

**Blue Water Condominium and Marina Board Meeting
May 18, 2015**

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

Also Present: Mike Hanthorn, North Coast Property Management
Sue McClure, North Shore Property Management

ABSENT: Mike Troncin, Director
Tom Wylie, Director

Note: This Board Meeting is the first Board meeting of the newly elected Board from the May 16, 2015 Blue Water Association Annual Meeting, held at Dave Truett's home, 492 Parkside, Marblehead, Ohio 43440.

Call To Order

The Board Meeting began at the conclusion of the Owners Open Forum, and was called to order at 9:30 AM by President Dave Truett, noting this is the first Board meeting with the newly elected Board members.

Truett stated this Board "...will set forth its own policies as deemed necessary, and will follow the BW Dec's and By-Laws as amended, and the contracts will be enforced as they are written up to the termination date".

Mike Hanthorn, Maintenance Coordinator, and Sue McClure, Administrative Assistant, from North Coast Property (NCP) were introduced.

Contractor Report

Hanthorn reviewed his earlier walk-around of BW, including the siding, pool, and water shut-offs. He recommended an automatic chemical controller for the pool that meets state and county regulations be installed. This unit adjusts for the pH factor and the chlorine level. This would then cancel the need to have the pool tested every four (4) hours by a person from NCP.

Hatfield made a motion to buy the automatic chemical controller for the BW pool. Burba seconded.

Truett then referenced the 4-25-15 Property Manager's Report, item 16, and why Designer Pools is involved in the renovation of our pool. He also stated our pool wouldn't hold water two (2) different times, and questioned why the pool leaked. Our pool is holding water at this time. He also said the drain covers are not certified per the Virginia Graham Bell Act of 2008.

Discussion about the condition of the pool continued, why it leaked and how it was fixed. Hatfield said he understood the leak was somewhere in the sidewall, so the entire pool was redone.

Zielinski said someone needs to get the facts from the contractor.

Rozko called for an amendment to the motion to include the cost of the automatic chemical controller.

Burba amended the motion to buy the automatic chemical controller to include a cost not to exceed \$3,636.93 (per the quote 5-15-15 from NCP). Zielinski seconded. Motion passed unanimously.

Hanthorn confirmed this was his maintenance report, and that he is the NCP maintenance point person. Zielinski requested copies of all current maintenance contracts for BW, contacts and their phone numbers. All contractors have been notified NCP is the point of contact for BW going forward. . He also asked for a copy of the signed contract between

BW and NCP, and that all Board members get a copy of as well. Improper drain covers for the pool installed 5-13-15 were replaced with the correct drain covers 5-14-15.

McClure confirmed she will contact owners via the email list from CM.

Burba requested a copy of the inventory sheet from CM to NCP. McClure is to provide that to Burba by the end of the week.

Hanthorn confirmed to Zielinski that contracts entered on behalf of BW contain language that they are licensed, insured, and carry Worker Compensation.

Truett then reviewed the handout materials he presented to the Board:

1. Contact list of the Board members.
2. Code of Ethics and Rules of Conduct for Board Members. (Note: Absent Source or date on document).
3. NCP Property Management Report.
4. Comparison sheet of Marblehead Bank, Huntington Bank, and BW's current bank.
5. The approved 2015 BW Association and Marina Budgets.
6. BW Owner's Responsibility List. (Note: Undated)
7. Responsibilities of the Maintenance/Technical, Landscape/Grounds, Marina and Communication committees.

Discussion followed. Rozko explained Jay Cusimano was to have new and prior Board members sign the Code of Ethics at the Annual Meeting last Saturday. That Statement could be compared with the one suggested by Truett, but that it was to have been signed. Truett stated he would not sign that document, and the other new Board members concurred.

Zielinski stated the Code of Ethics just distributed be given to contractors working at BW as well.

Rozko stated comparing the Code of Ethics statement used before with this one would allow the Board to make an informed decision.

