

Shearwater Condo Meeting Minutes

Tuesday, April 25, 2017 at 7:00 pm

Board:

Lynn Maichle – President
Linda Bolling – Vice President
Phil Meredith - Director

Maryan Cummins – Director
John Schaake - Director

MMG & Committees:

Natalie Collier – Property Mgr, MMG
Christian Bowie – Property Mgr, MMG

David Densmore – Dockmaster

Residents:

Tom Spiegel (3A2)
Barbara Britt (4A)
Joseph Saccoccio (11A)
Pamela Mantica (6A1)
Kathleen McInnis (2A1)
Debra Bell (5A3)
Carol Schaake (1A3)
Teresa Fortunato (5B2)
Teresa Wellman (6B1)
Marj Sparer (7A)
Patricia Duval (7A1)
Cheri Hall (8A3)
Deborah Birch (9A)

Donald Baker (11B2)
Richard Thackray (12A)
Ronald Faulkner (12A1)
Mike LaFortune (12B2)
Sharon Hobson (15A)
Lee Hobson (15A)
Joy Ambrogio (15B2)
Ed Ambrogio (15B2)
Connie Cadwell (16A1)
Lois Muhl (16B3)
Larry Birch (via Skype) (9A)
Carol Ashford (9B)

MINUTES – BUDGET MEETING:

1. **Call to Order:** meeting was called to order at 7:05 pm
 - Minutes from the 2016 Annual Meeting were approved on 4/28/16
2. **Proposed 2016-18 Operating Budget**
 - a) The Notice to Owners containing the proposed Operating Budget for the next fiscal year was mailed out to all unit owners on April 4, 2017.
 - A revised Notice was emailed on April 18, 2017 with corrections to the budget and an updated ballot form.
 - b) N.Collier presented the proposed budget, which includes a 5% increase in condo fees
 - c) Main reasons for the proposed increase were:
 - insurance premium increase
 - higher maintenance costs

- general inflation
- d) Overview of past condo fees: the average condo fee increase since 1998 has been 4.9%
- e) Questions raised:
- Q: How do Shearwater condo fees compare with those at The Point?
A: a comparison study done by L.Birch 1-2 years ago indicated that our condo fees are lower than The Point and other condominiums in the area.
 - Q: Why are there individual fees for bicycles, kayaks, etc.? Other places I've lived don't charge extra for every little thing.
A: Fees are charged to the people who store their bicycles, kayaks, dinghies, paddleboards & boats here; otherwise the community as a whole would be paying higher condo fees for storing items that are only used by some of the residents.
 - Q: Will we finish the year with a deficit?
A: Yes, although significantly less than 2 years ago. The final numbers won't be available until the fall when the auditor reviews the numbers for the year and makes any adjustments. Two years ago when the condo fee was increased only 1.34%, it resulted in an \$83.6K deficit that is currently being paid back into the reserve fund.
 - Q: Why is the snow removal budget lower for next year?
A: we are at the mercy of Mother Nature here. Last year we had several snowstorms and exceeded our budget. This year we budgeted \$10K, only had 1 light snow event in January, and spent \$1500.
- f) Update: Regarding the amount of discretion we have in determining the budget line items, out of the total of 31 line items, aside from renegotiating contracts, which has already been done, the items we have no control over are:
- 9 line items that are contractual (e.g. management company, auditor, all "Contract Services" line items – and of the latter, only snow removal can vary)
 - 10 are external (e.g. insurance, taxes, legal & collection costs, etc.)
 - 4 are utilities (electricity, cable TV, telephone and water & sewer)
 - The remaining 8 line items are in repair & maintenance; most expenditures are not optional (e.g. roof repairs, marina, tennis courts, anything that poses a hazard or risk), however we will review more closely proposed/requested work that may be discretionary
- g) Since there were no further questions, **MOTION**: by M. Cummins to accept the proposed budget; seconded by P.Meredith, aye by L.Bolling. J.Schaake had not had time to review the budget so he abstained.
- h) Budget meeting was adjourned at 7:30 pm.

CONDOMINIUM MEETING MINUTES

1. Reports of Officers

- A. The condominium meeting was called to order at 7:30 pm.
- B. President's Report
- Retrospective: L.Maichle asked if everyone received the Retrospective summary emailed on 4/20 highlighting accomplishments of community volunteers over the past 4 years
 - Transformation Project: outlined the project for those not familiar with it; new residents can refer to the summary report and project list on the website. 6 of the 30 top priority projects

have been completed, another 16 are underway. Expect that 15-16 out of the 30 will be complete by the end of the summer.

- Votes taken by email since the last meeting (unanimous) (see section at bottom).
- L.Maichle asked if anyone finds information that is missing or incorrect in the New Resident Handbook, that they notify her so the handbook can be updated.
- L. Maichle requested volunteers for the committees as well as pending Transformation projects; another committee that The Point has found to be very effective is a Hospitality Committee to welcome new residents and organize community events (e.g. pool parties)

C. Treasurer's Report

- Our finances are probably at the best point of the year – now that Marina invoices have been sent out, Operating income is at 1.5% over budget at the end of March; it is expected to continue as budgeted for the remaining 3 months of the year.
- Expenses are at 2.8% over budget (\$414); higher Insurance and General Maintenance costs are mostly offset by lower expenses in many other categories.
- However General Maintenance costs will continue to rise, so we expect an overrun by the end of the year as mentioned above, and the overages will be only partially offset by lower expenses in Landscaping, Pest Extermination and Snow Removal.
- Contributions to both the Replacement and Painting Reserves and the reserves payback plan remain on target.

