

**Shorewood Estates Civic Association (SECA)  
Board of Directors Meeting  
April 17, 2018 at Kim Righi's Home**

Kim called the meeting to order at 6:05 pm.

**Attendees:** Kim Righi, Brian Chick, Sueann Hall, Jeff Russell, Bill Irish, Julie Klapproth.

**Agenda Items:**

- Meet with Bob Lawson regarding installation of electric at Anchorage beach dock
- Treasurer's Report
- SECA Tax Status / IRS Update
- Membership Report
- Dock Repair Status
- Electric Installation and Use Policy
- Shorewood Estates Community Sign
- New Website
- Spring Clean-Up Dates
- New Business
- Review Open Action Items:

**Bob Lawson** – Bob offered to trench an electric line from the entrance to Anchorage beach at the top of the hill down to the beach near the dock. Lawson Electric will donate all labor and material, including a lock box. It will be SECA's responsibility to create a new account with Choptank. Barry Treftz called Choptank to get the monthly cost of having an account: approximately \$20/mo for supply feed, fees and taxes + electric usage. Bob exited the meeting after answering several questions about the process.

After careful deliberation, Jeff motioned the following: to accept Lawson's offer to install electric at Anchorage Beach - strictly for SECA-use only - for a possible future dock de-icer and community-wide SECA events requiring electricity. The receptacle will be kept under combination lock for Board safe-keeping, and will not be available to individual residents as we do not have the ability to monitor usage and collect reimbursement for private use. Sueann 2<sup>nd</sup> motion; all present voted in favor. **Motion Passed.**

Jeff will work with Bob to schedule, and let us know if help is needed with trenching the line down the hill.

**Treasurer's Report**

- Balances as of April 17th (reports attached)
    - Checking = \$3,666.86
    - Savings = \$30,633.34
    - Total = \$34,300.20
      - Dues collected since Jan 1 = \$5,300
      - Boat Slip Dues collected since Jan 1 = \$4,050 (all slips paid in full)
      - Expenses since Jan 1 = \$2,020 for: Sign Permit fees, PO Box fee + keys, Dock Repairs (\$6150 exp less \$4250 insurance claim check = \$1900 Repairs).
- Brian motioned to accept Treasurer's Report, Jeff 2<sup>nd</sup>, all present voted "Aye".

**SECA Tax Status / IRS Update**

- MD Personal Property Return – filed April 9, 2018
- IRS Form 1120-H (Homeowner's Associations) – filed April 9, 2018
  - o This is SECA's first federal return, and may trigger penalties for previous non-filing years. The 2018 budget has funds set aside for any professional fees associated with tax filings.
  - o The SECA Board opted to file as a Corporation using Form 1120-H, as dues collected for common-area maintenance is not federally taxable. This saved SECA the \$800 application fee for re-applying as a nonprofit 501c4 civic association.

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**Membership Report**

- 56 of 79 qualifying property owners/residents have paid, including all new residents who moved here in 2017. This equates to 71% response – our best year yet!
- Thanks to Sueann who donated time & supplies to mail dues forms to all residents, plus a follow up request to those who haven't yet paid.

**Dock Repair Status and Broken Pilings**

- State Farm accepted our insurance claim for ice damage to both docks. The repair quote from Northern Bay Boat Lift Co was \$6750; we received \$4,250 from insurance reflecting a \$2500 deductible.
- Repairs have been completed to all pilings, including 4 pilings that were replaced. Brian offered to dispose of old pilings, saving SECA \$600. Disposal or usage to be determined during Community Cleanup Day.
- Jeff noted that the grass dam area by the boat docks now has a space wide enough for cars & trucks to get past the blocking poles. This area needs to be blocked as the dam was not constructed to withstand the weight and subsequent erosion of cars/trucks. Jeff offered to donate materials/labor to have 2 additional metal poles erected to block vehicle entrance.

**Shorewood Estates Community Sign**

- Sueann provided a template for a small, tasteful wooden sign with burnt-in lettering and supported by 2 square wooden legs, as discussed at annual meeting. Cost is \$150. The sign simply states:

**Shorewood Estates**  
A Private Community

- The sign will be on the corner of the first property entering into the development (owners approved of location).
- County permit has been applied for; once received, the sign will be ordered and installed.

**New / Refreshed Website**

- Linda Gaydos has agreed to create a new SECA website using today's easy apps with drag n drop capability, so that other Board members can easily help with web postings/maintenance.
- Linda will work with Jeff and Kim this year to complete.

