

**Shorewood Estates Civic Association
Annual Meeting
February 10, 2018 at the Chick/Hall House**

Kim Righi called the Meeting to order at 10:05AM

Attendees: *Kim Righi, Brian Chick, Sueann Hall, Linda Gaydos, Jason Conner, Bill Irish, Gerri Irish, April Gustus, Tom & Helma Curtiss, Julie & Mike Klapproth, Jim Pileggi, Ann Vogt, Christyne Berzsenyi, Dan & Cathy Buyse, Barry Treftz, Clem Herbst, Allan Tucker, Doug & Sue Uhl, and new neighbors Don Ruth, Brian & Sue Matthews, Gregg Moore & Bill Goss*

Kim welcomed everyone to the Meeting; She thanked Ann Vogt for her many years of service to our Community as Treasurer before retiring in 2017, and thanked Jeff Russell for his many years of service on the Board, most recently as President and Past President; She also thanked 2017 Board Members for their work and dedication throughout the year.

Agenda Items:

- Treasurer's Report
- Membership Report
- Bylaws Amendment
- Nominations and Election of Officers for 2018 Shorewood Estates Board of Directors
- Shorewood Estates 2018 Dues
- Shorewood Estates 2018 Budget
- Other Business
- New Business
- Slip Lottery Drawing

Treasurer's Report – Sueann Hall

- The two checking accounts were converted in July 2017 to a checking and an interest-bearing savings account. Current balances:
 - Checking \$1,336.86
 - Savings \$25,626.68
 - Total \$26,963.54
- Shorewood Estates Civic Association (SECA) lost its 501(c)(4) status (for civic leagues or organizations not organized for profit) in 2010 due to not filing the required annual returns for 3 consecutive years; We suspect the annual return notices got lost when a previous board member moved away; Sueann is trying to get us re-instated, otherwise we will need to apply again as new organization and pay an \$800 application fee
- 501(c)(4) designation allows SECA Membership Dues to be tax deductible, otherwise we are considered a corporation (dues are not tax-deductible); The Board decided to implement procedures to prevent losing status or not filing taxes. Regardless of our tax designation, an annual filing with the IRS is required but federal taxes will not be assessed because we collect dues exclusively to maintain Common Property; State annual filings are in compliance
- Sueann suggested obtaining a PO Box (\$54/year) for SECA instead of using Board Members' home addresses to help prevent issues during Board Member transitions

Membership Report – Linda Gaydos

- Dues were paid by 54 property owners and/or renters in 2017 (68.4% of available properties (79))
- Dues are not mandatory; Number of those who pay Dues continues to trend up since 2015 – a good sign that folks see value in what is being done to keep our community desirable

Bylaws Amendment – Kim Righi

- A best standard practice for small non-profit organizations like SECA is to implement Internal Controls Procedures regarding finances, and Document Retention Schedules; Kim proposed guidelines that will help avoid future issues of non-filing required tax information due to transition of Board Members; Adding language to our Bylaws will remind Board Members annually of their duty to adhere to internal controls and document retention
- Under: ARTICLE 8. DUTIES OF BOARD MEMBERS (Bylaws, Page 4)

- Add: *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. The current policies will be posted annually on the website with the Bylaws, and made available to any member upon request.*
- Barry Treftz motioned to approve Bylaws Amendment; Gerri Irish 2nd motion; All present agreed w/ 'aye' (plus 2 Yes votes by proxy e-mail)

Nominations and Election of Officers for 2018 Shorewood Estates Board of Directors

- Nominations for vacant Member-at-Large; Julie Klapproth volunteered
- Returning Board Members – Kim Righi (President), Brian Chick (Vice President was 2017 Member-at-Large), SueAnn Hall (Treasurer was 2017 Vice President), Linda Gaydos (Secretary), Jeff Russell (Past President), and Jason Conner, Bill Irish, Rob Moxley (Member-at-Large)
- Gerri Irish motioned to approve 2018 slate of Officers; Doug Uhl 2nd motion (plus 2 Yes votes by proxy e-mail)
- Our newest Member-at-Large Julie Klapproth will bring additional points of view and new perspectives to the Board while we retain continuity w/ returning members for a full complement of 9 Board Members

Shorewood Estates 2018 Dues

- Board recommends we retain dues at \$100 (about \$8.35 per month) for dues year 2018
- General expenses – still in line w/ what we have spent for general maintenance and repairs the past few years, e.g., mowing of common areas along Shorewood Rd, Beach area, and Boat Dock area; maintaining liriope on Beach Hill; treating poison ivy and invasive plants in common areas
- Doug Uhl motioned to retain dues at \$100; Bill Irish 2nd motion; All present approved w/ 'aye' (plus 2 Yes votes by proxy e-mail)

