**Blue Water Condominium and Marina Board Meeting**

**December 3, 2015**

PRESENT: BOARD OF DIRECTORS:

Chris Burba, Director

John Hatfield, Treasurer

Dan Rozko, President and Secretary

Mike Troncin, Director

Tom Wylie, Director

Dave Zielinski, Vice President

**Call To Order:**

The Teleconference Board Meeting was called to order at 7:00 PM by Interim President Rozko. Rozko confirmed all present and called this meeting to discuss the agenda attached.

**Approval of November 18, 15 Minutes:**

The 11-18-15 Minutes were clarified in three areas. With the clarifications entered into the Minutes, a motion was made to approve the Minutes, which received unanimous approval.

**Financial Report:**

Hatfield stated he reviewed the October financials and presented them for Board approval. Following brief discussion, the October financials were unanimously approved.

**Committee Reports:**

* Communications - Burba indicated that the website had been updated with the addition of our 10-3-15 and 10-26-15 minutes.
* Landscape – Wylie said the tree trimming is complete at this time. The pine at 549 BW needs to be replaced. It was planted too close to the building and after trimming off the building it does not look good. While the landscape committee completed many projects with their labor to reduce costs, we are estimating finishing $600 over budget. Two (2) storm cleanups totaling $1,000 were not in the budget.

Zielinski said a dead ash tree with a 10”-12” base where he parks his truck should be looked at by the landscape committee. It needs to be removed. Choice Landscape can look at it this year and give Wylie feedback on its condition. Burba asked if it had been “ribboned” (identified) as a problem earlier, and it had not been.

* Maintenance – Zielinski confirmed:

The siding work on six (6) buildings has been complete with ½ of the $9,100 bill paid. The other ½ of the bill will be paid after he reviews the work, bill, and advises Hatfield. Burba asked if Zielinski could have Zimmerman provide a 1-2 line brief statement confirming the need for the siding repair was due to conditions that fell under the warranty claim, which Zielinski confirmed he would do. When Wylie commented a board on Jack Resetar’s building appears to be hanging by one (1) nail. Zielinski said he would follow up with Zimmerman to have the board (3’-4’ long) reattached.

Docks have been pulled and there are no keys for the toilet rooms. Discussion followed about the keys. Burba commented the locks were redone and there should be keys. Zielienski now has five (5) keys for the sheds, and suggested Wylie should have a key.

Holcomb has not responded to the tennis court net issue. Zielinski thinks a letter from Steve Ott, Board Counsel, should be sent, as the Board waited the two (2) weeks giving Holcomb time to respond through Brian Baugh at NCP. Both Burba and Rozko concurred. Zielienski will have Baugh contact Ott for a letter to be sent to Holcomb.

* Marina – Troncin said he has put together a high level 5-10 year Marina plan costing out pedestals, etc. that he will send the Board tomorrow. Hatfield said he will use that information to update the Marina Reserve Study.
* Nominating Committee – Hatfield provided a brief overview on this issue. Discussion followed about additions to the committee in order that the committee could move forward. Interested persons should contact Hatfield if they would like to work with the Nominating Committee.

**Old Business:**

* Flood insurance - Hatfield confirmed he authorized Scott Kelly be reimbursed for his flood insurance expenses incurred while this issue was being resolved through Frederick Insurance and John Madison.
* Reserve Waiver Update – Rozko explained he had been asked a number of questions about the recent November 20, 2015 mailing to BW owners about the Reserve Waiver letter. In order to answer those questions, he investigated this issue further, researching, talking with Baugh (NCP Co-owner), and Ott. The issue was then presented to the Board for review and discussion. Wylie agreed to work with Rozko to draft an email for Board review on one way to proceed.

Rozko also commented that Baugh said he didn’t have the latest BW Reserve Study. Burba confirmed Kelli Wilson was sent the most recent copy. Rozko will advise Baugh.

