

Shearwater Condominium Association
Council of Unit Owners
Tuesday 27 March 2018 at 7:00 pm

Board

Lynn Maichle – President

Linda Bolling – Vice President

Joy Ambrogio – Treasurer

Maryan Cummins – Director

Phil Meredith – Director

Larry Birch - Director

Don Baker (Absent)

MMG & Committees:

Christian Bowie – Property Mgr, MMG

David Densmore – Dockmaster

Cheri Hall – Landscaping Committee

Carey Kirk – Pool Committee

Barbara Britt – Architecture Committee (absent)

Attendees:

Mike LaFortune (12B2)

Ed Ambrogio (15B2)

Pam Mantica (6A1)

John Schaake (1A3)

Verna Leber (16A)

Lisa Barker (14A3)

John Barker (14A3)

Lee Hobson (15A)

Linda Pierce (5A)

Theresa Wellman (6B1)

Dan Brooks (5B3)

MINUTES:

1. Call to Order: at 7:07 pm

2. Reports of Officers

a) President's Report (Lynn Maichle)

- CONGRATULATIONS again to Ed Ambrogio, Maryan Cummins and Joy Ambrogio of the Signage Committee; the 2 remaining condo meeting signs have been received and were put up for tonight's meeting!

b) Treasurer's Report (Joy Ambrogio)

- As of the end of January 2018, we are running \$1,608 over budget. Projection to the end of Fiscal Year 2018 (June 30) is that we will be approximately \$20,000 over.
- Primary reasons: Legal fees (mainly due to issues arising from the property survey), Tree Maintenance (ongoing removal & pruning of mature trees), Grounds Maintenance (due to change in contract price), Marina revenue (slightly under budget), and General Maintenance costs (currently right on budget, but additional expenses are anticipated)
- Reserve Funds: contributions are on target for FY2018; unaudited total of the replacement and the paint funds is \$964,242.

- FY2017 financials are undergoing the regular yearly audit now; expect this to be complete in the next couple of months.
- The proposed budget for FY2019 (7/1/18-6/30/19) was mailed to all home owners in March 16; 90% of the line items are fixed expenses (contract payments, insurance fees), so very few of the line items are discretionary. The budget will be discussed at the Annual Meeting on Tuesday 4/24.

3. Committee Reports

a) Marina Committee (David Densmore)

- Tasks that are approved and should be scheduled by mid-April:
 - Cross-bracing repairs under B and D docks
 - Re-commissioning the marina
 - Repair of the piling loop on D-dock
- One suggestion: to purchase 3-4 kayaks and make them available for resident use; would need to determine if a waiver for liability is needed
- Marina fees: only 1 invoice is outstanding from 2017; 61% of the invoices for this year have already been paid
- Draft scope of work is being prepared for the bulkhead reconstruction between docks B-C-D and other necessary repairs
- Kayak rack design changes are underway; new rack & electrical box will be 100% within Shearwater property lines

b) Pool Committee (Carey Kirk)

- CONGRATULATIONS to Carey Kirk, the new Chair of the Pool Committee!
- Working with Anchor Aquatics to plan the de-winterization of the pool buildings and prepare for the regular County inspection
- Pool is scheduled to open on Saturday 5/26; hours will be posted on the notice boards
- Suggestion was made to put the lights around the pool on a timer for increased appeal & safety

c) Landscape Committee (Cheri Hall)

- We are asking Level Green to clean up the tree branches on the ground per the Grounds Maintenance contract
- Committee is reviewing options for the oyster shell paths using some other material (e.g. clam shells, limestone)
- Currently obtaining proposals from nurseries for purchasing azaleas for several areas around the community as well as to enhance the plantings around the entrance
- Request was made to approve the proposal from Level Green for \$1200 to correct the erosion from the dirt path on the tennis court side of the oyster shell path between the pump station and the Boucher pedestrian gate. **MOTION:** M.Cummins; Second: L.Bolling; vote was unanimous.
- Suggestion: can we investigate putting a fire pit & picnic table near the gazebo?
- The City has finally approved the buffer management plans for removal of the 3 remaining trees; the Committee is reviewing the list of replacement trees appropriate for this zone. Note: replacement trees may be planted in other areas that are more conducive to their survival.

d) Architecture Committee

- Reminder that any change to the outside of a condo unit (including windows and sliding doors) must be submitted via an Architectural Change Request form to the Committee for review.
- This form and the guidelines are available on the Shearwater website.

e) Lighting Committee (Larry Birch for Sharon Hobson)

