

**Pines Point Marina, a Condominium
Board of Director's Minutes
Meeting March 12, 2016**

ATTENDANCE:

Board Members Present: Bob Hillegass, President; Jack Martin, Vice-President/Secretary; Ron Wanner, Treasurer; Dan Cheng, Chuck Kelly and Anna Vitak.

Others Present: George Maynard, Manager

CALL TO ORDER:

A quorum being present, Bob Hillegass called the meeting to order at 10:00 a.m.

Approval of the Agenda: The Board approved the agenda with one change. The Public Comments section will be the first agenda item in order to accommodate the seven MVHA slip owners in attendance.

Public Comments: The following unit owners, who also own homes in Marina Village along the waterfront, were in attendance: Michael & Darlene Cramer-A22, Dale Seegar-A25, Daniel Butz-A29, Joseph Puser- C29, Edward and Betty Okonski- C54.

They requested time to express their concerns over the Board's recent approval to install a four piling boat lift in slip A24. Their major objections were that the boat lifts would obstruct their view and subsequently reduce their property value. Concerns were also expressed about a boat lift owner who occasionally has his lift too high. We assured them that we were aware of that problem. We believe it has been corrected and will modify the boat lift approval form to address that issue. They requested that the Board stop allowing the installation of boat lifts in the marina or, at a minimum, not allow any boat lifts to be installed on "A Dock". The Board fully appreciates and understands their concerns. However, it is a marina. Air docks and PWC docks have been approved since the marina opened. Boat lifts are a better option since they are not connected and put no stress on the floating finger piers. There is nothing in the PPMAC Declarations that precludes the installation of boat lifts in the marina.

Approval of the Minutes: The Board approved the minutes from the November 15, 2015 Board Meeting and the November 14, 2015 Organizational Meeting.

Treasurer's Report: The Treasurer's report was reviewed and accepted by the Board.

Management Report: The monthly Manager's reports for December, January and February were distributed via email to the Board for their review and comments.

**Pines Point Marina, a Condominium
Board of Director's Minutes
Meeting March 12, 2016**

George Maynard reported the status of his **“Open Action Items”** as follows:

- **Accounts Receivable:** As of February 29, 2016 we received payment for the annual assessments from 87% of the owners. George reviewed the standard collection process he will follow to collect the remaining accounts. Thanks to George, our accounts receivable remain in excellent condition.
- **Marina Dry Fire Standpipe System Repairs:** George reported that Atlantic Plumbing will evaluate the system and advise what work is required to certify the system on April 1, 2016 when they inspect the marina plumbing and turn the water on.
- **Plans to Control the Owner's Boat Registration Program:** George reviewed the reporting system and logs that he and Jack Martin, our Safety and Compliance Officer, will use to ascertain that all boats in the marina are properly registered and insured. We need the help of all owners to achieve 100% compliance. Last year we achieved a 90% compliance rate.
- **Cost to Repair Pedestal Electric Meters:** The manufacturer cancelled their lifetime warranty and their special exchange prices they were offering for our pedestal meters. Their recent price quote was \$200 per meter. We are trying to negotiate a more reasonable price to compensate for their policy change.
- **Plans to Identify and Prevent Boats at Risk from Sinking:** On January 10, 2016 we had a boat sink in the marina. In this case, the owner who lived outside the area thought that his service provider had removed his boat last fall. In the future, any time we see a boat in the marina during the winter season that is not normally there year round, we will contact the owner. Additionally, if a boat appears to be listing, the owner will be contacted and requested to correct the problem.
- **Status of the Waste Management Contract:** On October 1, 2014 Waste Management sold our commercial contract to Chesapeake Waste Industries. This contract automatically renewed for three years on June 1, 2015. Chesapeake Waste Industries agreed to provide our seasonal collection requirements. However, they have been unable to issue a new contract.
- **Status of Storm Damage Repairs Marina and Building II:** Some shingles on the roof on building number II were replaced twice in the past several months due to storm damage from excessive wind. The roof is approximately 16 years old. We will closely monitor future roofing repairs in order to determine when the roof should be replaced.

OLD BUSINESS:

Status of Insurance Water Damage Claim: The insurance claim for the water damage that occurred on February 21, 2015 was paid less the \$5,000 deductible. The \$5,000 deductible was paid by the unit owner. All repair expenses were paid to the contractors with the exception of funds due to replace the partitions in the ladies bathroom and to install the vinyl Duradeck flooring on the deck above the garage. Those funds will be paid when each project is completed.

**Pines Point Marina, a Condominium
Board of Director's Minutes
Meeting March 12, 2016**

NEW BUSINESS:

Replacement of Balcony Railings: The loose railings are a potential safety hazard. PPM carries the marina liability insurance. However, this is a Limited Common Element for the exclusive use of unit F-4. Therefore, George will contact the unit owner to inform him that he is responsible to make the required repairs to the balcony railings.

M&T Bank Line of Credit: The Board reviewed the offer from M&T Bank to establish a line of credit after our construction loan is paid on 3/1/2017. This would replace the line of credit that we previously had with First Shore S&L. That line of credit was closed when we established our breakwater loan. The maximum open line of credit we could receive is \$20,000 and would require a \$200 filing fee. Since we have subsequently established a contingency fund, the Board determined we will not need an open line of credit with M&T Bank. Bob will advise the bank of our decision.

Status of the 2015 PKS Audit: A draft copy of the 2015 audit report and the financial statements was received on March 11, 2016. A preliminary review indicates a favorable audit report. Draft copies will be forwarded to the Board members for their review and comments. After the Board's review on March 21, 2016, we will request PKS to publish the official audit report and file our state and federal tax returns.

