

Blue Water Condominium and Marina Board Meeting August 15, 2015

PRESENT: BOARD OF DIRECTORS:
Chris Burba, Director
John Hatfield, Treasurer
Dan Rozko, Secretary
Mike Troncin, Director
Dave Truett, President
Tom Wylie, Director
Dave Zielinski, Vice President

Also Present: Mike Hanthorn, North Coast Property Management

Call To Order

Following Open Forum, Truett called the Board Meeting to order at 9:40 AM.

The Minutes of the 6-27-15 Board Meeting were reviewed, corrections made, and approved..

Zielinski stated the Minutes should show "Draft" until they say "Approved" when they are sent out by NCP, and that the Secretary has control of the Minutes. Truett stated we will no longer send out Unapproved Minutes; only Minutes approved by the Board will be sent out.

Rozko requested a copy of the Agenda be made available before the meeting day. Zielinski suggested this would aid in preparation for a meeting.

Burba referenced the old (former) Blue Water sign at the entrance to the property. Rozko stated he went to the Continental Management (CM) office in order to get information about that sign in an effort to resolve this issue. He was told the sign had been destroyed. CM stated this information was in one of their earlier property management reports. This information is opposite the earlier understanding by Rozko and others on the current BW Board that the sign had been kept and was put in storage.

Contractor Report

Hanthorn presented and reviewed the Northcoast Property (NCP) Management Report effective June 27, 2015 (Attachment 1). Discussion followed about:

13 - Elevated the water spigot from ground level to 3 feet." A spec sheet should have been issued before the work was done.

21 – Contracted a cleaning service for the boater's restrooms." Cleaning is to be done on a weekly or bi-weekly basis as the Board decides.

#22 – Received revised quotes for the front sign service and lights." Quotes were per specification with the change of service panel location.

#23 – "Contracted Ponds Beautiful to spray the weeds in the rip rap." CM never issued a contract for this. The weeds are still very heavy, and no bills should be paid yet.

Financial Report

Hatfield reported BW Condo Association has spent \$53K YTD of \$159K for the year. A review of the Reserve Account and the Reserve Expenditures was discussed. The 2015 Budget expense is estimated to be \$100,428.00. As there is about \$100K that isn't being used, whether or not a Certificate of Deposit (CD) should be considered was discussed. Troncin asked where the interest would be deposited. Hatfield stated it would be added back to

the CD. Truett stated in past years, 6 month CDs were utilized. Wylie suggested CDs could be tiered. Hatfield will research this issue and report back to the Board.

Hatfield reviewed areas that have changed from last year's budget. He wants to send out the draft budget before the October meeting, with the hope of reducing the time spent at that meeting.

Zielinski reminded all of the importance of staying within our budgets all year long, and have ongoing discussion with Hatfield. This will facilitate our meetings.

Wylie made a motion to approve the Financial Report. Troncin seconded. The motion passed unanimously. (Attachment 2).

Committee Reports

- Communications - Burba

Burba said the next Newsletter should be available the week after next. He needs input by a week from this coming Monday (8-17-15). All committee information should be submitted to him by mid next week, then the Board can review it before it is sent to Kelli at NCP.

Re: the BW website, Burba complimented Ryan Olney for his work and quick assistance with the website. Burba asked that all website communications (content, pictures, etc.) be funneled through him. Discussion about the issues getting the website up and running were discussed.

Also discussed was what should be put on the website, and that in the future, it should be password protected. Truett said only what the Board approves should be on the website. Wylie stated there should be "Read Only" access.

Burba said he is getting questions about whether or not bills can be paid on line. Hatfield asked Burba to write something for review on this issue. Hatfield also said he has also gotten complaints that Owners quarterly bills cannot be paid on line to NCP.

- Landscape – Wylie

Wylie provided the landscape report (Attachment 3). Re: point 5, he said "Owners have offered to donate 2 trees to be planted between BLD 11 and BLD 12. Plan is to remove existing "messy" Mulberry tree after new trees reach sufficient level of maturity."

The annual budget is \$31,500. \$27,622K has been spent, leaving \$3,837.

Discussion followed about where to plant the new trees, who removes the Mulberry tree, and the expense of removing that tree.

The discussion turned to the burning bushes near building 11 that have Mite issues, and if a preventive treatment should be a part of their annual treatment.

Wylie thanked volunteers for watering BW plantings.

- Marina – Troncin

Troncin indicated we need to obtain quotes for removing and painting the docks.

