

## Shearwater Condo Meeting Minutes

Tuesday, April 26, 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 – Property Mgr, MMG

David Densmore – Dockmaster

### **Residents:**

Linda Lawrence (1B1)  
Carol Schaake (1A3)  
Rainette Bannon (4A2)  
Skip Smith (5B1)  
Gerri Smith (5B1)  
Bill Van Evans (1A)  
Deborah Birch (9A)  
Cordelia Richards (11A2)  
Sharon Hobson (15A)  
Connie Cadwell (16A1)  
Milton McMahon (1A1)

Pam Mantica (4A3)  
Sharon McInnis (2A1)  
Kathleen McInnis (2A1)  
Barbara Britt (4A)  
Theresa Wellman (6B1)  
Jonathan Lewis (7B3)  
Yvonne Lewis (7B3)  
Mary Irace (11A3)  
Lois McGovern (15A2)  
Mike Hall (8A3)  
Cheri Hall (8A3)

### **ANNUAL MEETING MINUTES:**

1. **Call to Order:** Annual Meeting was called to order by L. Maichle at 7:10 pm
2. **Roll Call & Certification of Proxies:**
  - Quorum was reached (51.401%)
  - All 3 of the By-Law Amendments proposed for the February meeting were passed by the Unit Owners and recorded with the State:
    - 25% quorum: passed with 76.733%
    - HO6 requirement: passed with 74.051% (51% required per MD law)
    - 66-2/3% requirement to amend the By-Laws: passed with 80.563%
3. **Proof of Notice of Meeting**
  - 3/25/16: first notice of meeting mailed with the proposed FY2016-2017 budget
  - 4/11/16: second notice of meeting mailed with ballot for the Board of Directors
  - 4/18/16: notice sent to correct the number of positions open from three (3) to four (4)
4. **Introduction of Candidates**
  - 3 incumbent candidates introduced themselves: M.Cummins, P.Meredith, E.Petterson

- 1 write-in candidate declined: D.Birch
  - Call for Nominations from the floor: no nominations
5. **Election of Board Members:** the 3 incumbents were voted into office
  6. **Minutes of 2015 Annual Meeting:** were approved on 2 June 12015
  7. **Open Forum:**
    - L.Maichle requested that questions/comments be held until the end of each presentation and be limited to 3 mins.
  8. **Annual Meeting Adjourned:** at 7:55 pm

### CONDO MEETING MINUTES:

1. **Call to Order:** Meeting was called to order at 8:00 pm
  - Minutes: minutes from the 23 Feb 2016 meeting were approved on 3/10/16
  - L.Maichle requested that questions/comments be raised at the end of each presentation and be limited to 3 mins.
2. **Reports of Officers**
  - a) President's Report (L Maichle)
    - Overall Project Status Update
      - L.Maichle handed out an update on projects completed in FY2015-16, currently in progress, and to be investigated going forward (pending community participation)
      - Any questions on this list will be discussed at the May meeting
    - New Website:
      - asked who had seen the new website; only 3 people have looked
      - L.Maichle asked other attendees to review the changes made and send comments
    - New Resident Handbook:
      - Thank you to all 'new residents' who sent comments: Eric Petterson, Theresa Wellman, Lee & Sharon Hobson, Mike & Cheri Hall
      - Handbook will be posted on the website.
      - Handbook will be updated quarterly or as needed depending on additional comments received
    - FY2015-16 Project Update (HANDOUT)
      - L.Maichle handed out a list of the projects completed during the current fiscal year (ending 6/30/16) and planned for the next one
    - Transformation Evaluation Update (HANDOUT):
      - This project was first discussed at the May 2015 meeting as the Risk Project, and has been discussed in every condo meeting since then, with requests for volunteers at each meeting
      - L. Maichle reviewed the 20+ participants in the resident committee, a group of realtors and the BOD, the evaluation process noting pros and cons of Shearwater, The Point and Severn House, each person's ranking of the top 10 issues, and the structure of results. This summary is also on the Home page of the website.

