**Blue Water Condominium and Marina Board Meeting**

**October 3, 2015**

PRESENT: BOARD OF DIRECTORS:

Chris Burba, Director

John Hatfield, Treasurer

Dan Rozko, Secretary

Mike Troncin, Director (By telephone)

Dave Truett, President

Tom Wylie, Director

Dave Zielinski, Vice President

Also Present: Kelli Wilson, North Coast Property Management

**Call To Order**

As no owners were in attendance for the Open Forum, Truett called the Board Meeting to order at 9:00 AM.

**Minutes**

The Minutes of the 8-15-15 Board Meeting were noted as already approved..

**Contractor Report**

Truett asked why some owners didn’t get their quarterly statements, noting that some were sent via email and others sent regular mail. He asked that an insert be included with the winter newsletter asking owners to respond whether they want their statements via email or mail. This should be included with the notification for the owner directory. He said the Owner Directory should be done every year.

Burba asked if the last newsletter was going to be resent, since it may not have been received by all owners. Wilson responded no. Discussion followed regarding whether we should prepare another Blue Water (BW) newsletter to be inserted into Northcoast’s next newsletter, and our consensus was that we wouldn’t. She then handed out a copy of the October 1, 2015 letter to Blue Water (BW) owners about installation of back flow preventers, 2016 Budget information for the Association and the Marina, and seasonal budget contract information (Attachment 1 - 13 pages). The Board reviewed the snow, landscape, spider, toilet room cleaning, marina weed kill and Grub quotes. The Grub quotes are “outrageous.”

Zielinski stated over two (2) inches of snow was the basis for cleaning snow. Discussion by Truett and Zielinski about snow plowing followed. Zielinski noted the business owner will be doing the work if Kuzma is awarded the snow plowing contract; not so with other contractors.

Wilson said Kuzma does the Northcoast (NCP) building, and they are pleased with them.

When Truett asked about the labor rate for shoveling, Wilson said shoveling is a lower rate, and would advise after checking with Brian Baugh.

Truett made specific mention of the need to keep the mail box and Resetar’s front door clear, and that shoveling for the six full time residents should be from their front door to their car.

Zielinski suggested alternating clearing the neighbors parking area so the full time residents could put their vehicles in the cleared spot, then their parking area could be cleared the next time so their vehicles could be put in that cleared spot. Wilson said Kuzma will shovel around cars for an additional $25 dollars per vehicle.

Truett said colored stakes can be used to designate where to plow, and that the property manager generally has put them in in the past.

Zielinski confirmed no salt should be used unless requested by the Blue Water (BW) Board. Wilson said we (the Board) “…pick what you (we) want.”

When Wylie asked how this direction should be communicated, Zielinski said the work process is still rough, and that we are still working through those finer points.

Wilson noted the BW Board is very active, and that BW requests should come through her at NCP. She said a Board member can call the contractor if not able to reach NCP, but owners should not call contractors.

Burba asked if a “walk-through” will be done before winter.

Per Truett, the Board was in agreement that Kuzma be awarded the 2015-2016 Snow Plowing contract, and that any three of the full time resident Board members should be contacted for salt distribution.

After reviewing the Landscaping contract summary for 2016, Wylie indicated Choice appears to be the best choicer of the Contractors bidding. Following discussion, the Board confirmed Choice as the Landscaping contractor for next year.

Considerable discussion followed about who to use for lawn and landscape fertilization next year. Wylie suggested talking with Choice and True Green, asking for a breakdown of their services. Wylie will send out an email with the results of his investigation.

After reviewing the Spider spraying contract summary for 2016, Wilson stated all of the contractors are good, and that Mauger hadn’t quoted as of this time. Based on the information at hand, the Board agreed on Budget for one (1) application.

The toilet room cleaning specifications and contract bids were then reviewed for 2016. The Board agreed Norwalk Custodial be awarded the contract. Wilson said NCP stocks the toiletries and trash bags for the Marina restrooms as necessary. Zielinski clarified the cleaning is to be done only during the boating season.

The Marina treatment program was then reviewed. Truett confirmed this wasn’t under contract this year. Mike Hanthorn (NCP) sent someone out to treat the Marina about one (1) month too late. Wilson said their experience with Aqua Doc has been better than with anyone else. Zielienski pointed out neither contract includes killing weeds in the rip rap. Hatfield said the contractor doing the lawn and landscape should do the rip rap. Truett used agricultural Round-Up treatment this year because it wasn’t done by anyone under a contract to do that work. Choice Landscape will be asked to quote this work. Aqua Doc was selected to treat the Marina next season.

Discussion moved to how best to treat the grub issue in the lawn. Wilson clarified both quotes.

**Finacial Report**

Wylie asked that the August financials be sent out and that every month thereafter financials are also sent to the Board members.

Hatfield distributed his Association and Marina Reserve Study overview, (Attachment 2) explaining that he took the September Report and developed cumulative figures for the budget. While nothing is available on the landscaping as yet, the rest of the budget should be representative.