2.. Committee Reports

D. Dockmaster Report (D.Densmore)

- The Marina is now de-winterized, docks are power-washed & sealed (every 2 years)
- The Marina Committee has received an estimate from Marine Solutions for a study of the retaining walls behind the bulkhead; will submit for Board review

E. Pool Committee (L.Maichle for T.Ligon)

- Opening Day at the pool will be Saturday 5/27 from 11:00-8:00
- Need volunteers to help organize pool events over the summer

F. Landscaping Committee (L.Maichle for the committee)

- The Committee has done another walkthrough with our Level Green representative to review desired landscaping & tree work
- The updated tree summary was forwarded to MMG; initial bids were received from Davey Tree & Level Green; the Davey bid was substantially lower
- Request by D. Birch to prune the crepe myrtles in back of buildings 11-12; L.Maichle indicated that these had been added to the list
- Request by L.Muhl to prune the trees in back on buildings 15-16; L.Maichle mentioned that several years ago the trees were aggressively pruned from the bottom up, and the Board was advised by the City that any further pruning of those trees may result in a fine. However other feedback has indicated that a maximum of 25% pruning is allowable for the health of the tree. Requested that MMG investigate City code and check with a qualified arborist to determine what the guidelines are so we can proceed.

- M.Sparer requested poison ivy removal be added to the list; this is part of the regular Grounds Maintenance Contract. L.Maichle will send an email to Level Green.
- **MOTION:** by M.Cummins to accept the bid from Davey Tree; Seconded by Linda Bolling; vote was unanimous.
- If Davey Tree changes their estimate by any more than MMG's approval limit, MMG will come back to the Board for re-approval.

G. Architecture Committee (L.Bolling)

- There have been no additional requests.
- L. Bolling announced that B.Britt will be joining the Architecture Committee!

3. MMG Operations Report (N.Collier)

A. Draft Budget Proposal for Fiscal Year 2017-18: discussed above

B. Tree Removal: discussed above

C. Preventive Maintenance

- Goal is to streamline & simplify the 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.
- Plan is to combine these items into a bi-yearly (every 2 years) activity
- 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. Tennis Court Repairs

- American Tennis Court has received the contract for the repairs; awaiting confirmation of the schedule

E. Racquetball Building Repairs

- L.Birch & C.Schaake conducted a review in 2015 of necessary repairs to the building; MMG will schedule a meeting next month to discuss
- These repairs were initially on hold pending a recommendation on options for re-purposing the building; however since there hasn't been a committee of volunteers from the community to evaluate potential uses, we need to proceed with necessary repairs to maintain the building and prevent further deterioration.

F. Main Gate

- MMG has put a monthly maintenance plan in place for the front gate; awaiting a proposal from Mid-Atlantic Entry Systems for the scraped bar & missing/loose finials.

G. Waste/Main Drain Cleanout

- This cleaning is a preventive maintenance measure similar to the building condensate line cleaning done last year and the unit owner condensate line cleaning projects (that should be done with every HVAC maintenance visit). The goal is to prevent the types of leaks that have affected multiple units over the past few years.
- MMG mailed a letter to all unit owners on 3/5 outlining the goal and cleaning process.
- Scardina will perform the main drain cleanout per the published schedule the week of May 1-5. Since the cleanout cannot be completed without access to every unit, it is **MANDATORY** that each unit owner ensures they provide access during the scheduled time period. If the

unit owner cannot be present, they may provide a key to a neighbor, relative or friend, or they may put the key in a lockbox and give MMG a temporary code.

- The order of the cleaning in each building will be:
 - A-side main drain, A3 kitchen sink, A2 kitchen sink, A1 kitchen sink, and A-side main drain again to remove any clogs
 - B-side main drain, B3 kitchen sink, B2 kitchen sink, B1 kitchen sink, and B-side main drain again
 - Terrace unit main drain, Terrace kitchen sink, and terrace main drain again
- Asked MMG to verify if the Terrace unit drain could be done first.
- J.Schaake raised the question of adopting a resolution for a mandatory key to be given to MMG and/or having unit owners use a lockbox; other communities have this policy:
 - Advantages: reduces inconvenience to the unit owner, facilitates scheduling maintenance activities, reduces costs, avoids forcible entry in case of an emergency
 - Disadvantages: concerns about security for unit & belongings

H. Rodent Extermination

- Bait stations have been placed throughout the community; MMG is awaiting a map of the locations to forward to residents.