- Some of the projects were already underway (e.g. replacing the front gate, parking lot refurbishment, kayak rack redesign); others were identified as urgent & were initiated (e.g. replacing the mailboxes, repair/painting of damaged building siding)
- The potential project list will be also posted on the website; note that most of these projects would be funded by Reserves, not by the operational budget.
- These projects will be discussed at the May meeting; once the key projects are identified, volunteers will be needed to carry them forward – they cannot be done by the Board alone

b) Treasurer's Report (Larry Birch)

- Audit is complete; there were no adverse findings and no major accounting corrections.
- April Budget Status:
  - Condo fee revenues and transfers to the reserve funds are running on target
  - Overall, expenditures are on budget
  - Miscellaneous G&A is over budget; L. Birch suggested requesting a vendor's report for this line item to gain a better understanding of the expenditures.
- Proposed FY 2016-2017 Budget:
  - Service contract expenses and reserve contributions (based on the FY16 Miller Dodson recommendations) have increased, and marina revenues are lower than projected
  - To cover these factors, the proposed budget calls for an increase of 7.31% in condo fees over the current year
  - Note that the increase last year was very low (1.3%), so over the past 2 years, the fee has increased an average of 4.2%, compared to the average increase over the last 10 years of 4.4%
  - Several residents expressed concern that raising annual fees is becoming burdensome, and questioned whether doing a special assessment would be a feasible option for reducing the proposed condo fee.
  - A show of hands of the group present indicated a strong preference to consider a special assessment to cover the reserve funds shortfall from the previous fiscal year. A special assessment would have to be approved by 66-2/3% of the unit owners.
  - L. Lawrence, J. Lewis, B. Van Evans & R. Bannon agreed to look into the options, determine what the special assessment could cover, and the percent it would reduce the proposed condo fees.
  - N. Collier advised that the Board needed to make a motion on the current budget at this meeting; if the investigation into a special assessment indicates that it's feasible, the Board can evaluate doing a budget amendment.
  - **MOTION:** by P.Meredith to accept the proposed budget; seconded by J.Schaake; vote was unanimous.

3. **Committee Reports**

a) Dockmaster Report (David Densmore)

- Kayak Rack: design completed by T.Sullivan; next step is to develop the specs & SOW and ask MMG to obtain bids (permit will be required)
  - Marina Underwater Survey: this long-overdue survey was completed 4/19; report is due by the end of May. Any required work on the bulkhead and pilings would likely be planned 2-4 years in the future.
  - Emergency Ladders: request was approved on 4/12 to purchase 4 replacement and 6 new aluminum ladders; purchase is in progress and installation will be done by MMG.
  - De-icers were removed and water supply recommissioned on 4/4
- b) Pool Committee (Tina Ligon)
- Refurbishment of the pool rest rooms and office has been completed; this reserve expense has been pending for several years, and enabled us to pass inspection this year
  - 2016 Pool Dates & Hours: schedule will be posted on the notice boards and on the pool wall.
  - Pool Opening & Party Schedule: this information will be posted; since she is in Florida until early June and has been on the Pool Committee for 8 years, Tina has requested volunteers to help organize events (e.g. possibly Movie Night by the Pool?), and to take over leadership of the committee.
  - K.McInnis has volunteered to help on the Pool Committee!
- c) Landscaping Committee
- D. Birch has resigned as Landscaping Chair; volunteers are requested to lead and join the committee
- d) Architecture Committee (no report)

#### 4. MMG Operations Report

- a) 5B2 Deck Replacement:
- Due to non-responsiveness of Encore, after questions were answered, the BOD approved MMG's recommendation to accept AMG's bid to replace this deck. The contract will include ETC's specs and design.
- b) Termite Contract:
- Weir's contract bid has been approved for a total community treatment at a reasonable price; work will be scheduled in the next few weeks.
- c) Parking Area Refurbishment:
- Chamberlain's contract bid has been approved; work will be scheduled as soon as possible
  - The parking area will be worked on one-third at a time over a ~3-day period, so that residents can park in the other two-thirds until the repairs, resealing, parking stop replacement and painting are completed
  - N.Collier will be onsite to supervise the work
- d) New Mailboxes:
- The appearance of the mailboxes was identified by the committee of residents, realtors and the Board as the top issue in the Transformation Evaluation.