Zielinski made a motion to remove the requirement for signatures on any Code of Ethics statement, to include that a signature and date refusing to sign also be removed. Burba seconded. Motion passed four (4) votes For, one (1) [Rozko] Opposed.

Zielinski asked if it should be reviewed further by the Board. The general feeling was that that wasn't needed.

Approval of Minutes

The Board received and reviewed the 4-25-15 minutes.

Rozko read the email from Wylie dated 5-17-15 at 4:00PM, amending the Motion to include the following: "This would be included with a re-vote on the amendment to the Declarations and Bylaws that would allow the Board to remove the tennis court". (Note: Full email from Wylie is attached with these Minutes at NCP).

Rozko was asked to read one paragraph of the Maintenance Committee's recommendation that was presented at the 4-25-15 Board meeting on the tennis court, as follows: "Our current recommendation is to include the court repair as one of our lower priorities and to keep the costs down when we do the work. We should specify a job and solicit bids to do minimal repairs and patch it, over pave it (about 1.5 inches), and repaint it. At that time we should repair the nets and add Pickle ball game lining".

Several members of the current Board did not want to approve the 4-25-15 Minutes, not having been in attendance at that meeting. For that reason, the 4-25-15 Minutes were not approved as submitted for approval.

Rozko made a motion to change Approved by to Submitted by for the 4-25-15 Minutes. Zielinski seconded. Motion passed unanimously.

Financial Report

Truett confirmed Hatfield is the Treasurer. Hatfield stated for what he has seen so far, he is OK with the financial status as received from the prior Board. He expressed concern BW monies are in Arizona, and the wants to bring them back to the local area. Hatfield also stated he would work with NCP re: distributing financial information to the owners; quarter to quarter, annually or however worked out with NCP.

Zielinski expressed the need to have financial information available as necessary. Truett said NCP will provide a financial balance to the treasurer monthly, and wants each Board member get a copy monthly. Hatfield will put a budget together, review it with Hanthorn, and present it to the Board at a later date.

Hatfield made a motion to move all of Blue Water's accounts to Marblehead Bank and to include Blue Water's Pres. & Treasurer names on all accounts. Also, the President will write a letter to North Coast Property Management Co., LLC and Marblehead Bank informing them of the money transfer along with a copy of today's minutes of this meeting. Burba seconded. Amended to include by June 1st. Motion passed unanimously.

Discussion followed about meeting with local bank personnel to transfer the funds, sign Bank paperwork, and co-signing checks.

Burba discussed insurance issues; that we have insurance on the buildings and grounds. Once your names (Truett and Hatfield) are on the paperwork, we need to contact John Madison, our insurance agent, to Bond you. Burba to call Madison about setting up the bonds, and asked for confirmation of when the BW funds will be transferred, to establish an effective date for the bonds.

Truett then discussed information from his packet of handouts:

- Comparison sheet of Marblehead Bank, Huntington Bank, and BW's current bank.
- The approved 2015 BW Association and Marina Budgets.

Zielinski asked McClure to verify the tax returns for BW Association and BW Marina are filed.

Committee Reports

Truett handed out Responsibilities of each Committee, dated May 18, 2015. He asked that all Board members review and mark up the responsibilities with their thinking, to redefine the committee responsibilities for the next Board meeting.

Truett stated he preferred Board members for the committees be called representatives, not liaisons, and recommended the following Board members for the committees:

- Burba - Communications
- Troncin - Marina
- Wylie - Landscape
- Zielinski – Maintenance, including Marina maintenance

Burba stated there is no communications committee as yet, and a lot of help will be needed. He talked about how the committees would function, going forward. Truett explained a communication committee had been put in place last year. He also said designing a web site had been done, a gift from the Patton's in honor of their father. The web address is <http://mary3241.wix.com/blue-water>.

When asked how committees would be comprised, Truett explained that committees have been for one year, and comprised of 3-5 members. The committee leader brings the committee recommendations to the Board for action. Going forward, for example, the Maintenance person would interact with contracts being awarded and be the local point person for maintenance issues. There will be cross-over with other committees. Truett will follow up with Troncin and Wylie, representing the other two committees.

