BLUE WATER BOARD OF DIRECTORS MEETING MINUTES

SUNDAY, JUNE 11, 2017

 GRAVEL BAR MEETING ROOM.

Present: Chris Burba, Connie Conway, John Hatfield, John Shuleva, Linda Wolf, Warren Will, Dave Zielinski,

**Call to Order: Dave Zielinski called the meeting to order at 11:47a.m.**

**Past Meeting Minutes Approval:**

For the meeting minutes of 3/22/17, John Hatfield moved and Chris Burba seconded to approve the minutes as presented. During discussion, Dave requested that minutes show “draft” until they are approved, and then have “approved” added after they are approved. The motion passed. (see attached)

For the minutes of 5/20/17, Associated PM,Jason, distributed them. A number of changes were discussed, afterward Warren Will moved and John Shuleva seconded to approve the minutes as amended. The motion passed. (See attached)

For the minutes of 5/21/17, Chris Burba moved and John Hatfield seconded to approve the minutes as presented. The motion was approved (see attached)

**Financial Report and Approval:** John Hatfield reviewed the May financial reports. We are ahead of budget. For the Marina, he noted that revenues were split to show those of dock renters and assigned dock owners. John reported on two major charges to reserves since the May report. The marina was charged $18,000 for the sidewalk project. The condo was charged $4,340 for gas lamp repair / painting. Our gas lamps had a $500 budget for each year and a $20,000 plan for replacement in 2019. The 2016 Board felt it best to do a major repair at this time and in miscounting the quantity of lights over-spent the estimate ($2520) by $1820, but averted a major cost in 2019. On-going maintenance of the lights will remain a need, but we do not anticipate having to totally replace them soon. The bills for both the lights and the sidewalk are being processed. Dave indicated that $1,000 of the $18K should go to the condos for the parking lot sidewalk. Warren asked that items authorized to be spent also be shown on the budget and on financial statements. Motion to approve the financial report was delayed until other charges were reviewed. The water charges are under-running the budget. Warren noted that the bank statements need to be flipped around between the condo and marina reports. Jason to resolve. John indicated that the 12/2016 financial reports had inaccurate summaries on the balance sheet and Warren recommended removing the breakdown between operating and reserve amounts. John and Warren to get with Jason to resolve details on the financial reports.

**Old Business:**

 **Financial –** Marina receivables looking ok, but have one owner past due and one renter not paid. Jason just got the check, so we should make the $57,000 budgeted top line. Condo Delinquencies – one owner e-mailed Jason to say invoice of $972 would be paid by 6/30. Did not deal with 7/1 payment. The other delinquency is short the past due fee for attorney fee of $75. Dave Zielinski moved to waive the fee, seconded by Connie C. Approved.

 **Communication** – Warren Will

 Warren has a Recorder app on his cell phone. The Director’s contact list was given to Warren. He will send to the Board. The information can be updated on opt-in directory.

 Review process for approving minutes. Approved minutes are going to the web page.

Upcoming Newsletter, a draft has been sent out and is to be finalized by 6/16.

 Jason to include a section on the ability to pay on-line. See attached sheet.

 **Review 2 amendments –** The prior board approved to have 2 amendments, 1) to have the marina budget approved by the board, 2) to have the board given the ability to change the number of Directors on the board. It was explained that the original marina language will be contradictory with the budgeting process. We clarified that the rental dock income was to be deducted from the total requirements and the remainder was paid by dock assignees. Extensive discussion ensued about amendment wording. We clarified that Unit Owner in the Declaration refers to the Dock Assignees and we follow the revenue planning process we have followed in the past. Chris moved that the language in the original Ott memo be used to submit it to owners for a vote. Seconded by John Shuleva. Approved, with one dissenting vote.

 **Landscape**- John Shuleva

 Current budget includes $2,000 for landscape extras. The new plant material was installed in the entrance area at a cost of $245. The amount of mulch was discussed. Oil treatment is being applied to bushes. John to look at what it would cost to spray for poison ivy. Trimming bushes may be done in the next week. A number of trees need to be replaced, but need to review costs.

 **Maintenance** – Dave Zielinski

Pool Furniture painting and cost (6K budget) came in at ~ $4,000. Some rust warranty work is needed

 Pool railing painting cost (4K budget) came in at ~$1,500. Both need to be added to financial statement.

Correctly hung signs around the pool. Paint / renovate gas light cost was discussed above in Finance and is to be added to financial statement. Jason is the contact.

 **Marina** - **Dave Zielinski --**

Removed, repaired, and reinstalled sinking dock. It has not been billed yet. Dock refurbishment ($2K) was budget for reserve item. Propose to spend on sinking dock refurbishment.

Remove and reinstall power and water to sinking dock was billed about $2,200, but may be only $1,100.

Two year riprap repair, sidewalk, sod work cost, was based on 2 years reserves, billed $18,000 with

 $17,100 to marina as a reserve amount, and balance to condo sidewalk maintenance.

White plastic covers on 35’ end-of-dock are missing, but Dave indicated pipes may be pulled out.

**John Hatfield** -- Dock rental results, # of docks rented, 2 docks are vacant(1, 25 and 1, 30) John is now renting owner docks. Some dock owners are interested in selling their docks. Any owners interested in buying docks may be able to buy them from two owners. Call # on restroom bulletin board.

