

**Shearwater Condo Meeting Minutes**  
**Tuesday, 24 January, 2017 at 7:00 pm**

**Board:**

Lynn Maichle – President	Maryan Cummins – Director (absent)
Linda Bolling – Vice President (absent)	John Schaake - Director
Eric Petterson – Secretary	Phil Meredith - Director

**MMG & Committees:**

Natalie Collier – Property Mgr, MMG	David Densmore – Dockmaster
	Tina Ligon – Pool Chair (absent)

**Residents:**

David Densmore (13A)	Cheri Hall (8A3)
Sharon Hobson (15A)	Mike Hall (8A3)
Lee Hobson (15A)	Barbara Britt (4A)
Pam Mantica (6A1)	Deborah Birch (9A)

**MEETING MINUTES:**

1. **Call to Order:** meeting was called to order by L.Maichle at 7:02 pm
  
2. **Reports of Officers**
  - A. President's Report
    - Noted that the Transformation projects for the new mailboxes (thanks to Eric) and the new parking area were completed; gate was replaced last summer and now we need a maintenance plan to keep it in good operating order
    - Transformation projects in progress include: lighting replacement, onsite maint/etc. person, grounds maintenance contract
    - Projects that are TBD pending volunteers to work on them: new signage, racquetball building rehab, oyster shell paths grilling area; in any case, will need to do some maintenance repairs to the RB building.
    - Regarding the USPS mail delivery problems: unchanged; we have still been reclassified as an 'auxiliary route, and the supervisor at the local office refused to give any explanation as to why Shearwater was downgraded from a regular route
    - Did not receive the contact name mentioned by R.Bannon at the November meeting; L. Lawrence requested that Shearwater as a community send a formal complaint to the U.S. Post Office. **ACTION:** N.Collier will send the name of her contact person at the main post office in Baltimore
  - Treasurer's Report

- Income: 3.2% below budget but will be above budget when Marina fees are billed in Feb/March.
- Expenses: 0.2% above budget; most items are running below budget although the majority will catch up by year end.
- All Utilities are running at or under budget except for telephone: LD dialing was added to the front gate so residents can use non-local cell phones instead of home phones.
- Premium for Liability Insurance was increased 7% this year, but Flood Insurance was adjusted down because MMG requested zoning corrections.
- Reserves: Replacement reserves are at \$610,619; Painting reserves are \$83,814; repayment of the overage from 2014 is on schedule as planned.

### 3. Committee Reports

#### A. Dockmaster Report (D. Densmore – Dockmaster)

- Power-washing & sealing of the docks will be scheduled in early March and likely occur in March after de-winterization; need to give people at least 2 weeks' notice
- The new kayak rack will include some spaces for paddleboards;
- Public notice about the kayak rack has been posted outside the gate

#### B. Pool Committee (T. Ligon – Chair – Absent))

- Pool opening will be around Memorial Day
- Susan Urbanc is following up with Anchor on winter maintenance while Tina & Scott Ligon are sailing in the Bahamas
- If anyone would like to participate with Tina, Susan & Kathleen McInnis in planning the pool parties, please contact Tina Ligon

#### C. Landscaping Committee

- Committee did a walkthrough of the entire community 7/23; sent list of 104 issues to MMG who asked Highlands to address ASAP
- Next walkthrough was done 10/30; < 5% of the issues were addressed; Highlands said they would be completed during the fall cleanup
- Checked mid-December and most were still not addressed – MMG has taken the existing scope of work, incorporated committee comments, and sent it out to grounds maintenance companies for proposals. Bid process underway.
- 17 tree work items were identified; MMG will go out on bid to tree companies
- 20 additional items submitted via work order requests will be discussed & prioritized by the Committee for possible spring planting
- C.Hall mentioned trash along the shoreline in back of bldg. 8; N.Collier suggested she submit a work order and the janitorial staff will address it.

#### D. Architecture Committee

- One resident sent in an Architectural Change Request; internal changes do not require approval unless they affect a load-bearing wall or are visible from the outside. Most externally-visible items in the request were approved; 1 item is pending their sending a sample.
- The committee reviews 1-3 change requests a year ---- light work load.
- If anyone would like to join in the Architectural Committee, please contact Linda Bolling.

