

Shearwater Condo Meeting Minutes

Tuesday, May 23, 2017 at 7:00 pm

Board:

Lynn Maichle – President

Linda Bolling – Vice President

Joy Ambrogio – Treasurer

Don Baker – Secretary (absent)

Maryan Cummins – Director

Phil Meredith - Director

Larry Birch - Director

MMG & Committees:

Natalie Collier – Property Mgr, MMG

Christian Bowie – Property Mgr, MMG

David Densmore – Dockmaster

Tina Ligon - Pool

Residents:

Mike LaFortune (12B2)

Pam Mantica (6A1)

Scott Ligon (3A)

Carey Kirk (3A2)

John Schaake (1A3)

Carol Schaake (1A3)

Sharon McInnis (2A1)

Teresa Fortunato (5B2)

Mary Irace (11A3)

Deborah Birch (9A)

CONDOMINIUM MEETING MINUTES

1. Reports of Officers

A. The condominium meeting was called to order at 7:01 pm.

B. President's Report

- L.Maichle congratulated Shearwater residents on their participation in the Annual Meeting in April; the best response so far! More than 74% of the unit owners attended the meeting and/or submitted ballots & proxies.
- A list of all the volunteers on Committees, Special Projects & the Board was handed out to attendees. Thanks to the 34+ people who are volunteering their time to help improve our community. Please notify L.Maichle if there are any people that should be added to this list.
- There was 1 vote taken by email since the last meeting (unanimous) (see section at bottom).
- Of the 30 Transformation projects initiated after the resident & realtor evaluation, 6 are complete, 16 are in progress (9 should be completed by the fall) and the remainder are on hold pending committee volunteers.
- Suggestion was made in the last meeting to establish a Social/Welcome Committee; please contact L.Maichle if you're interested in participating.
- Three condo meetings remain in 2017: 7/25, 9/26 and 11/28.

C. Treasurer's Report

- Operating income is running very slightly above target; bicycle fees will be billed shortly.

- Overall expenses are running 9.1% over budget primarily due to Maintenance costs & Insurance premiums. The latter will be reduced by expected Insurance Claims payments.
 - Insurance premiums are \$24.1K over budget YTD due to increases when we switched carriers from Millers when they no longer covered multi-family dwellings.
 - Flood Insurance is running \$29.9K under budget YTD primarily due to timing; will be billed later in the year.
 - General Maintenance costs are \$24.9K over budget YTD mostly due to the quantity of work orders & water leaks from the outside. We are continuing the focus on proactive association & unit owner maintenance (e.g. building & condensate line cleaning, gutter cleaning & repairs).
 - M.Irace raised the question of the cost of one-off roofing repairs vs scheduling a full roofing replacement.
 - Scheduled Maintenance is \$5.2K over budget due to repairs during gutter cleaning that were not done in the past 3 years, and unbudgeted main drain cleaning costs.
 - Overages will be partially offset by lower expenses in Landscaping, Pest Extermination and Snow Removal.
- Based on our 2016 draft audit, our Replacement Reserve Balance as of 4/30/17 is \$787,584 and our Painting Reserve Balance is \$102,212. The reserves payback plan remains on target.

2. Committee Reports

A. Dockmaster Report (D.Densmore)

- The Marina was re-commissioned on 4/10, however the PVC waterline under D dock failed and was repaired on 4/17.
- Power-washing & sealing was completed 4/17-19
- The estimate from Marine Solutions recommended by the Marina Committee for a study of the retaining walls behind the bulkhead was approved by the Board.
- Work will begin on the kayak rack replacement and the electrical box move once the property survey is completed; S.Arthur (attorney) will confirm if there are any encroachments. Coordinate via B.Britt a review of the results with the Lewnes' (neighbors).
- Question was raised whether sign on the front fence is still needed; has to remain in place until the kayak replacement is complete.
- Suggestion made to find out from The Point what federal/state grant funds might be available to subsidize this work.