**Spring Clean-Up Dates**

- May 19<sup>th</sup> was chosen as this year's Community Cleanup Day, starting at 9 am. Sunday, May 20<sup>th</sup> is the rain date. Kim will ask Linda to send out an advance notice.
- Jeff noted that Freiderich Schmidt recently did a trash cleanup along the roadsides, which was much appreciated by all.

**New Business**

- A new resident asked Julie if SECA plans children's/family activities for residents. It was agreed by all that we do not have that capacity, but encourage residents to reach out to neighbors on their own, using the SECA list.
- The SECA Board plans the annual picnic in the fall and monthly Thirsty Thursday events.

**Action Items**

- Review open items and new items – chart follows:

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#	Action Item	Responsible Party	Status / Comment
1	Provide details, e.g., size, materials, etc., about intended permanent Shorewood Estates sign; County said sign must go on a property within the development. Biggs Family agreed to put on the corner of their property.	Sueann Hall	Open 03/15/17 3/27/18 – Small roadside wood sign template approved for 24" x 40" sign 4/20/18 – permit received, sign ordered
2	Post notices announcing Community Events on event sign board prior to each event	Julie Klapproth	January 2018 On-going
3	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; will ask about what can be done to retain sand on beach; 4/17/18 – Onsite visit needed, Kim to arrange before May 19 cleanup day.
4	Anchorage Beach – additional boat rack needed?	Jeff Russell, Linda Gaydos	Open 2/10/18 No comments from annual meeting; assess at Cleanup Day
5	Perform annual review of SECA books	Helma Curtiss, Sueann Hall	Open 2/10/18 4/17/18 - Sueann will contact Helma and arrange 2018 review before the annual tax return deadline in 2019.
<b>Completed Action Items 2018</b>			
	Revise 2017 Slip Lottery Application to update w/ 2018 information and dates	Linda Gaydos	Open 1/6/18 Completed 1/7/18
	Obtain PO Box for SECA use instead of using Board Members' address; SECA = PO Box 283, Galena, MD 21635	Brian Chick	Open 2/10/18 Completed 2/13/18
	Ask Bob Hodge about his intentions for his common area property; Required documents could include Title Search	Jeff Russell	Open 6/26/17 4/17/18 – Bob has not mentioned this proposal again. Closed 4/17/18
	Wilson Pt Road sign (at 290) was replaced	Kim Righi	Closed 4/17/18
	Contact IRS to determine best and least expensive course of action to bring SECA into compliance	Sueann Hall	Closed Jan 2018 – the IRS no longer provides guidance or answers questions. Board decided to file IRS Form 1120-H (no tax due, no appfee fee)
	Contact Kent County about road signs: Wilson Pt Rd – sign about Shorewood Estates Shorewood Rd – update curve speed limit to 15 mph to match the speed limit sign	Don Ruth, Kim Righi	Open 2/10/18 Closed 4/18/18 – county replaced all signs

Bill motioned to adjourn meeting; Jeff 2<sup>nd</sup> motion; All present agreed w/ 'Aye'  
Kim adjourned the Meeting at 7:40 pm.

Respectfully submitted,  
Kim Righi, President

**SECA**  
**Balance Sheet**  
As of April 17, 2018

Apr 17, 18

**ASSETS**

Current Assets

Checking/Savings

Peoples Bank 3,666.86

Peoples Bank - Savings 30,633.34

Total Checking/Savings 34,300.20

Total Current Assets 34,300.20

**TOTAL ASSETS 34,300.20**

**LIABILITIES & EQUITY**

Equity

Unrestricted Net Assets 26,963.54

Net Income 7,336.66

Total Equity 34,300.20

**TOTAL LIABILITIES & EQUITY 34,300.20**

**SECA**  
**Profit & Loss**  
January 1 through April 18, 2018

Jan 1 - Apr 18, 18

Ordinary Income/Expense	
Income	
Annual Dues (80 Homes/13Lots)	5,300.00
Boat Slip Dues (9 Slips)	4,050.00
Total Income	<u>9,350.00</u>
Expense	
Postage and Delivery	60.00
Professional Fees	60.00
Repairs and Maintenance	1,900.00
Total Expense	<u>2,020.00</u>
Net Ordinary Income	7,330.00
Other Income/Expense	
Other Income	
Interest	6.66
Total Other Income	<u>6.66</u>
Net Other Income	6.66
Net Income	<u><u>7,336.66</u></u>