**Board Members Present:** Gary Heal, Libby Fall, Jack Andre, Tony Spakauskas and John Rovero

**Board Members Not Present:** Amy Rispin, Curt Larsen, Paula Walker and Vince Barazzone

**Staff Present:** Rhea Webster – Association Manager and Jeff MacDonald – Project Manager

**Property Owners and Guests Present:** Peter Holt

**Call to Order:** Gary Heal, President of the Board of Directors for the Drum Point Property Owners' Association (DPPOA), called the meeting to order at 7:00 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 reported that a temporary repair, done to address a minor drainage issue at 401 Lake Drive, is in need of a permanent solution. To that end, a request for a proposal was made to Grover’s Lawnscape. The estimate for the repair is $650.00, but a small amount of additional work may be necessary. After discussion the following motion was made:

**Motion:** John Rovero made a motion to approve the bid, with an allowance for additional work to be performed with a cap on the project of $1,000. The motion was seconded and passed unanimously.

**Approval of Minutes:** Jack Andre made a motion to approve the minutes of the October 11, 2016 meeting of the Board, previously distributed via e-mail. The motion was seconded and passed unanimously. The minutes were accepted as written.

**Public Comment:** None offered

**Office Report:** Rhea reported as follows:

1. The percentage of property owners who have paid Covenant Fees stands at 72%, with collections of the Mandatory Assessment at 74%.
2. The amount of significantly past due fees collected in the past three weeks is $1,529. These fees have been collected as a result of claims filed in Calvert County District Court. One property owner has filed an intention to defend based on the fact that the lot in question does not perk and is therefore, unbuildable.
3. Our accountant has agreed that we can write off the uncollectable accounts, which currently total approximately $17,543. The balance sheet will show this amount as uncollectable. Property owners will continue to receive statements, and attempts will continue to be made to collect these outstanding fees.

**Motion:** Gary Heal made a motion to approve the above change to the Balance Sheet. The motion was seconded and passed unanimously.

1. As discussed in the previous meeting, $182,498 was transferred from SunTrust to PNC. This was done in order to remain below the threshold of $250,000, in compliance with FDIC guidelines.

**Round Table:** Libby Fall asked about a house on Anchor Drive that has been in various states of disrepair for a number of years. This is a property which the County had some success a number of years ago in compelling the then owner to clear the debris. The new owner does not live on the property and has failed to maintain it.

**Committee Reports:**

**Action Items:** Jeff MacDonald reported the following:

1. Sheehi Paving Company has completed the 2016 paving project on Deer Drive. One minor issue remains regarding the interface of a driveway with the paved road. This issue will be addressed in the coming days.
2. A proposal, in the amount of $3,125, for the repair of a drainage swale on Cardinal Drive has been received from Grover’s Lawnscape. After discussion, the following motion was made:

**Motion:** John Rovero made a motion to accept the proposal for work on Cardinal Drive, in the amount of $3,125, with some minor asphalt repair to be done at the corner of Laurel Way and Bay View Drive. The motion was seconded and passed unanimously.

1. A property owner on Mills Creek Drive informed the office of a drainage problem on her lot. Plans will be drawn up and Grover’s Lawnscape will be consulted.

**Roads Committee:** No Report

**Finance:** The Balance Sheet, Profit and Loss Statement by Class and Profit and Loss – Budget to Actual reports were distributed. Jack Andre, DPPOA Treasurer, reminded the group that the changes to checking accounts, referenced in the office report above, were done as a result of recommendations in the 2016 audit.

**Environment:** No report

**Planning Committee:** No report

**Safety Committee:** Peter Holt reported that the Calvert Amateur Radio Association will be updating a service called Echo Link which will allow people with smart phones to connect to the HAM Radio network. The Drum Point radio club will be included in the access at no cost to the DPPOA. In addition, the lower portion of the radio tower at 401 Lake Drive will be fitted with plywood sections which will act as a deterrent to people climbing the structure.

**Welcoming Committee:** No report

**Old Business:** The Board of County Commissioners did not include the ballot question regarding approval of a new municipality to be called Calvert Shores (as proposed by some residents of the Chesapeake Ranch Estates). The issue is likely to be revisited next year.

**New Business:** None scheduled

The next meeting is scheduled for Tuesday, December 6th at 7:00 p.m.

**Public Comment:** None offered

With no further business to discuss, Jack Andre made a motion to adjourn. The motion was seconded, and the meeting adjourned at 8:10 p.m.