

Waverly Landing Condominium HOA Board Meeting Minutes, July 16, 2025

Board Members Attending: Sandra McDonough, Gretchen Reed, Mary Clark

Community Members Attending: VJ Bogavelli, Jeff Farrand, Ellen Cigan, Joyce Chinn, Jon Roush, Martha Matus, Judy Williams, Jim and Alison Gilbert, Deborah Kass, Meg Tuttle,

Property Management: Carra Pewsey

Call to Order: meeting called to order at 8:02am

June Minutes: Motion to approve the minutes from June 18 board meeting passed.

Financial Report (Jeff): Financial report posted on CMI website.

- Jeff noted that the Reserves Committee is starting the process of updating reserves projections looking at the lifetimes and replacement costs for community assets.

Property Manager Report (Carra): Carra is working on finding a lower insurance premium and is still waiting to hear from the insurance underwriter. Sandi will update community when received.

Building Updates:

- Slope roof bid process: Santec is leading a bid walk next week and bids are expected within three weeks. When received Sandi will convene group to review the bids.
- Flat roof completion: JR Johnson is sealing some areas; that work will be deducted from the roofer Flynn's final payment. Once that is done we should receive the warranty and will be done.
- Painting completion:
 - Rot found under eaves will be repaired with new plywood and painted. Motion to approve \$2750 bid from JR Johnson to complete project passed.
 - Will wait until slope roof project completed to touch up painting on railings.
- Fire safety system update: Carra is expecting bid on painted sprinkler covers this week.
- Sewer pipe repair in Unit 7: JH Kelly is waiting for sub-contractor information to finalize bid.
- New Cleaners:
 - HOA Services will provide weekly cleaning on Tuesdays.
 - HOA Services is completing annual deep cleaning
 - Locker area: there is dust accumulation in the caged locker area in the garage that needs to be cleaned. This will be an extra service through HOA Services. Diane Poole has volunteered to let cleaners in. Mary will send email to the community asking to have lockers swept out to the middle. Suggest cleaning date of Tuesday, 8/5.
- Natural gas fireplace rule compliance: Sandi to follow up to confirm completion.
- Windows:
 - HOA is responsible for cleaning north, east, and south windows. Homeowners are responsible for west windows.
 - Suggest notifying community about window washing process including removal of screens.

New Business:

- Marina relationship: When Waverly Landing Condominiums were built a parking agreement was reached allowing free parking for the Marina in the lower-level garage and the top-level parking lot, as well as use of the Waverly Landing sewage pump.

Recent concerns:

- Change of garage code without advising Waverly Landing
- Lack of understanding of Marina use of surveillance cameras
- Fuel gauge sound
- Use of equipment room (breaker box, fire safety, electrical for garage, etc.) belonging to Waverly Landing to store marina things impacts critical infrastructure

Next Steps

- Some Board members to meet with Harbormaster and/or Marina Board members
- Develop organized list of concerns and consult with attorney to strategize developing an effective agreement
- Back Gate lock: \$763 estimate received for new lock. Sandi will research different types of locks. The community is in agreement of the need to repair the gate.

Committee Reports:

- Social Committee (Ellen): the 7/13 ice cream social was a success and may become an annual event. There will be a TGIF gathering in the courtyard in September and Martha will host the annual holiday party. Indoor activities will be planned during the winter.
- Landscaping (Alison): will get a bid to have blackberries cleaned out. Irrigation system and sprinklers have been repaired.
- Emergency Preparedness (Gretchen): will be sending out resident lists requesting current contact information and emergency contacts and include a deadline for return.

Community Comments:

- Provide garage door and keypad information to new residents. Welcome letter and other information has been sent to Units 2 and 3.

Meeting Adjournment: 8:58am