#### 4. MMG Operations Report (N. Collier)

##### A. Terrace Patios

- Bricks in 4 patios were identified as being trip hazards; need to be repaired/re-graded
- This will be a replacement/reserve expense.
- Scope of work has been sent out for bids; 2 bids have been received and when MMG has the 3<sup>rd</sup>, they will prepare a comparison & recommendation and send it to the Board for a vote

##### B. Unit Preventive Maintenance

- For easier coordination and less confusion for unit owners, MMG is establishing a consistent schedule every 2 years for all unit owner cleaning projects, including:
  - Deck cleaning & sealing
  - Chimney inspection (+ cleaning if the chimney is being used)
  - Dryer vent cleaning from the outside wall to the beginning of the dryer tube
- MMG will obtain bulk pricing for each item and set up the schedule; as before, owners will have the option to have the work done themselves & send the receipt to MMG, or to participate in the association project and pay the bulk fee.
- Reference: unit owner responsibility the Nov 2013 By-Law Amendment "Duty to Repair."

##### C. Gutter Cleaning

- A contractor has been selected from among 3 bidders to do this work
- Work will be scheduled ASAP & includes clearing gutters & downspouts, repair of both as needed, and taking photos of any issues that cannot be addressed for MMG follow-up.
- Phase 1 = all bldgs.; Phase 2 - bldgs. 7-8 due to the heavy canopy cover in that area

##### D. Tennis Court Repairs

- Work would have to be done in the spring so the contractor selection vote will be included in the March condo meeting agenda
- Cracks in the tennis court have been repaired; they now need to be sealed for a more durable and uniform surface
- Bidding is underway; this will be a reserve expense in the \$15-22K range.

##### E. Landscaping Contractor

- MMG has received 2 bids to date from new contractors for grounds maintenance; awaiting the 3<sup>rd</sup>
- Will prepare the comparison and their recommendation and send to the Board for a vote

##### F. Rodent Extermination

- MMG has received 3 calls in the last 4 months about rodents
- They have received a proposal from Weir (who also handles our termite control)
- Proposal includes setting out bait traps & closing off building entry points, and then monthly visits to refill the traps and perform inspections.
- Weir will also review inside a unit at no cost when the owner reports an issue that appears to be related.
- Bait traps will be fully enclosed, but N.Collier will double-check on how quickly the bait works, and any potential risks to dogs & cats from mice who have eaten the bait.

- **MOTION:** P.Meredith made a motion to accept Weir proposal; seconded by J.Schaake; Aye: E.Petterson & L.Maichle
- G. Deck Storage Doors
- Asgard was selected in early December to do this work
  - 7 doors were identified during inspection; as of this week all doors have been replaced; MMG will conduct a final inspection to verify
- H. 12A Mold Remediation
- The leakage into unit 12A was from the backup of the main drain in the center of the basement floor between the storage & electrical rooms
  - Unit is now vacant so it will be easier to complete the repairs.
  - These are the drains that would be cleaned out in the main drain project (described below)
  - **MOTION:** E.Petterson made a motion to accept Asgard's proposal; seconded by P.Meredith; Aye: J.Schaake & L.Maichle.
- I. Kayak Rack Proposals
- Annapolis on the Level was selected to do this work per T.Sullivan's design.
  - T.Sullivan applied to the City for the permit, and notice of the planned work was posted as required at the Shearwater entrance
  - Work will be scheduled when weather permits
  - Additional plantings will be installed after the rack is completed
- J. Electrical Box Proposals
- To make way for the new rack; it is not 100% redundant of the box up next to bldg. 1
  - MMG met with 5 electricians; 2 declined to bid, 1 still hasn't send in their bid. MMG presented a comparison table with 2 vendors and their recommendation
  - Board will vote on the electric bids after the permit is received
- K. Waste/Main Drain Cleanout
- Scardina was selected to do this project
  - They will first clear the main drain in basement down into the ground, then monitor that drain to ensure it doesn't back up as they snake down from above, beginning with the 3rd floor kitchen sink. Residents will need to provide access to the units for this cleaning.
  - Work will be scheduled as soon as possible.
  - All residents are asked to note the items cited by T.Ligon on page 7 of the Shearwater MARK Newsletter as things you should NEVER put down your kitchen sink.
- L. Siding Project
- NAC Contracting has been selected to do this project; work will be scheduled with the weather permits
  - Work includes repair/replacement of damaged siding pieces, filling in gaps between the lower tier of siding and the concrete in the building entrances, and cleaning of the metal braces at the bottoms of all stairwell posts
  - **ACTION:** N.Collier will send the color charts for the siding and the railing paint colors so they can be added to the Architectural Guidelines document on the website.
- M. Unit Door Painting Project
- Before the 'Duty to Repair' Amendment to the By-Laws was passed in 2013, front doors were reportedly painted by the Association; however per that amendment, this along with

the fireplaces, dryer vents and unit condensate lines now falls under unit owner responsibility.