B. Pool Committee (T.Ligon)

- The pool passed the City of Annapolis inspection this spring.
- Opening Day at the pool will be Saturday 5/27; hours on weekends & holidays will be 11:00-8:00 and on weekdays 11:00-7:00. Our lifeguard this year is Christina.
- Notice of pool hours, summer pool parties, and the Memorial Day Hot Dog Roast was posted on all notice boards; Sharon & Kathleen McInnis will assist with the summer pool parties.

C. Landscaping Committee (M.Cummins)

- One of the volunteers on the Landscape Committee is a Master Gardener, which has been very helpful in determining appropriate plantings.
- The Committee will meet on Thursday 5/25 to review the priorities for discretionary plantings & pruning and ask Level Green to re-work the estimate

- The Board approved the bid by Davey Tree for the tree work; scheduling in progress.
- Requested spraying of the poison ivy was partially done; Level Green to schedule the remaining spraying.

D. Architecture Committee (L.Bolling)

- One additional request was received & approved.
- Reported that there is no downspout on the pool side of bldg 2; MMG will investigate.
- L. Bolling & B.Britt will be doing a community walk-through in the next few weeks.
- Suggestion was made to put a link in the next newsletter to the Architectural Request Form and the paint colors.

2. **MMG Operations Report (N.Collier)**

A. Tree Maintenance & Pruning: confirmed the guidelines for removing weed trees & pruning trees in the City of Annapolis code and with Davey Tree. Davey has applied for a permit from the city and work is being scheduled – ask MMG to send out an eblast.

B. Deck Survey:

- In the 2014 project, 29 decks were replaced for \$300K.
- MMG received estimates from ETC (the engineering company who oversaw the 2014 deck project) for \$16K, from Falcon for \$20K, and from Becht Engineering for \$13.5-17.1K for inspecting the decks not replaced in the 2014 project. MMG recommends Becht, however need to determine how unit access can be provided in order to achieve the lower cost.
- Q: is there any artificial material that is fire retardant? A: Trex is not.
- Q: can we monitor the cost correlation between ongoing maintenance vs deck replacement? A: would require reviewing all the work orders
- Q: do we need a structural engineer to do the survey?
- Finney has recommended a mineral treatment for the decks in bldg 1 & 13 where the wood is turning green.

C. Preventive Maintenance

- The Board will schedule a working session to discuss the options for coordinating bi-yearly process (due later this year) for preventive maintenance items that are the unit owner's responsibility. These include deck cleaning/sealing, chimney inspections (& cleaning as needed), dryer vent cleaning and front door painting.
- MMG suggested options for handling this maintenance in a more consistent, unit-owner-friendly & economical manner; the Board's action is to review these options, determine the best approach, & adopt a formal resolution to be included in the governing documents.

D. Racquetball Building Repairs

- MMG will review the list of repairs initially listed for maintaining the structural integrity of the building, determine what updates need to be made to this list, and then get bids.
- Do not currently have an alternative for bike storage; possibly investigate again the use of bike pods similar to those at BWI Amtrak station. Issues are the price & placement.

E. Main Gate & Fence

- MMG obtained a proposal from Mid-Atlantic Entry Systems of \$1,272 for gate maintenance twice a year in May & November.
- **MOTION** to accept the Mid-Atlantic Entry Systems bid: L.Bolling; seconded by M.Cummins; vote was unanimous.

