**Blue Water Condominium and Marina Board Meeting**

**October 26, 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

**Call To Order:**

The Teleconference Board Meeting was called to order at 7:00 PM by President Dave Truett. Truett declared a Quorum present and called this meeting to discuss extending the Northcoast Property Management (NCP) contract to 2016, and measures of performance for them.

Truett stated he had a checklist provided by NCP when the initial contract with Blue Water (BW) was signed. That list of seven (7) areas was developed by Kaman and Cusimano. NCP likes their clients to complete that list to evaluate their performance. Discussion followed about how to get that list to Board members, and then turned to additional suggestions to evaluate NCP, as follows:

Burba: No bills should be paid until reviewed by Truett, Hatfield, or someone on the Board.

Zielinski: The Board may want to rewrite some of the seven (7) criteria, adding what is appropriate for our Association. He also asked how well NCP keeps our association advised of their dealings with contractors be included. Truett agreed with Zielinski’s suggestions, asking that we (Board Members) send back our suggestions to him or Chris Burba to be summarized.

Truett said the monthly fees payable to NCP would remain the same as we paid in 2015; $1,300 for the Condo Association and $300 for the Marina. He also confirmed no changes in contract language unless the Board wants to change some of the wording. The contract will be from 1-1-16 to 12-31-16. Burba encouraged Truett to confirm everything in the contract is the same as our current contract before signing the 2016 contract.

Tentatively a meeting will be held at the NCP office at 10:00 AM November 12th to review and sign the contract. Burba and Zielinski will try to attend that meeting with Truett.

**A motion was made to renew our contract with NCP for calendar year 2016 at the same rate as our 2015 contract, with no changes in the contract terms. Troncin seconded the Motion, which passed unanimously.**

Zielinski stated the NCP contract and their performance go hand in hand; that their performance should be better in 2016 than it was in 2015. He acknowledged 2015 has been a very atypical year. Wylie agreed there was a learning curve and that there are things that need to be addressed. Truett suggested any concerns/issues Board members have be forwarded to him so he can present them at the meeting with NCP.

Zielinski asked about a mid-year review of NCP’s performance. Rozko suggested issues be addressed as they occur, and that a mid-year review could also be done if the Board thought that was helpful. Truett confirmed Brian Baugh (Co-owner of NCP) wants to hear about issues as they occur. Troncin thought that by addressing issues as they occur, a year-end review would be fine.

Burba said Truett seems to be the person NCP most talks with. While Truett encouraged any Board member can talk with NCP, we all need to be aware of how we communicate with them. Wylie said that if we have questions, we (a Board member) should be able to call NCP. If there is a problem, the Board should discuss it first before talking with NCP, and come to agreement before contacting NCP.

Hatfield confirmed he is talking with Karen (at NCP) once or twice a week on invoices, and is happy with NCP communication in his area. The next conference call should be about the budget. If he has all of the numbers by November 30th to develop the final budget for Board review, the proposed budget could be sent out by December 1st. Both Burba and Truett reminded the Board the budget and Reserve dollars must be approved before the end of this year.

Hatfield expressed significant concern about the flood insurance issue. While we have to deal with FEMA, their numbers are questionable. Burba has asked John Madison (Frederick Insurance) to come to a Board meeting next year to discuss this issue. We have two (2) options: Provide flood insurance or change the Dec’s and Bylaws. For now, we need to add the coverage on the buildings. Discussion that followed suggested the flood insurance numbers put us over our budget, and we don’t have numbers for landscaping included as yet. Wylie has asked NCP to contact True Green, who hasn’t responded with their proposal for next year.

**Next Meeting**

The next teleconference Board meeting will be December 3, 2015 at 7:00PM.

**Adjournment**

The meeting was adjourned at 7:50PM.

Submitted By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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