

Shearwater Condo Meeting Minutes

Tuesday, 24 May 2016 at 7:00 pm

Board:

Lynn Maichle – President
Linda Bolling – Vice President
Eric Petterson – Secretary

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

MMG & Committees:

Natalie Collier – CEO, MMG

David Densmore – Dockmaster
Tina Ligon – Pool Chair

Residents:

Sharon Hobson (15A)
Karen Van Evans (1A)
Pam Mantica (4B3)
Larry Birch (9A)

Carol Schaake (1A3)
Janine Duckworth 3B3)
Linda Pierce (5A1)

MEETING MINUTES:

1. **Call to Order:** meeting was called to order at 7:05 pm

2. **Reports of Officers**
 - A. **President's Report**
 - Please check out the updated website; there are now 5 icons on the Home page for easier access: Work Order, Weather, Transformation Project Update, New Resident Handbook and the 2016 Pool Schedule
 - The Resources list was missing several entries; this has been corrected

 - B. **Treasurer's Report**
 - Overall Operating Income is running slightly above target (0.6%); unit assessment revenue is right on target, while Marina income is 5.4% below.
 - Overall Expenses are running slightly below target (0.6%), which is much better than last year
 - The main reasons are that even though G&A expenses are running 33.9% above target (due to increases in Property & Flood Insurance premiums, Legal fees, and Misc G&A), General Maintenance is running 17.7% below target, and that's a substantial portion of the expense budget. Utilities & Contract Services expenses are also running 9.8% and 3.9% below budget.
 - Contributions to both the Replacement Reserve and Painting Reserve funds are on target

3. Committee Reports

A. Dockmaster Report (David Densmore)

- Eight new emergency aluminum ladders have been installed around the marina; an additional ladder will be installed this season.
- Proposed increases in the GCE slip fees of \$1.00/foot/year and in the LCE slip fees of 5% per year (slip fees are still well behind recovery costs). No change in kayak or dinghy fees.
 - Marina fees are charged on a calendar year rather than a fiscal year basis.
 - **MOTION:** J.Schaake moved to accept the proposed marina fee increases; Second: P.Meredith. Vote was unanimous.
- Marina committee received the Underwater Study from Marine Solutions on 5/19
 - will meet in June to review the report in more detail
 - estimated cost summary in the report totals \$28,450; Marina Committee feels the total will be substantially higher (~\$100,000)
 - will schedule a walk through with MMG to review, discuss priorities and investigate replace vs repair options
- Received conceptual design for the kayak rack replacement from architect T.Sullivan on 3/21
 - Sullivan agreed to develop final design specs by end June with a target date for project completion in the fall of 2016 and he will also obtain any needed permit(s).
 - The junction box will also have to be moved.
 - The rack will be able to hold both kayaks and paddle boards.

B. Pool Committee (Tina Ligon)

- Pool Opening Day is Saturday, May 28
- T.Ligon is planning a cookout from 1:00-5:00 with hot dogs & brats on the grill; people are invited to come & bring a dish/snack/dessert to pass
- Pool dates and hours are being posted, and are included in the newsletter; volunteers requested to help plan this season's pool events.

4. MMG Operations Report

A. Termite Contract

- Existing issues have been identified to Weir for treatment; they were scheduled on the 21st to measure & layout the bait stations per the contract.

B. Mailbox Replacement (approved 5/19)

- The mailbox units are ordered with the 20% discount; will be delivered to MMG's offices so they can attach the unit number labels (no names) to each mailbox, check the keys and coordinate with the Post Office
- N.Collier will verify that Salisbury will send the labels
- MMG has received 2 out of 3 requested bids for installation; will prepare a comparison and send to the BOD for approval
- MMG forwarded the procedure outline to E.Petterson & L.Maichle for review; estimate 5-6 weeks for completion

C. Gutter Cleaning

- The 2nd gutter cleaning for bldgs 7-8 is scheduled for the week of May 30; a notice will be sent to all residents in that building

D. Third Floor Awnings

- During the 3 inspections of 3rd floor units held over the last 6-7 months (some units were still not accessible), 6 awnings were identified as needing some level of repair or replacement
- Two owners indicating they hadn't received any of the 3 notices that were sent. N.Collier will resend.
- Three bids are expected: Hawk, City and 1 other; most likely recommendation will be Hawk Awning due to past work & responsiveness; awaiting their final price.
- NOTE: there will be a separate cleaning scheduled for the canopies on the front of the 3rd floor landings, and at the pool

E. Deck Closet Doors

- Three inspections were held over the last 6-7 months for all units; some 3rd floor units were still not accessible.
- ETC's original scope was used to request bids from Annapolis on the Level, Finney Contracting, and Asgard Services; bids are due by 5/31