Review Breakwater funding Program: The PKS audit confirmed that all special assessments for the breakwater payments for the first four years of the program from January 1, 2012 through December 31, 2015 have been invoiced and paid with the exception of the two slip owners who went bankrupt. The breakwater assessment invoices for 2016 have been issued and are subject to collections. As of February 29, 2016 more than 87% have paid their invoices.

Record Approval of the Contingency Fund Savings Account: A motion was made and unanimously approved to record in the minutes of the meeting the Board's December 8, 2015 email approval to establish a separate savings account for our Contingency Funds with M&T Bank.

Review Results of the Marina Inspection Program: The annual inspection was completed in December. It included the removal of 23 crab pots stuck in the muck, replacement of two sets of finger pier brackets at the end of A-dock and the replacement of a broken breakwater panel across from slip D14. They located a loose tire at boat slip A36. That repair is pending.

**Pines Point Marina, a Condominium
Board of Director's Minutes
Meeting March 12, 2016**

Greenheart Pilings Program:

Several Greenheart pilings are badly split. The estimated cost of a replacement piling is \$3,000 plus installation. Dan Cheng contacted an engineer who will come to the marina to evaluate the condition of the split pilings. He will provide us with some cost options to repair the badly split pilings. Additionally he will recommend methods for sealing those with minor splits to prevent more serious problems in the future.

Broken Breakwater Panel: While the breakwater has proven to be very cost effective in preventing wind and wave action from damaging the marina, it is the first line of defense. The breakwater was completed in December 2011. Between July 2013 and December 2015 we encountered three broken panels. The fourth panel was broken by the February nor'easter and will be replaced this spring.

Cost to Remove Crab Pots: The cost to the owners to remove 23 crab pots buried in the muck of the marina bay floor was \$1,300. This avoidable expense can be eliminated by owners removing all unattended crab pots when they leave the marina and storing them on their boats when not in use. Never store them on the finger piers.

Review Policy Regarding Unattended Items Left on the Finger Piers:

Anything left unattended on the dock and finger piers can be blown into the water. We need all owners to assist us by complying with rule # 20 of our Rules and Regulations. This information will be published in our spring newsletter.

Review Renewal of Insurance Coverage Effective June 1, 2016:

The Board has requested Tim Wisniewski of Avery Insurance to obtain competitive bids for review of our existing insurance policies which expire on May 31, 2016. After the bids are received, Tim will provide us with an executive overview of the cost options for review and approval by the Board of Directors. Our Director's & Officer's insurance policy which renewed on March 2, 2016, was approved by the Board with the exception of the suggested addition of "Cyber Coverage". Bob will advise the insurance carrier to delete that coverage and reduce the premium by \$50.

Building One/Power Panel Foundation Issue: McGinty Marine Construction was the only contractor to submit a bid to repair the foundation problems. The Board approved his bid. The work is to be completed on or before April 1, 2016. Dry Zone had evaluated the project and declined to submit a bid. However, Dry Zone did submit a costly bid to level four patio slabs. Anna has volunteered get a competitive bid to repair the patio area slabs.

Review Proposals to Repair the Sprinkler System: We received two bids to repair and certify the sprinkler systems in both buildings. The two vendors were Bayside Fire Protection Co., Inc. and Kinetix Fire & Life Safety Experts. The Board approved the lowest bid from Bayside Fire. They have done work for us in the past. George will sign the contract and schedule the work.

**Pines Point Marina, a Condominium
Board of Director's Minutes
Meeting March 12, 2016**

Record Approval of D23 Boat Lift: A motion was made and unanimously approved to record in the minutes of the meeting the Board's January 18, 2016 email approval for the installation of a four piling boat lift (for Ron Sroka) in boat slip D23. Installation will be done in accordance with our published terms and conditions.

Record Approval of A24 Boat Lift: A motion was made and unanimously approved to record in the minutes of the meeting the Board's February 23, 2016 email approval for the installation of a four piling boat lift (for Robert Haddix) in boat slip A24. Installation will be done in accordance with our published terms and conditions.

Record Approval to Remove Extra Finger Pier A35: This is to record the agreed authorization for the removal of the storm damaged extra finger pier installed (by the previous slip owner) as part of a Hydro Boat Lift System. This finger pier was not removed at the time the storm damaged Hydro Boat Lift System was removed. This removal was approved by Jack Voelmle (the current slip owner) on January 16, 2016. The removal will be done by McGinty Marine Construction.

Annual County Boat Lift/Air Dock Inventory Report: The annual County report is due on May 31, 2016. George will verify the actual installations against our records and provide the information to the Board of Directors for their issuance of the report.

Spring Newsletter Articles:

The publication is scheduled for April 15, 2016. If anyone has any suggestions regarding articles to be included or advertisers who want to participate, please contact George Maynard.

FUTURE MEETINGS:

2016 BOD Meetings Schedule: The 2016 Board meetings are scheduled as follows: June 11 at 10:00 a.m., September 24 at 9:00 a.m. and November 11 at 6:00 p.m. All board meetings will be held at the Ocean Pines Community Center. Owners are invited to attend; meeting notices will be posted on our website.

2016 Annual Owner's Meeting: The Annual Owner's meeting is scheduled for November 12, 2016 at the Ocean Pines Community Center. Registration begins at 9:15 a.m. The meeting starts at 10:00 a.m. Please mark your calendars and plan to attend.

Adjournment: The meeting was adjourned at 12:10 p.m.