Shorewood Estates 2018 Budget – Kim Righi

- Sueann moved our finances and accounts to QuickBooks™ last fall to use electronic accounting and to track our finances more easily
- This line item was increased for 2018 to anticipate possible new expenses:
 - Professional Fees – Back taxes and associated IRS fees
- Doug Uhl motioned to approve Budget; Jim Pileggi 2nd motion; All present agreed w/ 'aye' (plus 2 Yes votes by proxy e-mail)
- See approved budget, attached herein

Other Business – Kim Righi

- Dock damage
 - Our 2 docks (Anchorage Beach Dock, Boat Dock) sustained fairly significant damage from ice
 - Anchorage Beach – At least 6 - 8 pilings heaved; End of dock looks like a ski jump; Unsure whether there is structural damage
 - Boat Dock – At least 17 pilings heaved; One piling lifted completely out of the water (Brian lassoed it and tied it off); Several finger piers are lifted and twisted; Swim ladder was twisted; Unsure whether there is structural damage
 - At least 2 piling (could be more after inspection) may need to be replaced; Clem Herbst and others said some of the original pilings could be at least 40 years old
 - Repair estimates are \$200/piling to pound down, \$750/piling to replace
 - Initial repair estimates = \$8000; Kim has filed an insurance claim which we hope will cover the damage after the \$2500 deductible
 - Dan Buyse motioned to approve up to \$8000 to repair docks; Barry Treftz 2nd motion; All present agreed w/ 'aye'
- Preventive measures research to-date – Brian Chick
 - Brian showed Meeting attendees several options an ad hoc committee has been researching to help protect pilings from ice damage; Research will continue throughout this year w/ plans to have a solution for next winter
 - Of the 8 solutions discussed, some are 'home-made' and some are commercially available; One requires electricity and one works on solar power, but most do not require power
 - Criteria includes cost, ease of deployment, and off-season storage
 - If you have any ideas or are interested in participating, please contact Brian
- Membership Drive 2018; Discussed a mailing vs. e-mail; Someone suggested that folks don't want to pay for community upkeep when mowing, etc., doesn't directly impact their property, and they also don't want to pay to upkeep the community docks when they pay for their own docks

- Road signs need to be improved
 - Airstrip sign just as you enter Shorewood Rd is gone; Community upkeep sign on Wilson Point Rd is mangled; Don Ruth offered he knows someone who has connections w/ Kent County and might be able to help w/ the signs issue
 - Wilson Point Rd sign out on 290 has been replaced
- Need a volunteer to review the books, or the role will be assigned to a Board Member (not a Board Officer w/ check-signing privileges); Should be reviewed annually
 - Helma Curtiss volunteered to review and will schedule time w/ Sueann

New Business – Kim Righi

- Sueann is researching installing a smallish wooden sign at the beginning of Shorewood Rd to announce our Community; She has already obtained permission from Bob Hodge to erect the sign somewhere on his property leading into Shorewood Estates; Jim Pileggi offered that permanent signs must be placed at least 25' from the middle of the road
- Kim reported on the Swantown Creek projects:
 - Living Shoreline project – A funding source for construction has not yet been identified;
 - ShoreRivers, (the new clean water movement combining 3 Eastern Shore river associations) has funding to provide free workshops to waterfront communities to educate them on River-Friendly Yard best practices including various methods of managing rainwater runoff (using rain barrels, planting rain gardens, etc.); Many Meeting attendees showed interest in a workshop; Kim will arrange this spring
 - Swantown Creek Ravine project – Construction is underway and is expected to be completed by the end of June; Several large retention ponds are being built that will slow the rain water that finds its way into the Creek; Kim showed pictures of the construction

Kim adjourned the Meeting at 11:20AM w/ a motion to adjourn by Jason Conner; Brian Chick 2nd motion; All present agreed w/ 'aye'

Slip Lottery Drawing

- Bill Irish, Slip Lottery Committee Chair, conducted this year's drawing w/ assistance by Gregg Moore; 11 applications were submitted for 9 slips
- Balance of payment for Slip Fee **must be received by March 15, 2018 along w/ Proof of Liability Insurance** (see SECA Slip Lottery for 2018.pdf posted on Shorewood Estates website); Results are:

Slip #1 = Yedinack	Slip #2 = Matthews	Slip #3 = Buyse
Slip #4 = Reed	Slip #5 = Uhl	Slip #6 = Ojard
Slip #7 = Beachy	Slip #8 = Gustus	Slip #9 = Porter
- Wait List = Boyle, MacLean
- Congratulations to all, and THANKS to Bill for managing the Slip Lottery!

Respectfully submitted,
Linda Gaydos
SECA Secretary