- Proposal expected from Deck & Fence Connection for repairing the damaged gate (appears to be due to a car hitting the gate), replacing the missing & securing the loose fence finials.
 - Still unclear why the gate is still getting stuck in the open position; MMG is investigating.
- F. Termite/Rodent Extermination
- Weir Pest Control forwarded a map indicating where bait stations have been placed; zones are checked quarterly.
 - Asked MMG to have NAC check for carpenter bee damage (e.g. at the pool building) during the siding repairs, and then get an estimate for treatment.
- G. Waste/Main Drain Cleanout
- Scardina & C.Bowie did an excellent job!; there was a 95% success rate on this project.
 - Five homes were not accessible for the cleanout; letters were mailed to these homeowners indicating that they will be charged for the cleanout.
 - Follow-up actions:
 - Per J.Schaake's suggestion, determine how to make keys available for each unit; e.g. via a lockbox.
 - Put a reminder in the newsletter outlining the items that should NOT be put down any of the drains (e.g. grease) and the recommended ongoing maintenance.
- H. Property Survey
- Property has been surveyed by Terrain; report due by 6/7.
 - Terrain was asked to put metal stakes in the ground so there would be no confusion about property lines going forward; L.Bolling had asked to be notified so she can take photos.
 - This information will be helpful in: enabling us to proceed with the kayak rack replacement, requesting extension of the fence in key areas for security, and resolving any encroachments that are identified.
- I. Community-wide Siding Repairs
- Materials have been received; North Arundel Contracting will begin work and there will be another walk-through next week.
 - NAC will first work on the base of the siding in each building entrance area, then proceed with siding repairs.
 - Pool and racquetball buildings are included in this project.
- J. Parking Stickers
- New parking stickers have been received and sent out to the residents who have sent back the parking form; reports are still outstanding from approximately 40% of unit owners.
 - C.Bowie will send a blank Parking Registration Form to M.Cummins.
- K. Unit Door Painting (Home owner responsibility)
- Architecture Committee will note which unit doors need painting during their walk-through in the next few weeks.
 - Details of the paint color for the front door are in the Architectural Guidelines document on the Board & Committees page of the Shearwater website.
- L. Patio Brick Repairs
- Lawn Wrangler will begin work in mid-June to re-do the four patios that were determined to have leveling/paving issues.
- M. FY2017-18 Budgets
- Budgets were mailed to each homeowner on 5/22.

3. Unfinished Business

- A. April Minutes: **MOTION**: by M.Cummins to accept the draft of the April Annual Meeting Minutes; seconded by P.Meredith; vote was unanimous.
- B. Lighting Committee (J.Schaake)
 - Bids for Phase 1 of the project (front and back building lights) are expected from the contractors by 5/31; there was general agreement with D.Birch's previous suggestion that these lights be installed first to see the overall effect before a final decision is made on further lighting.
 - The overall feedback on the Bowen fixtures installed as a trial on the ground floor of bldg 6 has been positive; the original 60W equivalent LED bulbs were changed out for 40W equivalent, which are preferable.
 - Lighting needs in the roadway & parking areas are being analyzed for Phase 2; landscape lights are TBD.
- C. Signage (M.LaFortune)
 - Committee is reviewing the initial list of signs and possible changes/additions.
 - An update will be presented in the next condo meeting.
- D. Onsite Maintenance/etc. Person (lead tbd)
 - MMG has conducted an initial 'talent search' and logistics study; have a list of requirements, hours of service, profile from job sites, necessary experience, years of experience and suggested salary.
 - Initial assessment is that a substantial portion of the cost (but not 100%) would be offset by savings in some budget areas (e.g. General Maintenance, Janitorial).
 - MMG to forward initial findings to S.Ligon & J.Ambrogio for evaluation.

4. New Business/Open Forum

- A. D.Birch asked why the flowers haven't been planted yet. This is in the grounds maintenance contract, so MMG will follow up with Level Green.
- B. L.Birch suggested a review of the committee process, including board interaction and giving committees the leeway to spend the assigned budget, in order to get more people involved. L.Bolling indicated that the Board has ultimate fiscal responsibility.

5. **Adjournment: MOTION** to adjourn at 9:10 was made by P.Meredith; seconded by L.Bolling; vote was unanimous.

VOTE TAKEN BY EMAIL AFTER THE 4/25/17 CONDO MEETING:

- 5/3/17 – Motion by L.Bolling to accept the Marine Solutions proposal of \$8,000 to evaluate the design & condition of the foundational structures behind the bulkhead and provide a detailed inventory of necessary repairs; seconded by M.Cummins; vote was unanimous.