

**Shearwater Condominium Association**  
**Council of Unit Owners**  
**Tuesday 23 January 2018 at 7:00 pm**

**Board:**

Lynn Maichle – President

Linda Bolling – Vice President

Joy Ambrogio – Treasurer

Don Baker – Secretary

Maryan Cummins – Director

Phil Meredith – Director

Larry Birch - Director

**MMG & Committees:**

Christian Bowie – Property Mgr, MMG

David Densmore – Dockmaster

Cheri Hall - Landscaping

Barbara Britt – Architecture (absent)

**Attendees:**

John Barker (14B3)

Ed Ambrogio (15B2)

Mike LaFortune (15A)

**MINUTES:**

1. Call to Order: at 7:06 pm

2. Reports of Officers

a) President's Report

- Status of Transformation projects: 50% are completed and nearly complete; 43% are in progress
  - Considering doing a follow-up survey in spring 2019 to get feedback on results & new issues
- Status of Work Orders: conducted a review of work orders from fall 2014 to end 2017
  - Quantity of work orders dropped 1/3 from 2016 to 2017
  - Response time from open to close date dropped more than 50% between 2016 and 2017; some but not all of this may be due to cleaning out/closing old work orders
  - Most frequent type of work orders in 2017: #1-Electric/Lights, #2-Water/Leaks, tied for #3-Maintenance and Repairs. Electric/lights has been #1 every year; hopefully when the lighting project is completed, this will improve.
  - The biggest decrease in # of work orders is Roof/Gutters/Downspouts (only 2 work orders last year down from 18 & 23 in previous years), and Wood Work

b) Treasurer's Report (Joy Ambrogio)

- We are currently 2.2% under budget for income, and 6.1% under budget for expenses, so the year to date net status is \$8,220 positive
- Several expenses are over or under the year-to-date budget due to timing of invoices and will level out by year end. Expenses that are running higher than budget and are being watched: Legal

(largely due to the survey results), Tree Maintenance, and Grounds Maintenance (due to price increases).

- General Maintenance expenses are running lower YTD than in the past few years for a change.
- Reserve contributions are on target; an anticipated list of expenses is being assembled.
- The audit report for FY2017 (July 1, 2016 – June 30, 2017) is expected by the end of February.

### 3. Reports from Committees

#### a) Marina Committee (David Densmore)

- According to Annapolis on the Level, cross-bracing repairs under B and D docks will be done when the weather warms up a bit
- During the very low tides a few weeks ago, a large amount of debris was discovered on the bottom of the marina. Since this debris could damage boats, request that we contract with a diver this spring to remove the smaller debris, and mark the location of the larger debris for later removal.

#### b) Pool Committee (Lynn Maichle for Pool Chair)

- Tina Ligon is updating the various pool documents & checklists, and outlining the division of responsibilities for use by the new pool volunteers
- Final comments on the proposed 2018 Anchor Aquatics contract have been forwarded to MMG for negotiation. MMG needs to ensure that monthly winter checkpoints are covered.

#### c) Landscaping Committee (Cheri Hall)

- The committee is planning a “spring spruce-up” day in April; will invite volunteers to participate.
- New snow removal contract is for the most part working well; no complaints during the last snow.
- Irrigation contract for 2018 needs to be approved; will review and recommend action to the Board.

#### d) Architecture Committee (Linda Bolling)

- The committee has reviewed and approved a couple of change requests; e.g. for a combination lock with lever handle for the front door.

#### e) Lighting Committee (Larry Birch for Sharon Hobson)

- Walter Electric has installed all the astronomical timers and back deck sconces, and half the sconces in the building entry stairwells. They will install the remaining building sconces as soon as they’re received from the supplier. All bulbs will be changed to 40-watt equivalent (as was done for the lights on the first level of building 6.
- MMG has requested an estimate for the basement stairwell sconces.
- Committee is planning to meet on 1/28 to decide on 1-2 additional post fixtures for the demo.

#### f) Signage Committee (Ed Ambrogio)

- Sign proofs have been completed and approved; production of metal signs will take 2-3 weeks and production of the new lettering for the gate will take approximately 4 weeks.
- Requested 2 condo meeting signs to replace the existing flimsy signs; an “A-frame” design is a possibility.

#### g) Racquetball Building Committee (Larry Birch)

- Don Reithlingshoefer has agreed to be the architect for the proposed refurbishment of the building; his detailed proposal & estimate are expected shortly.
- Committee will review when it’s received.
- Bicycle storage is TBD.