Zielinski suggested we skipped the painting the first year, and that we don't need to paint this year. He also confirmed the contractor didn't follow the specifications for properly painting the docks. The contractor put on the top coat but didn't prime them. He suggested touching up the docks may be the way to go.

Hanthorn referred another contractor to pull and paint the docks. Truett thought that Brockert's invoice to buy paint (only) for 7 docks \$4400.00 was outrageous and didn't include installation. This invoice along with others were

discovered when reviewing last year's (2014) paid invoices turned over to Northcoast from Continental in May, 2015.

Troncin said a Marina license is not needed, that NFPA Rules state fire extinguishers up to 75 feet from the dock are required. We need to do a survey of how many fire extinguishers are needed. Hanthorn to check with the county to see what is required.

- Maintenance Committee - Zielinski

Zielinski gave the Maintenance Committee Report. He asked that three (3) forms be put on the BW website:

1. The Owner Project Form
2. The Marina Rules
3. The Standard Project Specification Format

Hatfield made a motion to approve. Discussion followed. The Board unanimously approved the Request for Owner Project Form, Marina Rules, and Standard Project Specification Form.

Truett expressed concern about owners contracting work out on their condo's to contractors who aren't licensed and who haven't taken permits out with the county when electrical and mechanical work is performed. This means that no county official inspects their work and that Blue Water has no oversight insuring the work was installed correctly.

Zielinski clarified that this approach puts the responsibility on the owner to do the work properly, but as owners of the building, we have say as well; that we stay involved in the projects to be certain that the owner's hired contractors do not damage our assets and that they insure our liabilities in the process.

Troncin expressed concern liability could come to the Board if the owners think the Owner Project Form offers Truett and Zielinski's "expertise" for inspection and approval of work being done inside owner's condos when neither are licensed to do this; if owners thought they did the inspections as part of the board. Zielinski referred back to the first page of the Owner's Project Form which had just been approved by vote. It clearly states that the owner's are responsible for their actions and inactions when it comes to working on our buildings.

Wylie questioned parking construction vehicles at the tennis court area if the owner is doing a remodel and wants the trailer at his/her condo where the work is being done.

Zielinski confirmed that getting contractors isn't easy because of all the restrictions we have. "We need to be sensitive to their needs as well." Bullet point # 4 of the Owners Projects Form should be revised:

From: "Saturday, Sunday, and Holiday work is not allowed."

To: From October 1st to April 1st, (the off season) some Bidder obligations may be waived.

Hatfield made a motion to revise bullet point # 4. Burba seconded. The motion passed unanimously. However, we need to check our Rule Book to be consistent.

Burba will work with Zielinski to resolve any issues, then put the updated revision on the BW website.

The Marina Rules are on the BW website.

Burba made a motion to adopt the Marina Rules. Zielinski seconded. The motion passed unanimously.

Discussion turned to the Standard Project Specification format, and whether or not it would be used. Troncin suggested allowing bidders to bid on their form to encourage more bids, asking if a dollar amount would clarify this issue.

While Truett suggested local area contractors pay attention to 5K – 6K jobs and up, Zielinski questioned how we address our liability issue; how we reduce our risks.

Rozko suggested incorporating the Bidder's form to the BW form. Truett confirmed that form was developed to be helpful to NCP – an official Bid form.

Hanthorn confirmed his current procedure is to attach contractor's bid sheet to the Bid Specification sheet to make up a contract.

Truett said the prior job level was \$2,500.00; that anything under that was considered repair but over required a written specification.

Burba cautioned that even if under \$2,500.00, the contractor needs to be insured.

Burba made a motion that the Bid form we're using be implemented over \$2,500.00, and that the terms are applicable under \$2,500.00 as well. Troncin seconded. The motion passed unanimously.

Zielinski then reviewed the BW Engineering and Maintenance Initiatives and Plan (Attachment 3).

Re: # 1 – Tennis Court Repairs. The painting on the court should be done 8-17-15. However, Holcomb is not returning telephone calls, causing concern about their timeline.

Re: # 2 – Basketball Backboard and Hoop on Tennis Court. Burba questioned the location of the basketball hoop pole, citing a liability concern/issue. Zielinski said the pole is to be 20 feet back from the back line of the tennis court.

Burba then expressed concern about people using the tennis court when others might want to play basketball. He asked about padding the pole and installing padding along the fence – something to protect impact against at least the key area of the basketball court.

