

Shearwater Condominium Association, Inc. Council of Unit Owners
Tuesday, July 24, 2018 at 7:00 pm

ATTENDEES

Board

Larry Birch – President
Don Baker – Vice President
Linda Bolling – Director
John Schaake – Director
Lynn Maichle - Director

MMG & Committees:

Christian Bowie – MMG Property Manager
David Densmore – Dockmaster
Carey Kirk – Pool (absent)
Cheri Hall – Architecture (absent)
Barbara Britt – Architecture (absent)

Attendees:

Anina LaCour (3A)
Charles Garry (3A)
Brian Leber (16A)
Maryan Cummins (14B2)
Jean Watts (13B2)
Bruce Brown (15A3)
Ed Ambrogio (15B2)
Phil Meredith (1B2)

CONDO MEETING

1. **Call to Order:** the meeting was called to order by LBirch at 7:09 pm

2. **Reports of Officers**
 - a) **President's Report (L.Birch)**
 - We've had two resignations from the Board: Pam Mantica (Treasurer) and Joy Ambrogio. Current BOD will be looking to add two members to the Board.
 - Webmaster, Jay Harrison will no longer manage the Shearwater website. BOD is working to find a new webmaster. BOD will be password-protecting the majority of the information on our website for security.

 - b) **Financials**
 - Joy Ambrogio will continue to assist with reviewing future redacted versions of the financials until we have a new Treasurer, to provide comments to the current

BOD to protect Directors/Officers from liabilities. New Treasurer must understand financial documents.

- FY 2016-17 audit has been delayed. MMG and the Auditor are working to resolve issues created by a Ransomware attack at MMG that resulted in deleting several months of data.
- To avoid future issues like that, L.Bolling suggested keeping redundant financial information as a back-up

3. Committee Reports

a) **Architecture Committee**

- One issue with a Change Request is being investigated and information cannot be divulged at this time. Will provide details upon completion.

b) **Landscaping Report**

- Per the City's requirement, 4 trees have been planted to replace the 4 that were removed and Crepe Myrtles throughout the community have been pruned to prevent further impact to buildings.
- Bru-Mar has completed planting Azaleas, Forsythia, & Euonymus around the community.
- Some of these plantings have been impacted by lack of watering due to problems with irrigation posts. These were reported to MMG so they can follow up with Terra Nova.

Question: Are the sycamores between bldgs 15-16 and the water healthy? They appear to be shedding a lot of leaves. A: could be due to the drought or disease. Will check with Bru-Mar or Level Green.

- J. Schaake states there seem to be a lot of dead material and cobwebs in existing bushes and ground cover that Level Green is not removing.
- Landscape Committee will perform a walk-through to educate Level Green on what needs to be done when Cheri returns.

c) **Lighting Committee**

- The only pending items for Phase 1-Building Lights are 3 units (15B1/A1/B3) controlled by 2 inside timers (15B1/B3), and 3 units (15A2/B2/A3) whose lights are on 24x7 and not controlled by the bldg astronomical timer.
- The 2 dark-sky compliant fixtures researched by the Committee last year both come from China. Due to uncertainties with shipping by sea (10-26 weeks), tariffs and trade issues with China, Committee has also investigated dark-sky compliant lights available in the US. They've requested a 3rd demo light be ordered for a cost of \$1,594– the Hubbell Beacon Slide with a plain post from Rexel USA. Fixture is custom made and will be shipped from Christiansburg VA.
- **MOTION to approve:** L.Maichle, Second: L.Bolling, vote was unanimous
- When this fixture arrives, the 3 lights will be installed and community input requested.

- MMG will get an updated quote from Walter Electric for installation of the 3 demo lights. WE quoted installation at \$299 per light pole and topper.

d) Marina Committee

- S.O.W. for the bulkhead replacement has been reviewed by the Marina Committee and is nearly ready for Board review.
- 3 kayaks have mysteriously appeared on the kayak rack. They are being tagged and if not claimed within 10 days they will be stored and the owner will have to pay to retrieve them.

e) Pool Committee

- Underwater pool lights have been repaired; the 2 new courtyard sconces on the bathroom doors are currently being turned on/off manually. Consider an astronomical timer for pool lights.
- A suggestion was received to decorate the pool with colorful flags/banners to provide motion & color during the fall/winter months; will consult with the Architecture Committee and possibly neighboring residents to ensure no issues.
- New hours have been posted and new planters & plants are being placed around the pool; will need volunteers to help with planting between now and the weekend.