- Thanks to E. Petterson's investigation, the Board has approved the purchase of new mailboxes from Salisbury Industries with a 20% discount negotiated by MMG; installation will be scheduled once the bid is finalized and approved.
- e) Damaged Storm Drain:
  - MMG is preparing a comparison of bids and a recommendation for Board approval
- f) Gutter Cleaning:
  - Gutters in all buildings was completed last year; however they did not provide a report on what repairs were made in which locations
  - Cost estimate is pending for them to return and clean the gutters in bldgs 7 & 8 due to the heavy tree cover; documentation of all repairs will be required for payment
  - The option of gutter guards was evaluated, but they are not recommended
- g) Building 8 Drainage
  - Work will be conducted by AMG based on D. Wallace specs with oversight by T.Sullivan is scheduled for 5/8
- h) Awning Inspections
  - 3<sup>rd</sup> round of inspections completed; MMG is summarizing repairs/replacements needed in preparation for requesting bids. Estimate completion by the end of May.
  - Any awnings that could not be inspected because of lack of access will have to wait until the next round of inspections either later this year or early 2017.
- i) Deck Utility Closet Door Inspection
  - 3<sup>rd</sup> round of inspections completed; MMG is getting bids on the doors identified as needing to be replaced. ETC's specs will be included in the bid request and the contract.
  - Estimate completion by the end of May
  - Any doors that could not be inspected because of lack of access will be handled the same way as the awnings.
- j) Timber Replacement
  - Lawn Wrangler returned to replace the timbers in front of the racquetball court, but missed a timber at the entrance; N. Collier will contact

## 5. Unfinished Business

- a) Light Bulbs: residents were asked to send in a Work Order if they see a light bulb out, and mark it with a piece of tape or a ribbon if possible, so MMG can replace it during their next weekly site visit.

## 6. New Business

- a) Annapolis Police Presentation: Officer Danette Smikle-Marshall attended the meeting to discuss security concerns in the area
  - Her assessment was that the Shearwater community was quite secure, but that lighting could be improved (one of the top priorities from the Transformation Evaluation)
  - She recommended that residents always lock their cars, put a bar in all sliding glass door tracks, and remain vigilant when in the parking area.

- Another recommendation to consider is installing a CCTV camera near the Mitchell gate; MMG will investigate options.
- She advised residents always to be aware of their surroundings and look for the fastest method of egress; she also mentioned the concern that has been expressed before by L.Birch that there was a lack of easy egress from the lower level of the racquetball court (which is one of the potential improvements suggested for that building).
- If a resident sees anyone who appears to be a trespasser, her recommendation was to always look at their shoes (since they may remove a jacket or shirt to change their appearance, but shoes would remain the same and be identifiable)
- Lighting Task Force: volunteers to participate are P.Mantica, S.Hobson, L.Hobson, L.Birch, J.Schaake
- b) Communication: L Maichle asked residents to suggest what additional options we might consider in addition to the website, newsletter & emails to ensure that unit owners are informed, and bring their suggestions to the May meeting.
- c) May condo meeting: residents who are interested in learning about or assisting with the Transformation Evaluation projects are asked to review the list of projects in the handout and attend the May meeting. Community assistance is needed in order to discuss priorities and investigate feasibility of selected projects.
- d) Irrigation system: will be turned on 5/10.

## 7. Adjournment:

- a) **MOTION** to adjourn was made by P.Meredith; seconded by J.Schaake; vote was unanimous
- b) Meeting was adjourned at 8:58 pm

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## VOTES TAKEN BY EMAIL AFTER THE FEBRUARY MEETING:

3/10/16: **MOTION** by L.Birch to approve the February minutes; Seconded by E. Petterson; vote was unanimous and minutes were posted to the website.

3/26/16: **MOTION** by L.Birch to accept MMG's recommendation to finalize the grounds maintenance contract with Highlands for 3/1/16-12/31/17, with the caveat that they are under MMG's direct supervision, and incorporating a 30-day termination clause if performance standards are not met. Seconded by E.Petterson; vote was unanimous.

4/12/16: **MOTION** by P.Meredith to approve the purchase of 10 emergency ladders for the Marina (4 replacements \_ 6 additions). Seconded by L.Bolling; vote was unanimous.

4/22/16: **MOTION** by E.Petterson to accept MMG's recommendation of the Weir bid for termite control. Seconded by L.Birch; vote was unanimous.

4/23/16: **MOTION** by P.Meredith to accept MMG's recommendation of Chamberlain's bid for parking lot refurbishment. Seconded by M.Cummins; vote was unanimous.

4/26/16: **MOTION** by E.Petterson to accept MMG's recommendation of AMG to replace the 5B2 deck. Seconded by P.Meredith; vote was unanimous.

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**CLOSED MEETING - Election of Officers:**

Meeting was convened at 9:00 pm

- L.Bolling nominated L.Maichle as President; Seconded by E. Petterson; vote was unanimous
- L. Maichle nominated L.Bolling as Vice President; Seconded by E.Petterson; vote was unanimous
- L.Maichle nominated E. Petterson as Secretary; Seconded by L.Bolling; vote was unanimous
- Board needs to investigate appointing a seventh member who is willing to serve as Treasurer, and/or to investigate with MMG obtaining outside services.

Meeting was adjourned at 9:15 pm