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

**Board Members Not Present:** Vince Barazzone, Bonnie Blades, Mike Snapp and Jerry Budnick

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

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

**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:** Tony remarked that the members of the Nominating Committee are proceeding with the task of finding property owners who may be interested in serving on the Board. They have identified four candidates thus far with a fifth who has expressed interest.

**Approval of Minutes:** Gary Healmade a motion to approve the minutes from the January 2, 2018 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:

* Statements will be mailed tomorrow with the following breakdown:
  + 1493 billable properties (five less than last year due to property owners either combining lots or donating them to the Southern Calvert Land Trust)
  + Total amount billed - $219,082 (some of which is uncollectible – not yet calculated)
    - Covenant fees
      * 1493 lots @ $104.00 per lot ($155,272 billed)
      * The per lot amount was recalculated, per the Consumer Price Index calculator, since the previous meeting when it was reported that the Covenant fee would increase to $102.00
    - Mandatory Assessments
      * Developed lots – 970 @$55.00 per lot ($53,350 billed)
      * Undeveloped lots – 523 @ $20.00 per lot ($10,460 billed)
      * Total billed - $63,810 – Assessments
    - All fees are due March 1 and post to the upcoming fiscal year which begins July 1
* Marvin Bowman, a Board member during the eighties, brought in two boxes of files from his time on the Board. This is in addition to others, such as John Wagner, donating their files. These files are an important part of the history of Drum Point and this Association. There is a need, however, to review the documents and identify duplicates while preserving the history of the organization.

**Round Table:** No reports

**Committee Reports:**

**Action Items:** In Jeff MacDonald’s absence, Gary Heal reported that they have been working together to determine which areas are to be included in the upcoming year’s paving (Huron Drive, Chestnut Drive area). Jeff is also working on a five-year plan for re-paving. He expects to have the re-paving schedule for FY 2019 finished in time for the March meeting of the Board.

**Operational/Roads Committee:** Gary Heal reported that the footbridge was completed by Chris Boyles, who did an excellent job. Karl Bowen was due to be in the community this week and will be contacted to verify the schedule for major trimming of overhanging trees and other vegetation.

**Finance Committee:** The balance sheet and profit and loss statements were distributed. There are no unusual expenditures to report. All but one checking account has been transferred to the Community Bank of the Chesapeake. The CD also remains at SunTrust and may be moved once it matures.

* Rhea reported that the bank accounts which show on the balance sheet may, at any given time, include two additional accounts.
  + These additional accounts are the Insured Cash Sweep Accounts (ICS).
  + This means that there may be a balance showing in the Covenant Capital Expense (CBTC) account and the Assessments/MA/Covenant (CBTC) accounts as well as their counterparts labeled ICS accounts.
  + Currently, there is a zero balance in the Covenant Capital Expense account as all funds were swept to the ICS account. Therefore, the only account showing on the Balance Sheet for these funds is the ICS account.
  + The method of accounting for these funds was discussed with the bank representative and verified with the Calvert County Finance Office (the County maintains some funds in cash sweep accounts).
  + All accounts are being transferred to the CBTC in order to save money on monthly fees and take advantage of higher rates of interest being offered, while remaining below the FDIC maximum threshold for insured deposits.

**Environmental Committee:** Tony reported that Bonnie Blades is working on the upcoming year’s Phragmites spraying and is gathering the information needed by individual owners who wish to have their properties treated at the same time, at their own expense.

**Safety Committee:** Peter Holt reported that there are a number of deer roaming and advised all to take care while driving. In addition, Chris Boyles has been monitoring the security cameras, and no incidents have been reported.

There are additional reports of someone dropping bags of trash at the Bay View Causeway (as well as bags of yard debris at Harbor Drive and Mills Creek Drive). Chris has removed bags from the Causeway a number of times, and the Sheriff’s office has been called. There was discussion about placing a camera in this area, and Rhea will have Chris do this.

**Welcome Committee:** Rhea reported the following:

* Asha and Gina came into the office and filled additional Welcome Buckets and also delivered two buckets to newcomers.
* Laura Zurl, a local realtor, has been providing contact information, such as phone numbers, email and mailing addresses, for people who have recently purchased property in Drum Point. [The purchase of a home in Drum Point does not always mean the new property owner lives in Drum Point, as there are rental and vacation properties.] In an effort to gather as much data as possible, Ms. Zurl asked other agents for information for their clients. This caused a bit of worry among the other agents, who tend to keep this type of info private, for possible future referrals. In that we do not wish to cause any animosity between the various realtors, a letter will be crafted and sent to the agents asking them to respond directly to the Association office with this kind of information. One realtor suggested that a form be placed on the website, asking for this kind of information.

**Old Business:**

**Recreation/Playground Area:** Alyssa Holiday and Crystal Culley were unable to attend tonight’s meeting and will be contacted regarding the next meeting. They have been tasking with investigating the cost of insurance, equipment and location. If the project is found to be feasible, the Finance Committee will consider the data for next year’s budget.

**Nominating Committee:** Gina Swartwood spoke with Alyssa Holiday, who may be interested in running for the Board. Her name will be passed to the Committee.

**Motion:** Gary Heal made a motion to appoint Peter Holt to the Nominating Committee. The motion was seconded and passed unanimously. There is a meeting of the Committee scheduled for Thursday, February 8 at 6:00 p.m.

**New Business:**

**Public Comment –** Peter Holt reported that his property tax assessment had been calculated incorrectly and encouraged people to schedule an evaluation if they feel their assessment was not in line with those of similar properties.

The next Board meeting is scheduled for Tuesday, March 6th 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 at 7:50 p.m.