Truett drew a sketch identifying the location of the pole and padding.

Hatfield made a motion to approve the installation of the basketball hoop and padding. Burba seconded. The motion passed unanimously.

Re: # 3 – Wash Condo Buildings. No activity to date. Work will resume following pavement and tennis court work.

Re: # 4 – Refasten and re-caulk siding. Zimmerman has been asked repeatedly to quote but is not responsive. Tusing Builders has been contacted to discuss this project. There was discussion about how to proceed, and if washing the buildings would cause additional issues. Truett said siding contractors must follow Certain-Teed's installation and maintenance guidelines in order to protect our Warranty on the siding.

Re: # 5 – Repair Gas Lights. This issue is being researched.

Re: # 6 – Safety Lights, Electrical Service at the BW entrance.. Gill provided a budgetary \$5K estimate to convert the lights to LED, but didn't quote new glass fixtures. Truett said repair to asphalt and landscaping should be added, estimated to be less than \$6K. Gill will be awarded the contract for the electrical service, trenching and light installation. We will get another contractor to fix the pavement.

Re: # 7 – Crack Fill and Reseal All Property Asphalt. Cost estimates are for an estimated \$25,515. A Bid specification needs to be written so quotes can be obtained. The recommendation is to do this work over a three (3) year period.

Zielinski made a motion to do this work over three (3) years, starting at Building # 1 on Parkside. Burba seconded. The motion passed unanimously.

Re: # 8 – Asphalt Repair and Speed Bumps. Project complete as of 8-3-15.

Re: # 9 – Repair Rip Rap on West end of Marina. The electric portion is estimated at \$2,950.00. Having difficulty getting bids. Electrical and water lines should be done first. The Project Specifications are being reviewed.

Zielinski made a motion to do the electrical to a maximum of \$2,950.00. Wylie seconded. The motion passed unanimously.

Considerable discussion followed about how to address the Rip Rap issue. Hot dipped galvanized wire baskets with stone, as used in highway construction, was discussed. Hanthorn is still looking for bids on the Rip Rap repair.

Re: # 10 – Marina Walkway. This will be addressed after # 9 is fixed.

Re: # 11 – Paint pool furniture and fence. Budgeted for 2016.

Re: # 12 – Paint tennis court fence frame. Budgeted for 2017.

Re: # 13 – Refasten Mazurik fence to the posts. NCP to complete.

Re: # 14 – Building repairs to Buildings 5 and 17. Zimmerman completed repairs on building 5, but has been unresponsive re: building 15. Truett wants assurance whoever works on the buildings will not affect the warranty. Schaffer and Tusing are two (2) suggested contractors. George Poulus (Original BW Architect) can also be contacted for who to use to do building repair.

Re: # 15 - Bocce Ball court. Zielinski is considering a couple of design alternatives and planning a proposal to owners. Given that there will be no initial cost to owners, he expects they would be supportive. Wylie commented that even if equipment is donated the board must still follow by-laws regarding approval.

Re: # 16 – Install water hydrant at the entrance. The plastic pipe should be laid in the trench when the electrical is installed at the sign. Board members to install, keeping costs to a minimum to cover materials only.

Re: # 17 – Realign the walk ramp to the rental docks at the marina east end. NCP to update.

Re: # 18 – Repair leaks on marina water lines. Hanthorn advised NCP is working on them.

Re: # 19 – Install higher quality spill pad and fire extinguisher mounts and replace one (1) mounting. Hanthorn advised the cost is \$600.00 for each extinguisher mounting. No source for spill pads has been identified. Troncin will contact Clean Marina for sources.

Re: # 20 – Fish Retriever to be put in the shed.

Re: # 21 – Two (2) stairway railings. Hanthorn contacted vendors, advising vinyl is what is usually installed.

Re: # 22 – Buy and install five (5) Marina dock posts. Completed.

Re: # 23 – Source a new contractor to remove and reinstall boat docks. NCP working on this.

Re: # 24 – New contractor to paint the docks. NCP has a lead on another contractor who will be interviewed when needed. There will be no dock painting expenditure this year, and we expect a sizable savings as a result.

Re: # 25 – Repair the damage to roads from the July 2015 storm. Completed at a cost of \$1,300.00.

Re: # 26 – Repair Marina photo cells. NCP working on this.

Re: # 27 – Caulk some areas on pool deck. NCP is working on this.

Re: # 28 – Clean gutters. NCP does this in spring and fall. BW is requesting late fall.