4. MMG Report

a) Board Decisions – Snow Refund

- Amount being disputed for 4 out of the 6 January invoices is \$2,266.75; this has been documented with text & email info from L.Bolling & M.Cummins; Level Green Branch Manager D.Keefer indicated that since our rep at that time is no longer with the company, he can't substantiate any of this information.
- The two March invoices total \$4,172; these are being reviewed by L.Bolling & M.Cummins. Level Green has offered a \$1000 credit however this is insufficient. Wants an additional \$1,266.75 credited.
- Some issues stem from their neglect to shovel areas (2A, 7A) and charged to come back multiple times including travel time; came when snowfall was less than 2" despite the policy; did not notify on-site contacts upon arrival & departure as contractually agreed.
- The existing Snow Removal Policy is clear on these issues; L.Maichle will forward the policy to the Board and MMG to request any comments. One problem is contract charges for travel time and materials instead of bulk services as an option.
- L.Birch request that MMG get bids from other companies for snow removal next year. The challenge is to suit the needs of the community.

b) Deck Replacement Project – Phase 2

- Still waiting for the response from Becht on the specifications, including type of lumber and recommended sealing product.
- Question: from J.Watts on when her deck was replaced (email sent to BOD 7/25 – her deck)

was replaced in the 2014 project with ETC/Encore). J.Watts indicates that her deck in bad shape, ends of boards curl, boards broken and cracked.

- Issue with decks: wrong sealant used, organic growth due to over watering of plant(s), and plastic materials on decks that trap water. Need to identify how to prevent homes from requiring a deck replacement every 5 to 7 years, what is the cause/effect creating the need?

c) Scheduled Maintenance Plan

- Deck cleaning for the 77 decks that will not be replaced should occur this fall, not next year; MMG will adjust the schedule & verify bulk pricing for unit owners based on all units having their decks cleaned (except those decks that will be replaced in the next deck project). [Note: according to the May meeting, deck cleaning will include front stairwells.]
- Dryer Vent cleaning – this will be arranged for all buildings since it can be done from the outside. Question: how can we mitigate the risk of fire because the internal duct from the dryer up to the main duct (a) is plastic rather than metal, (b) is ribbed or (c) is full of lint?
- MMG will check on bulk prices for the outside cleaning, as well as for replacing the internal duct (if it's plastic or ribbed), or cleaning it (if it's metal & non-ribbed)
- Scheduled Maintenance Plan will be prepared and finalized by January. BOD has from September to December to modify any scope for changes. Changes should be made after last service performed and critiqued. At that point, this work is ritualized for future work to be done, at a time when it is feasible to do so and when item is not in use. The objective is to keep the scheduled maintenance intact so that cleaning(s) are not missed, and fewer problems created mitigating more expense to repair.
- Chimney Inspection is required, and cleaning is mandatory if the inspection determines that it's needed.

5. Unfinished Business

a) MMG contract: expired in October 2017.

- L.Birch proposed in the May meeting that MMG's discretionary authority increase from \$1K to \$4K and the threshold for bidding work increase from \$1K to 2K. Larry raises issue of MMG responsibility to make community run more efficiently, the BOD needs to raise the level of the issues they work on and provide MMG with higher authority level to resolve with less BOD interaction.
- Concern was raised from attendees and Board members about increasing these expenditure levels with no notification or heads-up to the Board until after the fact. Larry doesn't agree that BOD needs to be involved in every decision, making Shearwater a better community. Making the Mgt and Committee Chairs responsible to duties to be performed in the community. Suggested regular reporting of work performed by MMG to BOD.
- Compromise suggested: incorporate in the contract notification to the Board prior

to any expenditure greater than \$2K, giving a specific time frame for questions or concerns. Also, increases can be rolled back or modified after 6-12 months if the process is not working.

- L.Birch suggests focusing on amenities, image, and community. Example: metering the water for irrigation because of the high cost of water; looking for alternatives to save money.
- **MOTION to approve:** D.Baker, Second: J.Schaake, vote was unanimous. L.Birch will incorporate agreed upon modifications.

b) Review of email vote (unanimous)

- Approval of the minutes from the May meeting

6. New Business

a) Scooter/Moped Policy

- There is a request by 1 unit owner to keep a Vespa on Shearwater grounds
- Proposal should include:
 - a. May not use an existing parking space, either resident or guest.
 - b. Up to 5 motorcycles/mopeds/scooters may be stored in the 2 red-outlined curb areas (1 each) and in the area to the left of the main dumpsters (up to three)
 - c. They must be registered with MMG & issued stickers every 2 years at a cost of \$40 (similar to bicycles, since they are optional like bicycles rather than necessary like cars)
 - d. If the requests exceed the spaces available, the owner will have to wait until a space becomes available (like the kayak rack)
- L.Birch acknowledges parking is always a problem. Lynn to revise the proposed policy. Email discussion to follow up after revision.

b) Other Issues

- B.Leber of 16A sent in a Work Order re bamboo growing up near his unit; MMG will arrange for it to be removed before it spreads.
- L.Birch asked if the condo meeting schedule for next year could be the same as for this year; normally this is done in the last meeting of each calendar year. There were no objections, however suggested by L.Maichle, it would be better to revisit the schedule later in the year when/if new members are on board.

7. Adjournment:

- a) **MOTION: to adjourn** at 9:00 by J.Schaake; Seconded by D.Baker; vote was unanimous.