**Board Members Present:** Gary Heal, Libby Fall, Paula Walker, Jack Andre and John Rovero

**Board Members Not Present:** Amy Rispin, Curt Larsen, Vince Barazzone and Tony Spakauskas

**Staff Present:** Rhea Webster – Association Manager

**Property Owners and Guests Present:** None present

**Call to Order:** Libby Fall, Vice President of the Board of Directors for the Drum Point Property Owners' Association (DPPOA), called the meeting to order at 7:00 p.m. She stated that the meeting is being recorded, and Robert’s Rules of Order govern the proceedings. She reminded all present to not speak until recognized by the Chair.

**President’s Remarks:** Gary Heal, President of the Board, remarked that John Rovero will address the damage done to one of our roads during his report as Operations Officer. In addition, markers have been placed at various areas along the edge of some streets. These markers will serve as a guide for our snow removal drivers to ensure they do not drive off the edge of these roads. Solomon’s True Value [formerly Grand Rental Station] will pick up the mower and other small equipment (blowers, trimmers etc.) this week for annual maintenance.

**Public Comment:** No community members present

**Approval of Minutes:** John Rovero made a motion to approve the minutes of the November 6, 2016 meeting of the Board, previously distributed via e-mail. The motion was seconded and passed unanimously. The minutes were accepted as written.

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

* With instruction from our accountant, $14,926 has been transferred to a new account named “allowance for doubtful accounts.”
	+ This was done in order to give a more accurate representation of the fees we are likely to collect.
	+ The only accounts affected are for undeveloped properties whose owners are either deceased or can no longer be contacted. Efforts will continue to be made to reach these owners. Accounts for developed properties are more likely to be brought current, either through sale or credits given at foreclosure.
	+ The amounts credited were split between the current amounts owed and prior amounts owed and will change as accounts continue to be considered for the filing of claims.
* Claims continue to be filed, and one will be served by the sheriff’s department, as the owner does live in the house.

**Round Table:**

Paula Walker announced that she will be leaving the area in March, leaving a fourth vacancy on the Board for the upcoming Board year, which begins July 1st. It was noted that Paula will be missed.

Libby Fall stated that she called SMECO, on the advice of another, to ask if a shade could be placed on a street light near her house (the light shines directly into her home). She was told that SMECO no longer provides this service.

**Committee Reports:**

**Action Items:** No Report

**Roads Committee:** The following was noted:

* John Rovero reported that damage was caused to the road’s edge along Bay Drive as a result of work being done to install a septic line beneath the road.
	+ The owner of the property, who had the septic line installed, will sacrifice a portion of the $5,000 road and septic bond fees (A $2,500 road bond fee is placed into an escrow account during major construction to pay for any damage which may occur during that construction. $2,500 is also posted against damage that might occur as a result of drilling under the road in conjunction with the installation of a septic line. These fees are refundable, once all major construction is complete, and it is determined that no damage has been caused).
	+ Jeff MacDonald, Project Manager for the DPPOA, will inspect the damage and provide his opinion and how best to proceed.
* Gary Heal stated that there is a need to address drainage concerns in the vicinity of 12941 Mills Creek Drive. Storm water does not drain quickly along the road’s edge. He and Jeff MacDonald conducted an inspection, and Jeff will provide an assessment.
* John suggested information be published, in a future newsletter regarding the need for property owners to obtain permits from Calvert County prior to construction and/or tree removal, in particular if the affected property lies within the Critical Area, defined as within 1000 feet of tidal water.

**Finance:** The Balance Sheet, Profit and Loss Statement by Class and Profit and Loss Statement, Budget to Actual reports were distributed.

**Environment:** No report

**Planning Committee:** No report

**Safety Committee:** In Peter Holt’s absence, Gary Heal stated that the plywood pieces Peter spoke about attaching to the radio tower have been installed (as a way to discourage anyone from climbing on the tower). Signs, warning of the electrical hazard, were placed on the tower when it was erected.

**Welcoming Committee:** Paula Walker distributed minutes from the meeting held by the committee. She noted that she and Dennis Baker had attended the meeting and noted the following:

* Previous “welcome new neighbor” events have not been well attended, despite hand written invitations being sent to new property owners. This may be due to the fact that people simply do not have enough time to come to such events.
* It was suggested that Rhea go back to sending out the initial welcome letter and package to new property owners but also send the names of the new owners to the committee, prior to the quarterly membership meetings. The committee will send a letter urging people to attend the general membership meeting with an emphasis on meeting new neighbors and learning about the community.
* Other suggestions included the setting up of an online blog where property owners can discuss items of interest to the community [note that a Facebook page does exist].
* The community clean-up day might serve as an opportunity to meet some of these new people and question them as to what they might like to see happen with regard to meeting times and communication efforts by the Board.
* It was also suggested that a shredding event be held, perhaps on the same day as the community clean-up day.
* The primary goal of the committee is to increase attendance at the quarterly general membership meetings and generate interest in the community. Gary volunteered to help explore additional ways to meet this goal.

**Old Business:** None scheduled

**New Business:**

**Nominating Committee:** A Nominating Committee must be formed for the upcoming year’s Board election. With Paula Walker leaving, there will be four vacancies to be filled (Gary Heal, Curt Larsen and Amy Rispin). Last year’s volunteers have been contacted and are not able to be on the committee this year. Volunteers will be accepted at Saturday’s General Membership meeting.

The next Board meeting is scheduled for Tuesday, January 10, 2017 at 7:00 p.m.

**Public Comment:** No community members present

With no further business to discuss, Gary Heal made a motion to adjourn. The motion was seconded, and the meeting adjourned at 7:56 p.m.