- Dark sky compliant fixtures direct light down toward the ground rather than out to the surroundings.
 - The 2 fixtures recommended by the Committee are HB-035 and HB-061; both are manufactured in China. One fixture is on a 12' post and the other is on a 14' post; both fixtures would be 12' from the ground.
 - **MOTION** for MMG to get competitive estimates for the purchase & installation of these 2 fixtures as a demo for community review: P.Meredith; Second: M.Cummins; Vote was unanimous.
- f) Racquetball Building Committee (Larry Birch)
- Still awaiting response from D.Reithlingshoefer to the questions raised by the Committee on his initial proposal.
- g) On-Site Maintenance Committee (John Barker)
- Committee (P.Hatchard, T.Spiegel & L.Maichle) met to review the documents created by the previous committee; P.Meredith attended this initial meeting to provide a historical perspective of the past work.
 - P.Hatchard drafted an update to the proposed scope of work.
 - Next steps: to finalize the proposed scope and review it with John Gordon, the on-site maintenance person at The Point.
4. MMG Operations Report (Christian Bowie)
- a) Property Survey
- There were several issues identified during the survey that are either resolved or in the process of being resolved:
 - Location of the new kayak rack
 - Encroachment of the house on Miami Ave on the far side of the tennis courts
 - Encroachment of some of the houses along the right side of the tennis courts that front on Boucher
 - Security issues regarding the fence between Shearwater and the townhouses at the very end of Boucher
 - All of these issues have necessitated involvement of Arthur Law Group in order to resolve; all are in Shearwater's favor
 - A few sections of wooden fence blew down in the windstorm earlier this month: MMG will get estimates for repairing the section opposite the pool, however the other sections of fence in back of the properties that front on Mitchell Road were apparently put up by the owners of those houses and will be their responsibility to remove, repair or replace.
- b) Trash Updates
- A reminder that there has been a change in Anne Arundel County recycling rules – **plastic bags are no longer accepted for recycling.**
 - So residents now have 2 options: dump the recycled items out of plastic bags into the dumpster, and then put the bags themselves into the regular dumpster -- OR -- put recycled items in a paper bag, and put that in the recycle dumpster.
- c) Remaining Main/Waste Drain Cleanout
- There are 3 3rd level units that did not provide access for the kitchen & main drain cleaning last summer. Since Scardina raised their quote, Drain Sights has been selected to complete this work.
 - MMG has requested scheduling ASAP in the following sequence: clean the main drain in the terrace unit, snake from the 3rd floor down, snake from the 1st floor down, then clean the main drain from the terrace unit into the ground again.

- Additional drainage issues were identified in master bathrooms of some of the terrace units.
 - MMG has asked Drain Sights to schedule these cleanouts as soon as possible
 - MMG also requested investigation & corrective action for the faulty back flow valve in bldg 12
- d) Siding Repairs
 - MMG has a list of siding repairs still needed, including issues with woodpecker holes; they will request contractor bids and forward to the Board for approval. MMG is also investigating options for repellents.
- e) Deck Inspections
 - After 5-6 iterations with Becht Engineering, we finally have a list of the decks, boards, railings and carriage bolts to be replaced in the next phase.
 - Suggestions: before finalizing the scope of work and having MMG get bids, have The Point maintenance person and John Barker review our decks and get their input on design, lumber & treatment.
- f) Gutter Cleaning
 - Board selected Asgard in February; work was postponed due to periods of high winds and overnight temperatures causing slippery conditions on the roof.
 - MMG has supplied photos of items to be addressed; if any other issues are identified during gutter cleaning, photos will be taken before work is authorized (same process as last year)
 - Contractor will be scheduled and notices sent out in advance to the community as soon as overnight temperatures are consistently in the 50s.
- g) Iron Fence Repairs
 - Board selected Patuxent Deck & Fence in January for the following repairs scheduled 4/10-13: correct issues with the gate and replace missing finials on the fence
 - In addition MMG is oiling the gate once a month as part of the maintenance plan.
- h) Storage Room Inspections
 - MMG is checking each storage room for any mildew on ceilings & walls, and any problems with fans; will address issues as identified.
- i) Roof Repairs
 - Finney Contracting submitted a proposal for \$2,250 to complete roof repairs on buildings 1-2-3-4-15
 - **MOTION** to accept: J.Ambrogio; Second: P.Meredith; vote was unanimous.
- j) On-site Inspections
 - MMG will resume regular weekly onsite-inspections in April

5. Unfinished Business

- Remaining building lights: Walter Electric received shipment of the remaining lights in late January/early February; the Board voted on 3/6 to approve the additional sconces to be installed in the basement stairwells; MMG has requested a schedule for the remaining installations.
- Repairs to the foundation of Bldg 1 foundation: the Board approved Hahn & Han's bid on 3/15; MMG to schedule as soon as possible.
- Review of votes via email since the January meeting:
 - 1/28: to approve Terra Nova irrigation contract for 2018
 - 1/31: to approve MMG's communications system which will enable notices to be sent via email/text/phone to multiple phone numbers & email addresses, at the home owner's option
 - 2/2: to approve the minutes from the 1/ 23/18 condo meeting
 - 2/8: to approve the two financial documents: Due Process & Sanctions and Collections; now posted on the Metropolitan Management page of the Shearwater website

- 2/10: to approve the Anchor Aquatics contract for 2018 and 2019 for no price increase
- 2/15: to approve the gutter cleaning bid from Asgard
- 2/15: to approve a collection action by Arthur Law group with a cap on expenses
- 3/6: to approve a Hahn & Hahn bid to waterproof the inside of the building 1 foundation
- 3/15: to approve the additional sconces to be installed by Walter Electric in the basement stairwells

6. New Business

- Annual Meeting – call for nominations was mailed out earlier this month
- Plan is to add lines and nets to enable playing pickle ball in addition to tennis on the courts

7. Adjournment – **MOTION** to adjourn the meeting at 8:50pm: L.Bolling; Second: J.Ambrogio; vote was unanimous