Discussion followed. Zielinski asked if there were any big changes from today’s discussion. Wylie noted costs to spray the rip rap need to be included. Troncin suggested Marina funds could cover that spraying.

Zielinski asked about mulching and who specifies the mulching. Wilson said the contractor decides how much mulch is needed. Considerable discussion followed, including the decomposition rate of the mulch, the accuracy of the quotes for mulch, and the cost per yard. Wilson said Choice Landscape charges $32/yard. Zielinski said the application should be checked after it is done.

Discussion turned to the NCP management fee for 2016. Wilson said the fee remains the same, unchanged for next year. Signing the contract is all that is needed.

Hatfield said that based on additional numbers from today’s discussion, he will update the 2016 Budget and have it ready by December 31, 2015.

Hatfield then discussed the Marina reserve. Troncin thought we should advertise to fully rent out the docks. Burba asked who would do the dock removal this year. Wilson stated Meggett and Gill Construction were possible contractors to do that. Zielinski said the $210 per dock to put them in the water or to take them out of the water was “…a lot of money.” He said Kuzma might be a possible option as well.

Wylie asked about painting the docks. Troncin expressed concern about painting the docks. Hatfield said both Truett and Zielinski had developed some cost estimates, but that they are still working on that.

Truett commented the dock fees are low, while Troncin said we don’t want to lose any renters with docks yet to be rented.

Zielinski checked Lakeview Marina rental rates which are 40% higher than we are with extras; that our rental rates are low, and that we need to push to raise our rental rates next year.

**Committee Reports**

* Communications – Burba

Nothing to report.

* Landscape – Wylie

Two Austrian Pines have tip blight and will eventually die. A lot of trees are in the wrong spot. Wylie walked the grounds with Dan’s Trees, and wants to walk the grounds with Ashcraft as well. Truett thought some of the trees could be a fire hazard. Discussion followed about replacing the Austrian Pines. Burba suggested working with the owners where the trees are located, and that a committee makes recommendations about removal and replacement of those trees.

**A vote was taken about two (2) of the Austrian Pines. With four (4) votes to remove them, two (2) no votes, and one (1) abstention, the two diseased Austrian Pines will be removed this year.**

* Marina – Troncin

Truett questioned whether holes were drilled for the dock posts and if the posts were properly installed. Burba provided his observations of the dock post situation, and discussion followed about the gravel being lost within the Marina. Troncin asked how we confirm the posts were properly installed. Truett said the posts are pulled each winter. Zielinski said the poles are placed by the person installing the docks.

Zielienski also said two (2) water stanchions have been capped off because of water running into the Marina. Leaks need to be sealed off quickly. NCP will fix them. . Truett indicated the lines should be replaced within the next couple of years, as they are old and brittle. When Burba asked if replacing the lines are in the Reserve Study, Hatfield didn’t think that was the case. Truett estimated the cost at about $75 per two hundred (200) feet of line, plus fittings. Zielinski described how the lines are installed in the stanchions, and Burba acknowledged specifications should be written.

Wilson asked if anything needed to be added to the Marina rules before sending out the dock rental agreements, and was directed to look at the BW website for the latest rules. Discussion followed about what to send out. Zielinski will talk with Wilson about who owns, who rents, the Jet Ski rental spaces, and review the contract and what goes to the renters.

* Maintenance Committee - Zielinski

Zielinski gave the Maintenance Committee Report (Attachment 3), indicating while an updated report wasn’t distributed, a lot has been accomplished, with updates as follows:

Re: # 1 – Tennis Court Repairs. Following up with Holcomb on faulty installation of the net posts. Truett stated the workmanship should be covered for one (1) year. Burba questioned what we should expect with cracks in the asphalt. Zielinski confirmed the work was bid to the specifications following the bid walk with the contractor(s). A letter to the contractor will be sent, and correction pursued.

Re: # 2 – Basketball Backboard and Hoop on Tennis Court. Job complete.

Re: # 3 – Wash Condo Buildings. Job complete. There was discussion about the black streaks that are impregnated in the paint. All buildings have been done with exception for Galvin, Rozko and Will requests to skip areas they requested be skipped.

Re: # 5 – Repair Gas Lights. Alternative solar system being investigated.

Re: # 6 – Safety Lights, Electrical Service at the BW entrance. Truett volunteered and installed the water and electric lines.

Re: # 7 – Crack Fill and Reseal All Property Asphalt. Job done. Cost to be split between Marina and Association.

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

Re: # 9 – Repair Rip Rap on West end of Marina. Job done and under budget. May do another section next year. Burba indicated the budget shows $6000 in 2016. An additional $6000 is in the Marina Reserve; a (total of 12K).

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. Job done.

Re: # 14 – Building repairs to Buildings 5 and 17. Job still open.