**New Business:**

* Director Vacancy Nomination – Hatfield stated he had talked with John Shuleva, and provided a brief recap of John’s work with his son’s landscape business. Hatfield made a motion nominating Shuleva to fill the unexpired term of Dave Truett until the 2016 Annual Meeting. Following Board discussion, the vote was unanimous to have Shuleva fill the remainder of Truett’s term until May 2016.
* 2016 Budget – Hatfield presented the proposed 2016 Condominium Operating Budget. There was Board discussion by various line items. Burba noted 7160 – Legal Fees will likely need to be increased by $2K for anticipated costs on siding warranty and class action activity. That amount is conservative.

Troncin questioned budgeted numbers for electric and water, noting work done around BW that might have affected those numbers. Zielinski noted the utility sheds are being heated with electric heat, causing an increase in electric costs. He suggested dropping the heat to a lower temperature (40 degrees, perhaps) would be adequate and would also conserve electricity. We need to look for new electrical consumers (draws) within our property to control our costs.

Zielinski asked for clarification of 8290 – Maintenance/Service Chargeback. Hatfield is in the process of getting that information from from NCP.

Burba asked about revising our budget sheet format to make it more clear to readers. Hatfield concurred that can be done.

The 2016 Marina Budget was then reviewed and discussed. Increases were noted and discussed. One item needing clarification was that our dock pulling and replacing cost fall and spring are $75 each for a total yearly outlay of $5400. Also in 2015, there was Rip Rap and concrete repair. Rozko questioned it being charged to operating rather than reserves. Hatfield explained that rather than show it as reserves expenditures and then put an even higher resulting operating surplus back into reserves, he simply accounted for the expenditure as an operating cost.

Hatfield indicated we should go to Reserves when we have to, that we aren’t planning to paint the docks as frequently as every five (5) years, and that should save us thousands of dollars. K and B Manufacturing (Brockert) just sent us a bill from last spring’s dock placement, which has been paid. Wylie asked when bills for pulling docks are paid. Hatfield stated that when work is done to paint and repair docks during the winter, it normally would be paid for in the New Year’s budget. Dock pull and replace are paid for in the year that they physically occur.

Hatfield will make the changes discussed in the meeting, forward a revised budget to the Board by December 8th for review, and the Board will be able to vote by December 10th on the 2016 Operating Budget for both the Condominiums and the Marina.

* Other new Business – Wylie said an owner would like to replace existing trees with something more attractive next to their condo at their cost. Burba thought with approval of the landscaping committee and the Board, it might be acceptable to do. Zielinski recommended more detail. Wylie suggested a sketch showing what would be removed and what would be replacing the pines. Wylie will follow up with Sheleva and get the information necessary for the landscape committee and Board reviews. .Zielinski stated that the contractor doing the work should be qualified and insured and that the certificates be on file at North Coast.
* Rozko said Linda Dalrymple and Warren Will had volunteered to assist with the siding issues BW is facing with Certain Teed. After additional investigation into the work needed to address this very significant issue, and discussion with both Dalrymple and Will, Rozko talked with Burba and Zielinski. The result of these discussions is that Burba has agreed to work as “Point” on both the Siding Warranty Claims and the Class Action Law Suit against Certain Teed on behalf of all BW owners. Rozko asked that they work as a self-directed work team, provide a time line of the work they intend to do, and keep the Board appraised of their efforts on behalf of BW. Theirs is a sizeable task. As a team, they are very strong. Dalrymple and Will are both past presidents with some knowledge of the siding discussions and choices about the time decisions were made on the siding replacement. Zielinski brings a strong engineering background, and Burba’s legal background will help pave the way working through this mass of regulation. When asked if Rozko will work with the team, he said he would if that is what the team needed, but had planned to be more arm’s length in his involvement. Rozko thanked them on behalf of all of BW for taking on this vital project.

**Next Meeting**

The next Board meeting is to be determined after taking an email vote to approve the 2016 BW Condominium and Marina Operating Budgets by December 10, 2015.

**Adjournment**

**Troncin made a motion to adjourn. Hatfield seconded. The motion passed unanimously.**

The meeting was adjourned at 8:32 PM.

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

File: BW Board Mtg. Minutes 12-3--15 (Final)