- Some unit owners have already painted their doors.
- The remaining owners will be the option to do the same, or participate in a project organized by MMG and pay the bulk rate

N. 2017 Parking Stickers

- As discussed in February 2015, new parking stickers will be issued every 2 years; the next cycle will be in March 2017
- All residents will be asked to update their parking information to ensure that their contact and vehicle information is accurate.
- Reference: Parking Registration Guidelines are on the MMG page of the SW website

## 5. Unfinished Business

A. Motions Passed Since Last Meeting

- Motions that were passed via email vote since the last meeting were reviewed; these are listed at the bottom of the meeting minutes

B. Excess Parking Stops

- There are about 2 dozen unused cement parking stops left over from the parking area project; Shearwater did not pay for them, and Chamberlain has declined to take them back.
- We will keep 6-10 in case we need replacements (e.g. if/when the snowplows break parking stops);
- **ACTION:** N.Collier will try to sell the excess to one of the snow removal companies they work with

C. Lighting Committee Update (S.Hobson)

- Sharon Hobson, the committee chair, presented the current status of this Transformation project
- The lighting committee has met several times with Outdoor Illumination ( the lighting design firm) to discuss the approach & options
- There's one more meeting scheduled with the lighting designer on Weds. Feb. 8 at 5:30 in order to discuss options and respond to questions; L.Maichle sent out an invitation for S.Hobson via email to all residents; request that all questions be sent via email to S.Hobson by Monday Feb.6.
- Current plan is to replace all lights in the community in 3 phases:
  1. Replace the building lights on the front of all buildings and the parking area lights
  2. Replace all landscaping lights
  3. Replace all lights along the boardwalk and on the back decks/patios of all units
- Designer & committee are reviewing whether or not flood lights will be needed at the building entrances
- Plan is request community input by installing 4 lights on the first floor of bldg. 6, and 1 parking light nearby, and ask all residents to vote (e.g. via Survey Monkey)
- Question was raised about the amount of money in the reserve fund for lighting. L.Maichle will review.

D. Onsite Maintenance/Manager Committee Update (J.Schaake)

- The initial scope of work has been drafted, along with an initial assessment of potential budget savings that would partially offset expenses if we were able to hire an onsite person
- The committee is planning to review the proposed scope of work, required vs desired qualifications, possible sources and the business arrangement with N.Collier

6. **New Business**

A. Work Order History

- L.Maichle reviewed a summary of information about the work orders that have been submitted over the past 3 years:
  - The highest percentage of work orders (ranging between 24-26% of the total) is related to Electric/light issues; and has remained roughly the same across the three-year period
  - Looking at the percentage of work orders for 2014-2015-2016 in each of the other categories:
    - % increasing: Routine Maintenance, Landscaping
    - % decreasing: Repairs, Roof/gutters/downspouts, Water/leak
    - % remaining approximately the same: Electric/lights, Wood Work
    - Very low percentages: Marina, Pest Control, Pool

B. 2017 Meeting Schedule

- Meetings are scheduled on the 4th Tuesday in January, March, April, May, July, September & November of 2017
- Building Captains were asked last week to post the schedule for 2017, and to post the agenda for each meeting 3-4 days ahead of time.
- 2017 schedule & each agenda can also be found on the Shearwater website home page

C. Open Forum

- D.Densmore asked when the budget process would start the Fiscal Year 2017-2018 (beginning July 1). N.Collier said that input (e.g. planned marina fees) would be requested from the Committees around the end of February.
- L.Maichle indicated we have Board positions open as well as coming up for renewal, and nominations for Board members will be requested in March for elections during the Annual Meeting in April.

7. **Adjournment:** Meeting was adjourned at 8:32 pm

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VOTES TAKEN BY EMAIL AFTER THE 11/26/16 MEETING:

12/1/16 – A motion was made and unanimously approved by the BOARD to approve the minutes from the 11/29/16 condo meeting

12/2/16 – A motion was made and unanimously approved by the BOARD to accept the bid from Asgard for \$7,050.48 to replace 7 deck storage closet doors per the specifications used in the previous door replacements done by Encore during the deck project.

1/17/16 – A motion was made and unanimously approved by the BOARD to accept the bid by Annapolis on the Level for \$15,450 to build the new kayak rack per the specifications developed by T.Sullivan and submitted in the permit application to the City of Annapolis.

1/20/17 – A motion was made and unanimously approved by the BOARD to accept the bid by Scardina for \$6,930 to do the waste water drain cleanout in 14 buildings per the approved scope of work.

1/21/17 – A motion was made and unanimously approved by the BOARD to accept the bid from Asgard for \$8,800 to complete the gutter & downspout cleaning and repair for all buildings, plus a second cleaning in buildings 7&8 due to the dense tree cover.