Re: # 17 – Realign the walk ramp to the rental docks at the marina east end. Budgeted for next year.

Re: # 18 – Repair leaks on marina water lines. Ongoing.

Re: # 19 – Install higher quality spill pad and fire extinguisher mounts and replace one (1) mounting. Mounts have been ordered.

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

Re: # 21 – Two (2) stairway railings. Board elected not to do..

Re: # 22 – Buy and install five (5) Marina dock posts. Caps not yet glued.

Re: # 23 – Source a new contractor to remove and reinstall boat docks. Awaiting pricing.

Re: # 24 – New contractor to paint the docks. Awaiting pricing.

Re: # 25 – Repair the damage to roads from the July 2015 storm. Job done.

Re: # 26 – Repair Marina photo cells. Ongoing.

Re: # 27 – Caulk some areas on pool deck. To be done in spring following pressure washing and concrete sealing at the pool.

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

Re: # 29 – Replacing wood timbers around BW. Budget for 2016.

Re: # 30 – Add corrosion protection to boat docks. Budget for 2016.

Zielinski then explained Jim Minnich’s Request for removal of a partial wall and modifications dated 7-28-15, in his upstairs bathroom. Following discussion and clarification, Truett called for a vote.

**Hatfield made a motion to approve. Zielinski seconded. The Board unanimously approved the Request for Owner Project Form.**

NCP was directed to advise Minnich of the approval. A dumpster can be put in the area of the work, as the work is to be done in the off season.

* Nominating Committee - Hatfield

Truett reminded the Board two (2) positions will be open next year. Hatfield indicated a two (2) person committee would work on this over the winter. Burba suggested the committee should be made up of three (3) people, and that Ross Morando might be willing to serve on this committee.

Discussion followed. Hatfield will keep the Board advised.

**Old Business**

Siding Claim

Rozko raised concern about the filing of claims against CertainTeed. He provided the Board a copy of a table from the Certain Teed web site (Attachment 4 ) showing a declining payable based on date of installation of the siding. Troncin clarified for the Board that based on his investigation, the amount payable is predicated on the date of submittal of the claim. On this basis, all claims should be filed as soon as possible to reduce financial exposure to BW owners.

Considerable discussion followed. Based on earlier discussion between Truett and Burba, the thought was to file on all BW buildings over the next several years. Burba stated CertainTeed will pay for material but not labor. He said Zimmerman and George Poules are working with Steven Ott (BW Attorney), who will submit Warranty claims in addition to the Class Action suit.

Burba asked what it would cost to do the worst building to get it right, stating that we need that information now. Going forward and working with Ott, we need to know what is involved to fix the buildings, and whether the action is Class Action vs. Warranty. Truett said Zimmerman could give a cost per square foot for replacement. Zielinski suggested using Jim Taliak’s west side of the building as a basis for that cost.

Wylie asked about painting siding boards that are replaced. Truett gave a history of how we arrived at the paint color we have; that there were two (2) approved paint colors which resulted in the color difference. We will try to get a color match to use for boards that need to be replaced.

Utility Rooms

Truett confirmed Starcher Enterprises wants to start Monday, October 5, 2015, installing insulation. Work will begin at the utility shed by Jack Resetar’s condo.

Back Flow Preventers

Truett said back flow preventers are being removed at the marina, and emphasized this cannot be allowed. Both are gone under Minnich’s porch.

Flood Insurance

John Madison is to provide Truett with the cost information when it becomes available.

**New Business**

BW Entrance Sign

Truett confirmed the sign is warping. Jerry Danforth, the installing contractor, will take the sign apart and repair it.

Work Notifications

Rozko stated that in the past, notifications for work to be done (ex. Spider spraying, asphalt resealing, etc.) were provided to BW owners in advance. That consideration was/is appreciated by BW owners. Recognizing schedule changes occur for numerous reasons, BW as a friendly community needs to be understanding of those changes, but those notifications should be done when possible to minimize inconvenience or other issues for owners. To help with this issue, greater use of email notification will be used.

Storage Unit

Truett then confirmed keys for the storage units were given to Wilson and Wylie.

Budget Accountability

Truett reminded the Board about the need for budget accountability. Zielinski encouraged Troncin and Wylie, in addition to himself, to work closely with the budget; that BW work is done to specifications. Hatfield and Truett have signature authority to pay bills, but will confirm with Zielinski before payments are made.

Executive Session

Rozko distributed the minutes of the Executive Session from the August 15, 15 Board Meeting. Following review by the Board, Truett called for a vote.

**Wylie made a motion to approve. Burba seconded. The motion passed unanimously.**

**Next Meeting**

The next Board meeting will be held in 2016 at a time and place to be determined.

**Adjournment**

**Rozko made a motion to adjourn. Burba seconded. The motion passed unanimously.**

The meeting was adjourned at 11:59 AM.

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

File: BW Board Mtg. Minutes 10-3-15 (Final)