F. Timber Replacement

- Two phases have been completed; N.Collier identified 2 additional timbers on 5/24; L.Bolling will send an email re additional timber(s)

G. Building 8 Water Runoff (approved 1/28)

- AMG's work has been delayed due to the rainy weather; it's scheduled for the week of Wednesday 6/1
- Residents of that building have been notified

H. Parking Area Refurbishment

- Chamberlain is planning to do the repairs to damaged curbs on 6/30 and the parking area work is scheduled to occur in thirds on July 7-8-9. N.Collier is planning to be onsite.
- The repair work to specific areas will occur first, then crackfill, overall sealing, replacing the parking stops, and painting. Sealing requires 24 hours to dry.
- M.Cummins has asked to do a walkthrough with Chamberlain before work begins.

I. Siding Walkthrough

- MMG did a pre-bid walkthrough with several vendors to check the siding in all the buildings and list needed repairs; also looked at the gap between siding & concrete entryways. Siding cannot touch the concrete, but will evaluate inserting a synthetic layer to finish off the gap.
- Expecting bids for the work within 2 weeks, however due to unknowns there will likely be a T&M component.

J. Central Lawn Sinkhole

- Bid comparison was received 5/19 and the recommendation approved by the BOD the same day

- Work will be scheduled by Highlands within the next 2 weeks
- K. Work Order Report
- March Open & Closed Summary report will be posted to the website. MMG will send the next report for review.

5. Unfinished Business

A. Powerwashing

- MMG is evaluating how to coordinate power-washing of decks, vertical beams, walkways to the marina, and terrace level stairs/walls/decks for a consistent appearance throughout the community; some of these are association and some are unit expenses.
- Current plan is to coordinate all these in a single project in the fall of 2017 to minimize confusion and optimize cost.

6. New Business

A. Special Assessment

- At the April condo meeting, a large majority of unit owners present requested via a show of hands that the Board consider a Special Assessment in lieu of a portion of the condo fee increase for FY2017
- A committee volunteered to investigate and make a recommendation to the Board; the volunteers included E. Petterson, L. Lawrence, R. Bannon and B. Van Evans.
- The committee met to discuss the options and recommended that the Board present the following proposal for vote of unit owners:
 - a one-time special assessment of approximately \$1000 per unit be proposed to unit owners, to be used to offset the \$90,213 expense overage incurred during fiscal year 2015 and reimburse the Replacement Reserve Account
 - this assessment would replace the 10-year payback period that was established in the FY2016-17 budget during the Annual Meeting
 - it would reduce the increase in condominium fees scheduled to begin on July 1, 2016 from 7.13% to an estimated 5.66%
 - the assessment amount would be due and payable by June 30, 2017
- According to the Shearwater By-Laws, the special assessment would only be implemented IF two-thirds (66-2/3%) of Shearwater unit owners vote in favor of it.
- **MOTION:** L.Bolling moved to present the Special Assessment proposal to unit owners for their vote; Second: M.Cummings. Vote was unanimous.
- Next step: MMG will put the committee's recommendation into a proposal to be sent in the next few weeks to all unit owners for a formal vote with ballots and proxies at the unit owner's option. The results of the vote will be discussed at the July condo meeting.

B. Transformation Project Review

- L.Maichle reviewed the status of projects that have been completed or are underway.
- A place on the website will be set up for Transformation Committee updates.
- Several other projects are on hold pending volunteers to investigate options.

C. Lighting Committee

- The committee consists of S. Hobson, J. Schaake, L. Birch and T. Wellman; at least one additional volunteer is requested
- S.Hobson did extensive research initially to identify options/recommendations for lighting contractors and designers
- They held initial meetings with contractors to get ballpark costs for building, parking and landscape lights
- The next meeting is scheduled on 5/31 at 7:00 pm.
- Goal is to select a lighting designer by September.

7. **Adjournment: MOTION:** P. Meredith moved to adjourn the meeting; Seconded by E.Petterson. Vote was unanimous. Meeting was adjourned at 9:01 pm

VOTES TAKEN BY EMAIL AFTER THE APRIL MEETING:

4/28/16: **MOTION** by P. Meredith to approve the minutes from the 4/26/16 Annual and Condo Meetings; Second: J.Schaake, Aye: L.Bolling, M.Cummins and E.Petterson. Minutes have been posted to the website.

5/18/16: **MOTION** by P. Meredith to accept Salisbury's bid of \$3,875 (includes a 20% discount) to provide new mailboxes; Second: E. Petterson; Aye: L.Bolling, M. Cummins; J.Schaake.

5/19/16: **MOTION** by P. Meredith to accept Highlands bid of \$6500 to repair the sinkhole & restore the surrounding turf; Second: E.Petterson; L.Bolling, M. Cummins; J.Schaake.