Old Business

Truett stated he wants this Board to revisit washing and caulking the buildings, the tennis court, and the gas lighting, and get these issues resolved. Hatfield added dock maintenance (painting), citing the expense involved, and Burba added repair of the siding.

Zielinski made a motion for authorization to specify, bid and award the repair of the tennis court. Hatfield seconded.

Discussion followed about the ballot to be sent to owners. Rozko read Wylie's email amending the motion passed at the last Board meeting 4-25-15, to include: "This would be included with a re-vote on the amendment to the Declarations and Bylaws that would allow the Board to remove the tennis court." The three dollar amounts stated at the Annual Meeting 5-16-15 were:

- New tennis court – about \$41-42K
- Repair tennis court – about \$36-37K
- Remove, fill in, and reseed – about \$2,600 – 3,000

Following considerable discussion, Zielinski asked Hanthorn if NCP could leverage costs for the tennis court. Hanthorn confirmed NCP could get pricing through their vendors.

Burba made a motion that the current Board rescind all prior actions about re-voting on the tennis court. Hatfield seconded. Motion passed unanimously.

Zielinski made an amended motion for authorization to specify, bid and award and make reasonable and economical repairs to the tennis court to a maximum of \$28K. Burba seconded.

Discussion followed about what was included in the current \$36,944 repair bid. The Reserve Advisors report was also mentioned, and Hatfield stated their numbers were "conservative", meaning on the high side.

Zielinski motion for authorization to specify, bid, award and make reasonable and economical repairs to the tennis court to a maximum of \$28K passed unanimously.

Reference Zielinski's ten motions to the Board dated May 18, 2015, presented as follows:

Zielinski made a motion (number 3 on the list) to specify, bid and award contracts to wash the exterior surfaces of all BW condo buildings, to a maximum of \$12,000. Burba seconded. Following discussion, motion passed unanimously.

Zielinski made a motion (number 4 on the list) to specify, bid and award contracts to bring the maintenance of all BW condo buildings to within the specified maintenance requirements of the siding materials manufacturers. This will include but not be limited to refastening of loose boards and re-caulking where needed.

Discussion included cost estimates, and concern that Zimmerman Construction is the best contractor to do the needed work, and that three bids should be obtained if possible. The motion was amended as follows:

Zielinski made a motion (number 4 on the list) to specify, bid and award contracts to bring the maintenance of all BW condo buildings to within the specified maintenance requirements of the siding materials manufacturers. This will include but not be limited to refastening of loose boards and re-caulking where needed. A ceiling of \$12,000 in 2015 and a ceiling of \$12,000 in 2016 be authorized. Burba seconded. Motion passed unanimously.

The Board was reminded there is a glass enclosed bulletin board at the Dumpster area where a notice not to penetrate the siding in any way can be posted, in order to protect the warranty on the siding.

Zielinski made a motion (number 5 on the list) to specify, bid and award contracts to repair existing gas lighting throughout the BWE property. This may include complete replacement where fixtures are damaged beyond repair.

Discussion that followed included clarification of what is a maintenance item, cost to replace all gas lights, and that Truett contacted Starcher Enterprises about this issue. Starcher indicated he has some ideas and will discuss them as time in his work schedule will allow. This item was tabled for future discussion.

Zielinski made a motion (number 8 on the list) to specify, bid and award contracts to repair and reseal BW roadway asphalt. This will include removal of any paving which has raised and created a driving and walkway obstacle.

Discussion followed about what areas needed repair, the cost estimate (\$5 - \$6,000) plus cost to reseal the asphalt drive. Motion was tabled based on clarification of costs involved.

Zielinski made a motion (number 9 on the list) to specify, bid and award contracts to provide foundations and relocate and refasten all BW roadway speed bumpers. This may include the replacement of bumpers damaged beyond re-use because of improper previous fastening.

