

**Shorewood Estates Civic Association (SECA)  
Board of Directors Meeting  
January 6, 2018 at the Gaydos/Hawver Home**

Kim called the meeting to order at 10:30AM

**Attendees:** Kim Righi, Sueann Hall, Linda Gaydos, Jeff Russell, Brian Chick, Jason Conner, Bill Irish

**Agenda Items:**

- Financial status
- Proposed fee for non-SECA Member kayak storage
- SECA incorporation and tax status
- Annual General Meeting
- Slate of Officers for 2018
- 2018 Budget
- 2018 Dues recommendation
- 2018 Slip Lottery
- Bylaws amendments and internal controls/record retention
- Sassafra River projects update
- New Business
- Review Action Items

**Financial Status**

- Combined General and Dock accounts in July to a Checking and an interest-bearing Savings account at People's Bank as accounts had been used interchangeably over past several years; Board Officers have secured check-writing privileges, and secured online access to accounts for transparency
- Reviewed current balances
  - Checking = \$1,336.86
  - Savings = \$25,626.68
  - Total = \$26,963.54

**Proposed Fee for Non-SECA Member Kayak Storage**

- Determined previously recommended nominal fee for non-members was unnecessary
- Retain requirement from 2017 that all personal watercraft stored on racks be identified w/ owner's last name, and that owners (not SECA) are responsible for their personal items
- Suggested a 2<sup>nd</sup> storage rack be built at Anchorage Beach; Discuss placement at General Meeting

**SECA Incorporation and Tax Status**

- Need to comply w/ filing federal and state tax returns; Have 2 choices for federal filing, 1) Re-apply for 501(c)(4) tax-exempt status via \$850 application fee, or 2) File Form 1120-H Tax Return for Homeowners Associations; Either method incurs no tax payment if dues are used to pay for common area maintenance
- Anticipate there will be penalties for not having filed Federal forms
- MD personal property tax return has been filed but have missed filing a few years; Need to determine if a State Income tax form is required
- Sueann offered to contact IRS to determine what we should do to comply
- Jason motioned for Sueann to call IRS to ask what needs to be done and follow the least expensive recommendations to bring SECA into compliance; Jeff 2<sup>nd</sup> motion; All present agreed w/ 'aye'

**Annual General Meeting**

- Saturday 2/10/18 at 10AM at Brian Chick's and Sueann Hall's home (13910 Swantown Creek Rd)

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- Linda will send e-mail notice to Community w/ all Agenda items and documents to be reviewed 4 weeks in advance of meeting

**Slate of Officers for 2018**

- Current Board of Directors volunteered to continue positions in 2018;
  - Kim Righi, President
  - Jeff Russell, Past-President
  - Sueann Hall, Vice President; Volunteered to be Treasurer for 2018
  - Linda Gaydos, Secretary
  - Brian Chick, Member-at-Large; Volunteered to be Vice President for 2018
  - Jason Conner, Member-at-Large; Volunteered to be primary contact to Hank Starkey for insurance issues
  - Bill Irish, Member-at-Large and Slip Lottery Chairperson
  - Rob Moxley, Member-at-Large
- One Member-at-Large position is available for 2018, and is open to Membership
- Will submit 2018 Board slate to Membership for vote at General Meeting or by absentee vote submitted via e-mail due before General Meeting

**2018 Budget**

- Reviewed proposed 2018 P&L Budget to present to Membership at Annual General Meeting; Suggested a few changes to income amounts, item descriptions, and categories
- Sueann will revise to present to Membership
- Jeff motioned to approve 2018 Budget w/ changes; Brian 2<sup>nd</sup> motion; All present agreed w/ 'aye'

**2018 Dues Recommendation**

- Recommended dues be retained at \$100 for 2018
- Jason motioned to approve dues recommendation; Bill 2<sup>nd</sup> motion; All present agreed w/ 'aye'

**2018 Slip Lottery**

- Bill will facilitate Slip Lottery at Annual General Meeting
- Slip amounts, Deposit, and process will remain the same as 2017 Slip Lottery; Linda will revise 2017 Lottery Application for 2018 Lottery
- \$100 Deposit to participate in Lottery is due w/ application before General Meeting; Balance for awarded Slip is due by 3/15

**Bylaws Amendments and Internal Controls/Record Retention**

- Add short paragraph to Bylaws under 'Article 8 Board Duties' that references new internal controls, and retention policies and procedures, including an annual review of the policies at 1<sup>st</sup> Board Meeting of the year:
  - *The Board of Directors, at its first annual meeting, will review, update, and adhere to the SECA Internal Controls Policy, and Procedures and Records Retention Policy. These current policies will be posted annually on the website with the Bylaws, and made available to any member upon request.*
- The internal controls document will state responsibility for filing annual SECA federal and state tax returns
- Include recommended Bylaws amendment verbiage and internal controls/retention policy documents w/ Annual General Meeting notice
- Brian motioned to edit Bylaws with added statement; Bill 2<sup>nd</sup> motion; All present agreed w/ 'aye'