 **Property Management** - Per Jason, the Marblehead accounts are being closed out and everything should be moved to Alliance Bank in the next two weeks. On-line banking information sheet to be included to owners.

 Jason reviewed the Status of projects, issues, processes, on the punch list (attached) including painting

 the flag pole, which we decided doesn’t warrant re-painting. Fire extinguishers are installed.

Inspection results--new sidewalk looks good, goose poop & eliminate geese, http://ohioline.osu.edu/factsheet/W-3 OSU recommends putting string along rip-rap. Need hi-test line from Truman.

Jason provided logo letter to pay on-line, and other instructions for 4th Q billing. Jason to provide information for recurring, auto payments directly to the bank.

Customer portal – The portal has a $20 charge and Lisa to provide greater detail to Dave Z.

Maintenance of patio tuck point brickwork was sent out to owners, fogged window information was also sent out. No action has been taken on the fogged window status, but Jason to follow up on contacting owner with letter asking for date certain, with penalty to follow, if not done. Chris to forward letter of provisions to Warren.

The trash quotes were reviewed, and Jason is working on estimates. The marina needs to be cleaned up after major storms, including branches, dead fish, etc. On monthly visit, Chris requested schedule for Jason’s monthly visit. Jason to send out 1 week in advance so we can catch him with issues.

 **New Business:**

 **Financial – J. Hatfield**  correcting 2016 financial statements, Warren to provide information to Jason.

John to work on 2017 budgeting of reserves and future reserve updates.

John proposed sending a check to Gravel Bar in the amount of $240 to cover the four meetings. This item put on hold pending other location options. Warren to get information on the library and Danbury Township Hall and make reservations.

 **Communication** – **W. Will**

Opt-in Directory, information has been sent to APM and they have a statement of agreement and a fill-in form. Send it out with the newsletter and other documents.

Develop Newsletter – There are some line items that need to be filled in. Chris has some information for the siding issues. Some sections are missing and Warren to send to APM in the next week. (by 6/18)

Chris Burba has reviewed stored documents at Safe Harbor Storage Unit, E-36. and added some documents. Need to get through information. Associated PM has two boxes of documents from previous management companies that will be added to the storage.

**Landscape** – J Shuleva, covered most things in old business.

 Some arborvitae look different (by Clyde B), but they should fill in as they grow. Moving them may be more trouble than it’s worth. Need to let them take root. Discussion on removing the two cottonwoods in the point parking lot has been tabled due to lack of support.

 **Maintenance** - D Zielinski

Current budget & plans for maintenance expenditures,

Gutter and Downspout issues were covered by Dave Z. Building #1 is an example. See bid of $1,800. Work could be done at $40/hour instead of quotes. New pipe could be put above ground.

After discussion, we need to fix gutters to avoid warranty or maintenance problems with siding. There is a reserve study item for painting and caulking for $12,000. Dave to see if we can get a quote for each building to deal with gutter levels and flow of water in the downspouts. A recaulk, paint and repair work estimate is needed for a number of buildings, such as buildings 7 to 18. Some siding may need to be replaced. Then build it into reserve study. Question: How many can be done for $12,000?

Reserve projects to be reviewed include: Paint/caulk/repairs ($12K),

Asphalt overlay ($10K) nothing has been done yet.,

Replace retaining wall ($20K) by the marina and walls next to building 1, by building 6., and one by building 7. Reserves could be diverted to building maintenance. Island by retaining wall could be shortened up to allow better access to Kaiser and Liebert units. Trees could also be replaced. Blocks could replace timbers and then we could carry that theme to the other walls. Dave had a quote estimated to cost $12,680. (attached) Drainage needs to also be addressed in the parking area. Dave looking for a team to review of what to do. John S., Warren and Dave to review.

Concrete pool patio ($1.5K) no action taken. Pool concrete and caps need to be re-mortared for September / October. Need to get a number on what it would cost to repair around the pool.

Total reserves are not on operating budget of ($59.5K). Warren to work with John H. to get items on the monthly reports.

 Flood plain quotes. Proposal (attached) for building fill-in shows $4,800 for each building and $800 for LOMA paperwork. What is chance of success to reduce insurance. Pilings may create a risk for added insurance. Need to decide if we need to spend money to fill in Building 3. Warren to review with FEMA and BEC and building inspector to see what our chance of success would be.

**Marina**

D Zielinski -- Front wall needs to be shored up similar to wall in front of building #1. See proposal totaling $43,300. (attached) The holes have been filled in now, but long term solution is needed. Chris asked if we can get 3 estimates, such as Gill, in addition to Kuczma. APM doesn’t have contractors for this. Army Corp of Engineers? Spread over 2 years. Nothing is in the marina reserve study currently for this work.

 **Nominating Committee -** Warren talked to John about getting people on this committee and he will work with him on that.

 **Social Committee-** Linda Wolf Proposed having a Social events committee, fall cookout. Need volunteers. Linda to send Warren information for the newsletter. Dave moved and Chris seconded to have Linda Social Events Committee. Passed. Also recommended to have Friday pool party at 5:00 p.m.

 **Next Meeting/s Schedule: 7/29, 9/9, (Budget prep), 10/21 (budgets), @ 9:00 a.m.**

 **Chris and John S. moved to Adjourn. Adjourned at 3:05 p.m.**