Re: # 29 – Replacing wood timbers around BW. Ref. New Business.

Re: # 30 – Add corrosion protection to boat docks. Ref. New Business.

Old Business

Truett advised the first claim for building 1 is to be filed Monday. We have five (5) years to spread out our claims. Truett also said:

- NCP will install the pool filter when it arrives. It has been ordered.
- Wrapping the pool furniture to prevent rust might be considered after it is painted.
- Back flow preventers. Starcher will do them as time permits.
- Rest rooms are to be cleaned effective June 1st through Labor Day at \$85.00 per cleaning, every two (2) weeks, effective immediately.
- NCP has been advised the pool is to be closed after Labor Day, tentatively 9-14-15.
- When BW Condo or Marina rules are being broken, as Board members, bring the infraction to the person's attention politely.

There was discussion about signage; fishing, putting gas in boats while they are in and docked at the Marina, and parking. Towing issues are a concern. Burba recommended removal of two (2) parking/towing signs; one (L1) by the Marina and one (1) by the main entrance. NCP will remove them.

Truett said the Patton family wants to donate outdoor furniture in memory of their father. It would be placed in the area of the tennis court.

Zielinski made a motion to honor the Patton's request to pay for the outdoor furniture with a plaque commemorating Jim Patton, with the qualification that the color be compatible with the BW condos, and that it be put on a pad. Wylie seconded. The motion passed unanimously.

New Business

Truett advised:

- A work order has been issued to reinstall the insulation in the utility rooms. Tentatively, Starcher is scheduled to do the back flow preventer work in September, and will recommend any other work that should be done.
- The Land lease is complete – done.
- Flood Insurance. Burba talked with Sue McClure at NCP, and John Madison from Frederick Insurance Agency about two (2) buildings in the current FEMA flood zone. Before getting flood insurance, we need an elevation certificate according to John Madison, at an estimated \$500-\$600 per building. McClure thinks the cost to get each certificate is \$400.00 per building.

A motion to have NCP get elevation certificates for the two (2) buildings to a maximum of \$400 per building was entered. Zielinski seconded. The motion passed unanimously.

Burba indicated we either obtain insurance for the buildings in the flood plain or change the Dec's and By-laws.

Truett continued:

- Residence Roster – is three (3) years old, suggesting it should be sent out annually. Hanthorn reminded the Board the legal recommendation is to not send one out. **Hanthorn instructed to get the roster updated.**
- Nominating Committee – asked Hatfield to head up the Nominating Committee. Two (2) owners will comprise the committee, working with Hatfield who agreed to head up that committee.
- The Utility Shed is not on a foundation. Rodent issues are a direct result. After brief discussion, this topic was tabled to be addressed next spring.
- Building 4 needs to be sealed. The Board agreed.
- Hanthorn at NCP has been given direction to brick up the bottom on the utility closet on the west wall of Bldg. #5, which will prevent animals from entering the closet (One raccoon was trapped in this location this summer).
- Take snow Blower, wheel barrow, and old speed bumps to the Fremont Consignment Sale, as they aren't needed by BW any longer.
- Umbrellas at the pool are in need of replacement next spring.

Hatfield made a motion to pay Gravel Bar \$60 for the use of their meeting room for our Board Meeting. Burba seconded. The motion passed unanimously.

Zielinski asked NCP to send the renter of dock #38 a letter that standard (household) extension cords are not permitted for use at the dock.

Zielinski continued:

- A long term plan to address the aging wood timber walls around BW is needed. He plans to investigate this for the 2016 budget.
- Dock fees should remain unchanged, and rental prices should remain "as is" until we "sell out." No further discussion or conclusion.
- Evaluating rubbish company options, and recycling possibilities. Hanthorn said there are only three possible companies, that NCP already has the information, and there is no need to reinvestigate.
- Correcting pool signs to agree with the BW Rule book, which says 9:00AM to sundown. Hanthorn to have the signs updated to; agree with the BW Rule book.
- Evaluate putting cathodic protection anodes on the docks to prevent dock erosion.

At 1:50 PM the Board went into Executive Session. At 1:56 PM, the Executive Session was concluded.

Next Meeting

The next Board meeting will be held at the at Northcoast Property Management's office beginning at 9:00 AM, 10-3-15.

Adjournment

Troncin made a motion to adjourn. Zielinski seconded. Motion passes unanimously.

The meeting was adjourned at 2:00PM.

Submitted By _____ Date _____