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**Sassafras River Projects Update**

- Swantown Creek Living Shoreline Project is not moving forward at this time; These types of projects were 'hot' and funding was readily available up to a few years ago; Have not identified a funding source for construction, but ShoreRivers staff will consult with Chesapeake & Coastal Service's Shoreline Conservation staff for recommendations
- Swantown Creek 'Ravine Restoration' Project broke ground in December and will be completed by June 30, 2018

**Action Items**

- Review open items and new items

Sueann motioned to adjourn meeting; Brian 2<sup>nd</sup> motion; All present agreed w/ 'Aye'  
Kim adjourned the Meeting at 11:50AM

**Action Items**

#	Action Item	Responsible Party	Status / Comment
1	Provide details, e.g., size, materials, etc., to Jeff Russell about intended permanent Shorewood Estates sign; Ask Bob Hodge about erecting sign on his property	Sueann Hall, Jeff Russell	Open 03/15/17 1/6/18 – Small roadside wood sign (size to be determined – approximately 24"-30" wide by 18"-24" tall) to announce community
2	Post notices announcing Community Events on event sign board prior to each event	Sueann Hall, Brian Chick	On-going 03/15/17
3	Ask Bob Hodge about his intentions for his common area property; Required documents could include Title Search	Jeff Russell	Open 6/26/17 1/6/18 – Jeff will discuss again w/ Bob
4	Ask Kent County whether sanding our beach is allowed	Kim Righi	Open 6/26/17 1/6/18 - Requires erosion/sediment control permit from Kent County and will ask about what can be done to try to retain sand on beach; Will also ask about replacing missing Wilson Point Rd sign at Wilson Point & 290
5	Contact IRS to determine best and least expensive course of action to bring SECA into compliance	Sueann Hall	Open 1/6/18
6	Revise 2017 Slip Lottery Application to update w/ 2018 information and dates	Linda Gaydos	Open 1/6/18
<b>Completed Action Items 2017; Open Items moved to 2018</b>			
1	Follow-up w/ Dock Lottery winners for balance payment	Bill Irish	Open 03/15 Completed 4/15
2	Obtain pricing and available delivery dates for sand from Mega-Materials for Anchorage Beach	Jason Conner	Open 03/15 Completed 5/14
3	Draft and send e-mail notice to community prior to Spring Clean-Up asking folks to identify and remove their boats from the racks prior to Spring Clean-Up	Linda Gaydos, Kim Righi	Open 03/15 Completed 4/5

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4	Draft e-mail notice announcing Spring Clean-Up	Linda Gaydos, Kim Righi	Open 03/15 Completed 4/4
5	Schedule sand delivery for Beach after Clean-up and before Memorial Day weekend	Jason Conner	Open 03/15 Completed 5/14
6	Obtain update to Insurance Policy to more accurately define and reflect 'dock' in description	Jason Conner	Open 03/15 Completed
7	Distribute highlighted copy of Insurance Policy to Board	Jason Conner	Open 03/15 Completed
8	Send Bylaws to Board to review	Kim Righi	Open 03/15 Completed 12/17
9	Follow-up w/ People's Bank to include all current Board Officers as 2 <sup>nd</sup> signature on Shorewood Estates account	Kim Righi, Sueann Hall, Ann Vogt, Linda Gaydos	Open 03/15 Completed 5/10
12	Follow-up w/ property owners on Duck Hollow, Sassafras Rd, and Shorewood Rd regarding private road mailboxes	Kim Righi, Jason Conner, Linda Gaydos, Jeff Russell	Open 03/15 Sassafras Rd final approval received 4/2 Completed
13	Contact local Postmaster regarding mailboxes	Jeff Russell	Open 03/15 Completed
15	Communicate w/ Bob Hodge that Jack Kennedy land lease offer is SECA's recommendation	Jeff Russell	Open 6/26 Completed
16	Send letter response to Kennedy's after Jeff talks w/ Bob Hodge and receives Bob's final decision	Kim Righi	Open 6/26 Completed
17	Obtain 2 <sup>nd</sup> load of sand	Jason Conner	Open 6/26 Completed
18	Gift card for Ann Vogt	Kim Righi	Open 6/26 Completed 6/30

Respectfully submitted,

Linda Gaydos  
SECA Secretary