I. Kayak Rack Electrical Box

- The kayak rack design & contractor, and the electrical box move have been approved.
- Need a re-survey of the property in order to proceed with the work; MMG has received a bid from Terrain.
- L.Bolling asked for confirmation that the survey would include "metes & bounds" with stakes and photos; MMG said it would.
- **MOTION:** by L.Bolling to accept the Terrain bid of \$2,200 to do a complete survey of Shearwater property; Seconded by P.Meredith; vote was unanimous.

J. Parking Stickers

- The initial parking stickers MMG received had the adhesive on the wrong side; stickers were re-ordered (at no cost to Shearwater) and delivery is expected on 5/28.
- MMG will then mail the new stickers (same numbers) with a cover letter indicating which stickers are assigned to which cars.

K. No Trespassing Signs

- Lt. Krauss from the Anne Arundel Police Dept attended the March condo meeting and recommended that we install No Trespassing signs; this will enable the police to legally remove trespassers from our property, which cannot be done legally without these signs.
- These signs were added to the draft list for the Signage Committee to consider
- 3 people volunteered for the Signage project: J.Ambrogio, M.LaFortune, E.Ambrogio.
- L.Maichle will send them the initial draft listing current & proposed signs.

L. Patio Brick Repairs

- Four patios were determined to have issues with leveling/paving issues; Lawn Wrangler was approved to do the work and scheduling is tentatively early June.

M. Siding Repairs

- North Arundel Contracting was selected to do siding repairs on several community buildings. The deposit was sent and MMG is awaiting scheduling, however if this does not occur within the next few weeks, MMG will request the return of the deposit.

N. Unit Door Painting

- Painting of front doors is a unit owner responsibility per the By-Laws Amendment "Duty to Repair." The Architecture Committee will review these doors during their spring walkthrough.
- Unit owners whose doors need to be painted will have the option of doing so, of hiring a contractor themselves, or of participating in the bulk project that MMG will organize. The bulk price will depend on the number of doors to be painted.

4. Unfinished Business

A. Lighting Committee (S.Hobson)

- The bid package has been completed for Phase 1 of the project (installing the building lights at the entrances and on the back decks of all buildings); bid package was forwarded to MMG along with a list of potential contractors.
- Outdoor Illuminations installed 4 Bowen fixtures on the ground level entrance area of building 6 so that all residents can see how they look; they also delivered a Bowen post light that is stored in the racquetball building pending installation.
- Phase 2 will be the post lights; the Lighting Committee is evaluating alternate post lights such as dark-sky compliant fixtures; D.Birch suggested it would be good to have all building lights installed first so residents can determine what difference that makes in the overall appearance of the community.
- Agreed that this would improve visibility in areas near the buildings; lighting needs in the other roadway & parking areas are TBD.

B. Onsite Maintenance/etc. Person (J.Schaake)

- The scope of work and qualifications were reviewed with MMG, who is currently doing an initial 'talent search' and logistics study; the person would be an MMG employee dedicated to Shearwater.
- Although a substantial portion of the cost would be offset by savings in some budget areas (e.g. General Maintenance, Janitorial), it will likely not offset 100% of the cost.
- Experience at The Point is that resident satisfaction is much higher now due to their onsite maintenance person.
- R.Thackray volunteered to assist the committee based on his experiences at his Florida condo.

5. New Business/Open Forum

- A. C.Hall suggested there be a committee formed to represent people who don't live here full-time; L.Bolling suggested C.Hall form this committee
 - MMG can provide a list of new residents if needed
- B. Emergency Alert System: question was asked if we could put in place an Emergency Alert System; would need a volunteer to investigate.

6. **Adjournment:** MOTION to adjourn was made by M.Cummins at 8:40; Seconded by J.Schaake; vote was unanimous.

ANNUAL MEETING

1. **Call to Order:** the Annual Meeting was called to order at 8:40
2. **Quorum:** after review of all submissions, MMG reported that there was a 73.4% quorum by attendees and proxies.
3. Candidates for the Board:
 - a. Each of the 7 candidates present was asked to introduce themselves: Joy Ambrogio, Donald Baker, Lawrence Birch, Linda Bolling, Mike LaFortune, Lynn Maichle, Pamela Mantica, and John Schaake.
 - b. 3 of the candidates were unable to attend: Lisa Barker, John Barker, James Jeffers
4. **Call for Nominations:** there was a call for nominations from the floor; there were no additional nominations
5. **Voting:** MMG collected the ballots and tallied the counts; the owners elected to the Board are: Joy Ambrogio (1-year term), Donald Baker, Lawrence Birch, Linda Bolling & Lynn Maichle. Maryan Cummins & Phil Meredith will continue with the second year of their 2-year term. Ballots and proxies were received from 74.427% of the community.
6. **Adjournment:** MOTION to adjourn at 9:20 was made by M.Cummins and seconded by L.Bolling. Vote was unanimous.

VOTES TAKEN BY EMAIL AFTER THE 3/27/17 CONDO MEETING:

- 4/6/17 – Motion by P.Meredith to accept the minutes from the 3/28/17 condo meeting; seconded by L.Bolling; vote was unanimous.
- 4/12/17 – Motion by P.Meredith to accept the estimate from The Clean Up Company of \$1750 to replace the water line under C dock and repair the leaking joint under B dock seconded by M.Cummins; vote was unanimous.