

SHEARWATER CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
APRIL 19, 2004

PRESENT: Steve Snyder, President
Harvey Paskin, Treasurer
Marc Hayes, Secretary
Jim Nunneley, Director, Landscape Committee
Peter Gavian, Director
Caroll Stewart, Director

ABSENT: Jim Behrens, Vice-President

ALSO PRESENT: Jim Bausell, Dockmaster
Michael Yerman, Architectural Chairperson
Lois McGovern, Unit 15A2
Ron Faulkner, Unit 12A1
Linda Lawrence, Unit 1B1
Dennis Sesplankis, Brodie Management
Sherri Kennedy, Recording Secretary

Steve Snyder, President, called the Board Meeting of the Shearwater Condominium Association to order at 7:00 P.M. The meeting was held at the Shearwater Clubhouse.

MINUTES:

- Jim Nunneley moved to approve the March 29, 2004 Board meeting minutes as amended. Steve Snyder seconded the motion and it carried unanimously. (Steve cannot second the motion as President)

PRESIDENT'S REPORT – Steve Snyder:

- No Report – Issues and correspondence will be addressed under New Business.

TREASURER'S REPORT – Harvey Paskin (See Attached Report):

- See attached report.
- Peter Gavian reported that the Reserve Committee feels that both the roof repairs and building painting could be completed at the same time and should be completed by fiscal year ending 2005.
- Harvey Paskin reported that the year ending reserve balance for this fiscal year will be approximately \$160,000.00 and the year ending reserve balance for 2004/2005 will be approximately \$127,000.00. However, if all of the roof replacement, repairs and the painting were performed at the same time, this would leave a remaining reserve balance of approximately \$30,000.00 year ending 2004/2005. This would not allow for additional repairs such as sidewalk repairs or stair wall flagstone repairs and would not leave a cushion for unexpected repairs or over budgeted items. Dennis Sesplankis will contact Drew Construction for a more detailed report of necessary roof repairs and an estimate for the repairs. Other roof repair proposals are also being solicited. Dennis Sesplankis will also ask Drew Construction for their payment schedule.
- Harvey Paskin recommends raising the assessments for 2004/2005 by 7.8%. Steve Snyder moved to accept the operating budget with the recommended increase of 7.8%. Jim Nunneley seconded the motion and it carried unanimously.

MANAGEMENT REPORT – Dennis Sesplankis (See Attached Report):

- #3 – Corporate Services will be asked to resubmit their proposal to include the cost of additional run-off pipe installation.
- 4D – Harvey Paskin moved to accept the proposal submitted by Strauss and Associates to complete the 2003/2004 year-end audit by September 30, 2004. Marc Hayes seconded the motion and it carried unanimously.
- 4E – Anchor Aquatics and American Pools submitted proposals to maintain the pool during the 2004 season. Caroll Stewart will review both contracts and provide the Board with her

recommendations. Dennis Sesplankis will contact Anchor Aquatics, their 2003 contractor, and advise them that the Board is reviewing their contract.

- 4F – A letter will be forwarded to the homeowner of 3B2 informing them of the procedure for an architectural appeal.

COMMITTEE REPORTS

Buildings Committee:

- No Report Submitted

Marina Committee – Jim Bausell (See Attached Report)

- The invoices state GCE maintenance fee and would like to make sure a correction is made to indicate GCE marina slip fee.
- The East Port Yacht Club has contacted him requesting the use of open slips during the Regatta. The Board does not have a problem with this request. Jim Bausell has informed The East Port Yacht Club that he will not know how many slips they have available until they get closer to the date of the Regatta.

Landscape Committee – Jim Nunneley (See Attached Report)

- Linda Lawrence reported that requests have been made to prune and clean-up buildings 1 and 2 and this has not been completed. Linda Lawrence feels that homeowners are paying for these types of projects and that a committee should be formed with a homeowner from each structure represented on the committee so that such concerns can be addressed. Jim Nunneley reported that he has scheduled community walkthroughs over the past two years to address landscape issues, but has only had one or two homeowners attend each walkthrough.
- Jim Nunneley indicated that he had no problem with forming a broader landscape committee and Steve Snyder will ask for volunteers in the letter he is preparing to the community

Pool and Activities Committee:

- No Report Submitted.

Architectural Committee – Michael Yerman (See Attached Report):

- See Attached Report
- Michael Yerman noted that the Declaration states the Architectural Committee must approve any improvements that exceed \$2,500.00. Jonas Brodie will review this section and provide an opinion.

OPEN FORUM:

Lois McGovern:

- Brodie Management adjusted assessment fees on her two units that were applied incorrectly and Lois McGovern commended Brodie Management on their response to this matter.
- A \$25.00 late fee was assessed to her account because when her payment was received by Brodie Management it was applied to the oldest debt first, a marina fee, which caused her condominium assessment to become in arrears.
- Lois McGovern's parking sticker application was submitted in October and is now in place. She feels that the manner in which her parking sticker problem was highlighted at the last Board Meeting was inappropriate since everyone knew it was her Jeep that was being singled out for possible towing.
- Lois McGovern was not in need of a kayak space any longer and understands that there was discussion at the last meeting about whether she should pay for the entire year or even placing a lien on her property. She advised the Board that she was not happy about this discussion and feels that this is very extreme. The Board explained that she occupied the space after January 1, 2004 and that the rental is on a calendar year. Lois McGovern was unaware of this since payment is not due until March she thought that she had until March to notify the Dockmaster. Lois McGovern feels that this information should be published.
- Lois McGovern reported that prior to the marina renovations she had, at her own cost, a ladder and electricity installed at her boat slip for her electric boat. She explained that the current location of the electricity is not convenient for her. Jim Bausell has offered to run a line and has offered her an additional power line. Lois McGovern will meet with Jim Bausell concerning this matter.

- Lois McGovern explained that her slip fee was raised last year and she did not realize that there was a fee increase. Jim Bausell explained that her slip and others were being assessed for a 35' slip when in fact they are 40' slips. Jim Bausell will verify the fee structure that was in place prior to him becoming Dockmaster. Jim Bausell will ensure that all 40' slips are being charged accordingly.

OLD BUSINESS:

- Steve Snyder drafted a letter for the Board to review and provide comments, which will be forwarded to the homeowners upon approval, discussing the new Board, the completed marina renovations with a formal thank you to the committee, proper line of communication for reporting repairs and maintenance issues and informing that written requests are required for approval for any exterior changes.

NEW BUSINESS:

- Correspondence was received from Carolyn Axtell, 3B3, addressing several matters. Steve Snyder has drafted a response letter that will be forwarded to the Board via e-mail for review and approval prior to forwarding a response to the homeowner.
- The Board would like to continue with the posting of a Board meeting summary of information for the homeowners to review. Marc Hayes will prepare this monthly summary that will be placed at the bulletin boards.
- Harvey Paskin will prepare a budget meeting notification notice.

NEXT BOARD MEETING:

The next Board of Directors Meeting will be Monday, May 17th.

ADJOURNMENT:

With no further business to discuss, Harvey Paskin moved to adjourn the meeting. Jim Nunneley seconded the motion and it carried unanimously. The meeting was adjourned at 9:23 P.M.

Respectfully Submitted,

Sherri Kennedy, Recording Secretary

Approved: _____

Date: _____