Discussion included how to repair the bumpers for secure anchoring, the number of bumpers needed and where they should be located, and how to address the issue if the bumpers were to be eliminated. Hanthorn stated other of NCP clients use signage instead of bumpers. This Board is concerned about the safety element of that approach. Burba stated the law says we must act reasonably; that we've got to have speed bumps.

Rozko asked about permanent asphalt speed bumps, citing how they are used in other cities and locations (Sylvania, Ohio), and that the cost to install and remove them annually would be a significant cost savings to BW.

For lack of a second, this motion was viewed as a maintenance issue and was tabled.

Zielinski asked Hanthorn to confirm what contracts are in place, and provide copies of all contracts. He then asked Hanthorn to provide measures of performance NCP thinks they should be measured against. Rozko confirmed in the interview with NCP, that they said BW would determine how they (NCP) are doing.

Zielinski clarified his concern about the pool. Truett stated the contractor is to fulfill his contract, and we'll move forward from there.

Zielinski will ask Troncin for a copy of the Marina Maintenance Manual.

New Business

Zielinski made a motion (number 2 on the list) to specify, bid and award the addition of one basketball backboard and hoop to the North end of the tennis court.

Discussion followed about the location of the hoop, interference with people playing tennis, scheduling use of the court, and that people other than BW residents use the tennis court (area). It was decided that this motion would be revisited after the tennis court is repaired and ready for use.

Zielinski made a motion (number 6 on the list) to specify, bid and award the installation of a motion detected safety light and electrical service which will properly light the trash dumpster area. Hatfield seconded.

Discussion about a new 100 amp service panel, how the electrical would be installed and where, and what would be lit up was discussed. As this was considered both a maintenance and a safety issue.

Motion number 6 was amended to include Motion number 7 to specify, bid and award contracts to provide the installation of lighting and associated electrical service in the entranceway and BW sign area. Hatfield seconded. Motion passed.

Zielinski made a motion (number 10 on the list) to specify, bid and award contracts to repair the rip rap and walkway in front of BW building #18. This may include the relocation of the electrical conduit which currently is in an unsafe state and is holding up the rock.

Discussion about the safety of the walkway area and the need to repair it as soon as possible was acknowledged. NCP will be asked to mark that area off with horses as a no walk area. Repair of that area will come out of current reserves. Cost estimates up to \$12,000 were discussed. Zielinski will put specifications together and gather bids. It will be addressed as a maintenance item and handled right away.

Priorities of the ten Motions are as follows:

High – # 10, # 3, # 4, # 8, # 9

Medium – # 5, # 6, # 7, # 1

Low – # 2

Concern was stated about the need for Kaman and Cusimano working with the BW Board going forward. Their expertise was recognized, but their annual expense, thought to be \$5,000 was a concern. This topic is tabled until McClure gets information for the Board about those expenses.

Truett suggested the following dates for future Board meetings:

6-27-15 at NCP

7-25-15 at BW Pool area

8-22-15 at NCP

9-19-15 at NCP

10-17-15 TBD. Annual Budget meeting.

Burba will verify with Kaman and Cusimano how many meetings are required annually.

Burba stated owners need to know about the change in what is to be done with the tennis court, that the first half hour of Board meetings are Open Forum for owners to attend, and that the owners can remain after the Open Forum but are not permitted to speak during the Board meeting.

Making the Board Meeting Minutes available quickly was also discussed. The Board wants one week for input to amend the Minutes, after which the Minutes will be considered as approved whether or not the Board responded within the week, and that they would be emailed to owners.

Rozko made a motion that Burba send a notice to owners about the status of the tennis court, and that the next Board meeting is scheduled for 6-27-15. Hatfield seconded. Motion passed unanimously.

Next Meeting

The next Board meeting will be held at the Gravel Bar Yacht Club, beginning at 9:00 AM, 6-27-15.

Adjournment:

The meeting was adjourned at 1:00PM.

Approved By _____ Date _____

File: BW Board Mtg. Minutes 5-18-2015 (Final)

