**Board Members Present:** Tony Spakauskas, Jack Andre, Bonnie Blades, Gary Heal, Jerry Budnick, Gina Swartwood and Asha Andreas

**Board Members Not Present:** Vince Barazzone and Mike Snapp

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

**Property Owners Present:** Peter Holt, Alyssa Holiday and Crystal Culley

**Call to Order:** Tony Spakauskas, 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:** Without objection, Tony Spakauskas suggested the agenda be amended to allow Alyssa Holiday and Crystal Culley to report on the progress of the playground/recreation committee. He introduced Alyssa Holiday and Crystal Culley, two property owners who have volunteered to lead the committee to investigate the feasibility of creating a playground or recreational area for families. The following was noted:

* There is a good deal of interest, in particular among mothers of young children who walk in the community on a regular basis.
* There are a number of areas where the Association owns contiguous lots, but the topography tends to be hilly. The best possibility might be the community beach.
* The Southern Calvert Land Trust owns several lots adjacent to some owned by the Association. While none of these lots can be developed with homes, it may be possible that a playground could be constructed. The Land Trust would have to be consulted.
* Other issues to be considered include the ease with which a lot could be cleared, cost of construction, cost of liability insurance and whether the best focus would be to simply improve the community beach with the installation of a pavilion and a grill.
* Alyssa and Crystal will continue to work in order to present cost estimates in time for the Finance Committee to consider the budget for the upcoming fiscal year, which begins July 1, 2018.
* Any construction in the Critical Area would require permits, regardless of ownership, but there may be additional environmental restrictions with regard to the use of any portion of the beach owned by the Drum Point Club.
* Alyssa and Crystal will update the Board on their progress during the next meeting in January 2018.

**Public Comment:** None offered

**Approval of Minutes:** Gary Healmade a motion to approve the minutes from the November 7, 2017 meeting of the Board, previously distributed via e-mail. The motion was seconded, and the minutes were approved unanimously as written.

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

* Documents needed by the Community Bank of the Chesapeake (CBTC) in order to approve signatory power for the officers of the DPPOA Board were delivered to Samantha Stratchko at the bank. Once the accounts are in place, Samantha will meet with Rhea and Jack in order to finalize the merchant services account, which will allow the acceptance of credit cards for payment of fees (Per the decision made during the November 7th meeting, all bank accounts will be transferred to the CBTC).
* An invoice, in the amount of $134,133.45 for the 2017 paving contract, was received from Great Mills Trading Post. A request for authorization of payment of a portion of the invoice, in the amount of $94,133.50, was forwarded to the Calvert Count Department of Public Works (DPW). Per the Special Tax District Agreement, the DPW must authorize the Calvert County Finance Office to release the funds to the DPPOA. The remaining amount of the invoice was budgeted and paid from Covenant fees.
* The newsletter was mailed to 439 property owners and emailed to an additional 859 property owners and residents. The list of owners receiving the newsletter via email is growing. This saves the Association time and money.

**Round Table –** None offered

**Action Items:** No report

**Operational/Roads Committee:** Gary reported that the material for the replacement and repair of the footbridge has been delivered. He will guide Chris Boyles on how best to proceed with the work, which could take up to a week to complete.

**Finance Committee:** The balance sheet and profit and loss statements were distributed. There are no unusual expenditures to report. The following was noted:

* The transfer of accounts from PNC to the Community Bank of the Chesapeake (CBTC) should provide better service in the way of reduced bank fees. Our State Highway User Revenue account, held by PNC, has seen a substantial increase in fees in the last two months. Calls to the bank to ask for an explanation of the new fees have not provided clarity as to the reason behind the sudden change.
* The Profit and Loss statement shows an overage of $752.69 in the line item for Miscellaneous Administrative expenses. [It was verified later that the overage is due to the unexpected billing by the County, in the amount of $1,019.65, for expenses related to the public hearing for the Special Tax District. This is the first time the County has billed the DPPOA for this expense.]
* The line item for Invasive Species Control is also more than expected for this fiscal year. [According to Sheri Hamburger accountant at Toal, Murray, Day & Lalor, LLC, we can sign a contract in one fiscal year, but if the work is not complete prior to the end of that fiscal year, payment for the work must be made when the work is complete and the invoice received. If the work had been completed in the prior fiscal year but the invoice not received until after the start of the new fiscal year, payment could have been posted to the prior year. The accrual method of accounting dictates that the expense is recorded when the work is completed and invoiced, not when the contract is signed.]

**Environmental Committee:** Bonnie Blades reported the following:

* She will speak with Jeremy Testa from the Chesapeake Biological Laboratory about the sub-aquatic grasses, which seem to be on the increase in the Patuxent River. Rhea provided her a list of the waterways that extend into Drum Point, and there may be some areas that would lend themselves to the planting of some of these grasses.
* She also asked whether the problem of people littering persists. Asha related that she has not noticed as much litter along the streets. The newsletter carried a piece asking for people to respond if they’ve noticed a problem along their street.

**Safety Committee:** The following was noted:

* The security camera chips are being maintained on a regular basis, with the solar panels now being charged in the office prior to connecting them to the camera. Charging them fully in the office prior to connection enables the panels to maintain that charge for a longer period of time. This will save back up battery life.
* Reflective posts were placed along the unpaved portion of a right-of-way where someone had been purposely driving and creating ruts.
* The snow posts will be placed along the sides of the road where needed in order to help guide snow removal equipment.
* The Emergency Operations Center in Prince Frederick has installed a number of new antennas. The Drum Point operations center will need to purchase equipment in order to continue to have the ability to communicate with the County during emergencies and power outages. Cost should be approximately $220.00, which is within the budget for that category.

**Welcoming Committee:** Rhea noted the following:

* A coupon has been created for Solomon’s Florist. Once approved, the coupon will be included in the welcome buckets.
* Cindy Andre has spoken with Laura Zurl, a local realtor, regarding the need for us to secure contact information for newcomers. Ms. Zurl will provide the office with any contact information she has access to, such as phone numbers and email addresses.
* The initial welcome letter was sent to six new property owners. There has been no response to the letter, which included a map and request for the new owner to call or come into the DPPOA office to receive a parking tag. The letter also mentions that the committee would like to deliver a small gift when convenient. After discussion, there was consensus that the additional letters should be sent regardless of the response.

**Old Business:** None scheduled

**New Business:** None scheduled

**Public Comment –** None offered

The next Board meeting is scheduled for Tuesday, January 2, 2018 at 7:00 p.m. With no further business to discuss, Gary Heal made a motion to adjourn. The motion was seconded and passed unanimously. The meeting adjourned 7:50 p.m.