for all identified awning work
 - Next step will be to schedule a pre-bid meeting with appropriate contractors & request bids. Work would be done when the weather warms up.
- f. Chimney Inspections/Cleaning:
- There are 19 chimneys that have not yet been inspected; MMG will follow up on the rest
- g. Deck Cleaning:
- 28 remain to be power-washed and sealed; MMG will follow up when weather permits
 - Need to determine how to proceed with terrace units that have not been cleaned
- h. Timber Replacement:
- Two areas have been identified for additional replacements: racquetball building stairs, and timbers near building 5.
 - Will be scheduled with the contractor
- i. Timber Cleaning Status:
- Contractor has been advised that their payment will be held until they have completed work on the areas missed
- j. Marina Billing Process:
- D. Densmore and L. Birch have worked out this process, and it's now in place.
- k. Landscaping Pre-Bid Walkthrough:

- MMG and D. Birch met with AMG, Lawn Wrangler and Level Green on 2/17; Highlands and Ray's Landscaping did not attend.
 - Bids/proposals are due 3/2
 - **ACTION:** MMG will prepare the comparison for BOD review and vote.
- l. Parking Area Pre-Bid Walkthrough:
- MMG met with Chamberlain and ACMC on 2/17; will send out a map indicating areas needing repair. Will try to schedule a second pre-bid meeting for the remaining 3 contractors.
 - For specific SOW points, see summary above. Goal is to schedule the work in the spring.
- m. Extermination:
- **ACTION:** L. Bolling will contact Johnson as an additional contractor to invite to a pre-bid meeting
 - **ACTION:** MMG will ensure that the next contract specifies that ALL buildings have to be checked, and a full report is required (listing all areas checked, what issues were found, what treatment(s) were done, any additional work/steps suggested)
- n. Gutter Cleaning Project:
- Contractor has been advised that payment is being withheld until they submit a complete report of buildings cleaned, any issues noted, minor repairs conducted, any major repairs identified (or specifying that NO major repairs were required), what additional cleaning is recommended. **ACTION:** is there a due date for the report?
- o. Committee Charters:
- MMG has provided recommended charters be established for each committee, based on the committee procedures (where they exist); samples of committee charters were used in creating the initial drafts
 - Charters will be reviewed/adjusted with each committee over the next two months.
- p. Comcast Update:
- Comcast has finally deleted the 94th unit from the bill; they have been overbilling us since the contract was originally established but no one noticed.
 - We have requested a credit, but it's unlikely Comcast will agree.

5. Unfinished Business (none)

6. New Business

- a. R. Bannon mentioned a depression in the sidewalk by building 4; MMG will ask their maintenance person to take a look.
- b. New Welcome Committee:
- J. Watts suggested that we set up a Welcoming Committee at Shearwater and asked for volunteers; L. Birch volunteered to participate
 - As soon as the New Residents Handbook is drafted, several new owners & tenants have volunteered to read it and provide feedback

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

VOTES TAKEN BY EMAIL AFTER THE NOVEMBER MEETING (HELD 12/1):

(Note: there is no meeting scheduled in December, and the January meeting was cancelled due to a snowstorm)

12/6/15: **MOTION** by J.Schaake to approve the 12/1 condo meeting minutes; Second: P.Meredith, Aye: L.Bolling, M.Cummins, L.Birch. Minutes have been posted to the website.

1/13/16: **MOTION** by P. Meredith to nominate Eric Petterson to fill the vacancy on the Board until the next annual meeting; Second: L.Birch; Aye: L.Bolling, M. Cummins, J.Schaake.

1/28/16: **MOTION** by L. Birch to accept AMG's proposal to carry out the work recommended by D.Wallace to correct the Building 8 foundation problem; Second: J.Schaake, Aye: E. Petterson, P.Meredith, L.Bolling, M.Cummins.

1/29/16: **MOTION** by P. Meredith to accept the Fence & Deck Connection proposal to install a gate at the top of the pool stairs; Second: M.Cummins; Aye: L.Bolling, J.Schaake, L.Birch, E. Petterson.