Blue Water Condominium and Marina Association Board Meeting

May 21, 2017

At 548 Parkside Drive

The meeting was called to order by Dave Zielinski at 11:43 a.m. In attendance were Chris Burba, John Hatfield, John Shuleva, Warren Will, and Dave Zielinski. Absent were Connie Conway and Linda Wolf.

**Officers**

The organization of the Board was discussed as to who would fill seats on the Board. After some discussion, John Shuleva moved and Chris Burba seconded a motion to nominate and approve Dave Zielinski as president, John Hatfield as treasurer, and Warren Will as secretary of both Associations. The motion passed unanimously.

In addition, John Hatfield offered to work with John Shuleva to provide details of the Treasurer’s job in the future. Warren agreed to coordinate certain functions of the Communication Committee, namely to work with Ryan Olney to provide him approved minutes for the webpage, and to coordinate board member’s input for Association newsletters. It was proposed that the board create a summer newsletter and this was viewed positively. Warren is to investigate the use of a recorder to facilitate taking meeting minutes. Dave Z requested contact information from all board members and will provide it to the board after Linda’s and Connie’s information is confirmed by Chris Burba.

**Committee heads** were also discussed and it was agreed that:

Siding Class Action Settlement committee to be coordinated by Chris Burba and include Linda Dalrymple and Warren Will. A number of photos need to be reviewed for filings. The board discussed the need for on-going maintenance by caulking & painting siding.

Landscape Committee would be coordinated by John Shuleva and include Ann Zielinski and Linda Truett

Marina Committee to be coordinated by John Hatfield, with others to be named.

John agreed to take over the dock renting function from Dave Zielinski. This includes being Associated Property Management’s Blue Water contact for the accounts receivable and payable functions and any day to day maintenance or repair issues as they arise in the marina.

Maintenance of Blue Water Condominiums as well as the seasonal marina maintenance of the marina to be coordinated by Dave Zielinski and others to be named. More maintenance decisions and implementation will be handed off to Associated Property Management in their new role, so they will be a key resource for this committee.

 Nominating Committee, John Hatfield, and Ryan Olney with others to be named.

**Agenda**

Dave Zielinski provided an Agenda format for future Board meetings. (See Attached) Warren suggested that an “other” category be added to Old and New Business sections. Associated Property Management will also be added to the agenda for certain meetings. A draft of the agenda will be forwarded to all board members by Warren ahead of meeting dates, in order to obtain input for upcoming issues, motions, discussion and approvals required. Associated PM will be asked to provide a punch list of pending and completed projects. It was agreed to continue to display the “Old Business” on future agendas, once an item has been added to “Old Business” and until the item reaches resolution stage.

**Past Meeting Minutes**

The previously approved minutes via phone calls on 12/2, 12/10, 2/6, and 4/6 have been put on the Blue Water webpage for owners to view. The minutes of March 22 are in rough draft and need to be revised and approved. Dave Z. will contact Linda Wolf to finalize the minutes with the goal of having them ready for approval at the next meeting. Warren will send out minutes of this meeting in draft form for review by June 7th, and approval at the next meeting.

**Old Business**

Dave Z identified a number of issues that need to be resolved including foggy windows, re-grout of patio bricks, dues delinquencies, for sale signs (resolved), and the by-law amendments (for the number of board members, and deleting owner approval of the marina budget.) Attorney Ott provided revisions for the two by-laws to Chris Burba and Chris will send it out to all board members. Members should provide comments by month end, so it is possible to fully consider them at the next board meeting.

 **Financials**

Warren recommended that certain financial data be included in the minutes from the latest monthly financial reports, namely the balances in the Operating checking accounts, and the Reserve savings accounts. Based on April reports: Condominium Marina

Checking accounts total $49,338.06 $ 45,717.87

Reserve savings account $193,488.30 $117,222.29

Asset totals $245,474.05 $165,574.66

John noted that Associated Property Management is setting up new bank accounts with Alliance Associated Bank for both BW Associations and will include Operating checking accounts and Reserve Savings accounts. John H. controls the funds in the savings accounts. Warren felt that that function could be moved to Associated PM similar to the Operating accounts. A discussion followed. John will continue to direct the funds for now.

Warren identified several problems with the financial reports. The year-end 12/2016 report prepared by North Coast does not add up for Assets, which should equal Liabilities and Equity. He felt a revised report should be prepared, similar to what the Auditor did on the 2015 report. Also, amounts on updated Reserve Study reports should be included in similar categories on budget and financial reports. He noted that the Condominium Reserve Study called for expending $59,500 in 2017 for a number of projects, but none of these are shown on budgets or financial reports. Similarly, only two marina reserve projects, totaling $17,100 are shown on marina reports, but some projects, such as dock renovations and paving are shown as operating expense. These items should be consistently reported in the appropriate operating or reserve fund categories. A new capital expenditure category may be considered and then included in newsletters to let owners know what new improvements have been considered and approved by the board.

**New Business**

Warren will follow up with Lisa at Associated to take a quick look at the opt-in format for the owner’s directory, and whether they will include all addresses in the directory for those who opt out.

**Next Meetings**

We discussed dates and times for future board meetings which are to be held at the Gravel Bar room:

 June 11, 11:30 a.m.

 July 29, 9:00 a.m.

 September 9, 9:00 a.m. for Budget Prep, including telling APM which quotes are needed.

 October 21, 9:00 a.m. for Budget finalization,

Owner input can be obtained prior to the start of these meetings. Associated may attend some of these.

**Adjournment**

Chris moved and John S. seconded to adjourn the meeting. The meeting was adjourned at 2:00 p.m.

Warren Will, Secretary