**Board Members Present:** Gary Heal, Dan Mathias, Amy Rispin, Curt Larsen (by phone), Max Munger, Larry Reich, Fran Borsh and Aubrey Mumford (by phone 7:30 – 8:00)

**Board Members Not Present:** Duane Heidemann

**Staff Present:** Rhea Webster

**Residents Present:** Peter Holt

Gary Heal, President of the Board of Directors for the Drum Point Property Owners' Association (DPPOA), called the meeting to order at 7:01 p.m. He stated that the meeting is being recorded, and Robert’s Rules of Order govern the proceedings. He reminded all present to not speak until recognized by the Chair.

**President’s Remarks:** Gary Heal spoke about the decision, made by the DPPOA Board of Directors more than a year ago, to change the Association revenue streams. There are three steps to this change:

1. Replace the voluntary dues with a mandatory assessment. This mandatory assessment ($20.00 for all undeveloped lots and $55.00 for all developed lots) has been implemented [approved by the Board – September 2013]. This position is supported in two ways:
	1. Via the Covenants in that The Drum Point Property Owners’ Association is the “Grantor of the Covenants.” As such, the Board can levy fees and assessments.
	2. Via the By-laws, Section 4, Paragraph 2, provides that any change that is voted on and approved via the budgeting process becomes fact [September 24, 2014 General Membership meeting approval of budget].
2. Increase the Covenant fee according to the Department of Labor Statistics Consumer Price Index (CPI) [approved by the Board – November 2014]. This change will take place with the next billing cycle in February. The current value of the 1948 $10.00 Covenant fee, according to the CPI, is $98.00. This position is supported as follows:
	1. Paragraph 9 of the Covenants allows the Covenant fee to be levied yearly at the rate of $10.00 or “a like amount.” The CPI will be used to calculate the “like amount.”
3. Evaluate the ongoing needs for funding from the Special Tax District (STD) in order to decide the amount to be requested for the next STD. The current STD expires in June 2017.

**Public Comment:** None

**Approval of minutes:** Amy Rispin made a motion to accept the minutes from the December 10, 2014 Board meeting. The motion was seconded, and the minutes were accepted for consideration. After consideration, Amy Rispin made a motion to approve the minutes as written. The motion was seconded, and the minutes were accepted as distributed.

**Office Update:** Rhea reported as follows:

1. Collections – The collection letters sent in November 2014 and claims filed since have resulted in the collection of an additional $5,841 to date. The first court cases are scheduled for January 13, 2015.
2. The new tax assessments for properties owned by the DPPOA were received. Overall, the value of undeveloped lots dropped by 4,200.00. The value of the office at 401 Lake Drive increased by $12,900. The net change in assessments is an increase of $8,700.
3. With the increases being made to Covenant fees and the imposition of the mandatory assessment, it is suggested that property owner records be maintained using the MS Access Database. The following was noted:
	* Since Access is a relational database, it will allow global changes to be made to the assessments, rather than one by one as in QuickBooks.
	* Reports generated from Access will be more accurate, due to the inconsistent nature of data in QuickBooks.
	* The cost to purchase Access is approximately $125.00. Kris Edmondson, who works daily with Access, has offered to do this at a cost of approximately $1,000.00. Amy Rispin made a motion to approve up to $1,500.00 for a transition to the Access Database. The motion was seconded and after discussion, passed unanimously. A statement of work will be provided to Mr. Edmondson.
	* QuickBooks will continue to be used as the accounting software package for the Association.

**Round Table:**

Several members of the Board will be away in the coming months. An e-mail request for schedules will be sent from the office to the Board so that these schedules can be added to the office calendar.

**Committee Reports**

**Action Items:** In Jeff MacDonald’s absence, Gary Heal reported that a property owner approached him during the December General Membership meeting to discuss a drainage issue at his property on Overlook Drive. He and Jeff met at the property and determined the issue is primarily due to the lay of his lot and not to any problems within the Drum Point right of way adjacent to the property. A letter, including Jeff’s written opinion, will be sent to the property owner.

**Roads Committee:** Gary Heal reported:

1. Jeff MacDonald continues to work on and prioritize a list of capital projects for the upcoming season. During the last Roads Committee meeting, Jeff stated that he is considering approximately $150,000.00 in projects for spring. The budget will not support this amount of funding for projects; therefore, the list will have to be prioritized by Jeff and the Committee. The list will then be presented to the Board for review and approval.
2. The footpath on Surf Road is in need of repair and/or replacement. Larry Reich has repaired the bridge in the past and will inspect it. There may be a need to increase the height of the bridge so that, when the water rises with the tide, it does not touch the bridge. The stairway to the beach at the easement which exists at the intersection of Bay Drive and Bay View Drive is also in need of repair. Larry Reich will inspect the steps.
3. A suggestion was made to erect “community beach access” signs at points where a DPPOA easement and access exists to the beach (River Terrace, Surf Road, Bay Drive and Pine Lane). Signs would inform residents of these areas. The sign could read “Drum Point residents only.”

**Finance Committee:** The profit and loss statement and balance sheet were distributed. Amy Rispin reported the following:

1. With no capital projects in progress, there are no major changes to expenditures.
2. We have not yet received the bill from Karl Bowen for the ongoing three-year cut back of vegetation in the rights of way. The contracted price is $16,000.00.
3. Per instruction from the auditor from Toal, Griffith and Ragula, County-held Special Tax District funds are now shown under Accounts Receivable rather than current assets.
4. Adjusting journal entries were made per instruction from Toal, Griffith and Ragula, one of which brought forth the amount in the STD checking account to the new fiscal year. This adjustment should have been made to DPPOA funds. Changes cannot now be made due to the finalization of last fiscal year’s numbers for auditing purposes. Any anomalies will be addressed in the upcoming fiscal year.

**Environmental Committee:** Amy Rispin stated that, due to illness, there have been no meetings but one will be scheduled.

**Planning Committee:** No report

**Safety Committee:** Peter Holt reported the following:

1. The Safety Committee exists to address three areas: safety of the community, security of the community and emergency damage assessment.
2. Gary was recently appointed as Board liaison to the Safety Committee.
3. The community emergency center functions to pre-position needed items such as stretchers and first aid equipment and to coordinate any activities which might be needed during an emergency.
4. There have been some incidents of vandalism, and the pictures from the security cameras have been provided to the Sheriff’s Department.
5. The Board may wish to consider the purchase of additional cameras for areas such as the boat ramp and causeways.

**Old Business:** None Scheduled

**New Business:**

**Beach Gate Volunteers:** The following was noted:

1. There are currently five volunteers who open and close the beach gate on a daily basis. This number has dropped in the last year.
2. Max Munger made a motion to leave the gate open 24/7 for the remainder of the winter. The motion was seconded. After discussion, the motion failed by a margin of two in favor (Max Munger and Larry Reich) and five against (Gary Heal, Amy Rispin, Dan Mathias, Fran Borsh and Curt Larsen).
3. A suggestion was made to contact the volunteers and others adjacent to the gate to request input. The issue will be revisited at a future meeting.

**Next Meeting:** The date of the next meeting is to be determined and will be posted once scheduled.

**Public Comment:** None offered

**Adjournment:** Amy Rispin made a motion to adjourn the meeting. The motion was seconded, and the meeting adjourned at 8:25 p.m.