### 4. MMG Operations Report (Christian Bowie)

- #### a) Christmas Tree Removal: MMG is sending out weekly eblasts that any Christmas trees left next to the dumpsters before Tuesday 9:00 a.m. 1/30 will be picked up and taken to the dump. Any trees after that

must be taken to the dump by the unit owner. The previous items provided by the City are no longer options, and will be deleted from the condo documents.

- b) Racquetball Building HVAC Contract: of the bids received, MMG recommends Coastal. Coastal has provided HVAC service to a number of homeowners in past years. **MOTION:** by M.Cummins; Second by P.Meredith; vote was unanimous. One concern: the contract requires that water be available, but there is none in the RB building. Will sign a one-year contract, see if any issues arise, and then determine whether to extend.
- c) Property Survey
- All issues with property borders have been reviewed with Shearwater's attorney. Have asked for an official "stamped" version of the survey so it can be submitted to the City along with the permit application for the re-designed kayak rack.
- d) Trash Updates
- Due to missed pickups, unresponsive customer service and irregular pricing by Republic, we've asked MMG to request bids from other trash companies. (Note: we had the same issues with Republic in 2013-14, which was when we sent an RFP out for bid and switched to Bay Area).
  - J.Ambrogio is following up on invoice issues.
  - Potential bidders: Bates, Waste Mgmt, Goode, etc.
- e) Remaining Main/Waste Drain Cleanout
- Remaining cleaning: 3 kitchen drains in 3<sup>rd</sup>-floor units and re-cleaning of the corresponding 1<sup>st</sup> floor units, plus cleaning of 14 terrace unit master bathroom drains.
  - Bids were received from Scardina (who did the original drain cleanout but then drastically increased their earlier quote), Nation Repair, and Drain Sights. MMG recommends the latter.
  - **MOTION:** by M.Cummins to accept Drain Sights' bid; Second: P.Meredith; vote was unanimous.
- f) Bldg 15 Siding Repairs
- Repair of the missing siding on the side of bldg 15 is urgent. Before that space is closed up, need also to check for any evidence of water incursion or mold.
  - Initial plan was to combine the siding repairs & gutter cleaning project; Finney submitted 2 bids - a viable siding repair bid but inadequate gutter cleaning bid, and Asgard submitted a detailed gutter cleaning bid but no siding repair bid.
  - **MOTION:** by L.Birch to accept Finney's siding bid; Second: M.Cummins; vote was unanimous.
- g) Deck Inspections
- On 12/1 several major problems were identified with the Becht report; on 1/12 they responded that they would correct the report and meet with the Board to review. Still awaiting the corrected report.
  - **ACTION:** MMG to follow up with Becht.
- h) Gutter Cleaning
- After 2 years of insufficient cleaning by 2 other companies in 2014 & 2015, Asgard completed a thorough cleaning and a number of gutter/downspout/roof repairs last year, resulting in a big drop in work order reports. Their bid this year was similarly detailed and a lower price. As noted above; Finney's initial bid for gutter cleaning consisted of 3 bullets, with no mention of downspouts. Their updated bid included several verbatim sections from Asgard's bid and an increased price, which makes the bid suspect. No other bids were received.
  - Asked MMG to verify that Finney's siding bid remains viable; if so, conduct an email vote on the remaining gutter cleaning bid
- i) Fence Repairs
- Only received 1 bid from Patuxent for replacement/repairs of 14 fence finials that are missing or loose.

- **MOTION:** by D.Baker to accept Patuxent's bid; Second: M.Cummins; vote was unanimous.
- j) Building 5 Basement Lighting
- Lights in the basement rooms in building 5 failed; received a bid from Walter Electric to replace/repair but wiring issue was fixed by the Walter Electric supervisor (conduits were wired backward).
- k) Audit Contract
- Contract was given to J.Ambrogio for review before signature.
5. Unfinished Business
- a) There were two email votes since the November meeting (all were unanimous):
- 12/2: motion to replace the 7A3 deck by Finney based on recommendations from MMG, Finney and the City inspector
  - 1/16: motion to accept the minutes from the 11/23 condo meeting
6. New Business
- a) 2018 Meeting Schedule
- Is on the first page of the website; will also be forwarded to the building captains for posting on the notice boards.
- b) Open forum
- Q from C.Hall regarding the basement storage area in building 8; there appears to be water dripping, causing mold, and the fan is turned off due to the noise level.
  - **ACTION:** MMG will check all storage areas for water leaks and/or mold; will also evaluate the condition of the fans.
7. Adjournment: meeting was adjourned at 8:45.
- **MOTION** to adjourn by P.Meredith; second: L.Birch; vote was unanimous.