**Board Members Present:** Tony Spakauskas, Gary Heal, Jack Andre, Bonnie Blades (by phone), Mike Snapp and Gina Swartwood

**Board Members Not Present:** Vince Barazzone and Asha Andreas

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

**Property Owners and Guests Present:** John Latham

**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:** None offered

**Approval of Minutes:** Gary Healmade a motion to approve the minutes from the April 3, 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:

* In order to maintain standing as a Certified Manager of Community Associations, Rhea will sign up for an online Facilities Management Class via the Community Association Institute website. Instruction includes how to evaluate existing maintenance plans, preparation of Requests for Proposals and oversight of common area maintenance. The fee for the course is $459.00 and will come from this fiscal year’s budget.
* The April Board meeting was not fully recorded due to a faulty wire on the camera’s electrical cord. A new cord was ordered and has been received.
* Security for Memorial Day weekend has been scheduled, with off-duty Sheriff’s Deputies monitoring the beach at random times throughout the long weekend.
* One bin was filled with miscellaneous junk and one with metal for recycling during the recent cleanup day. [The invoice for the disposal of the miscellaneous junk was received 5/7 in the amount of $131.84. There is no charge for the metal, as it is recycled.]

**Round Table:** No reports

**Committee Reports:**

**Action Items:** No report

**Operational/Roads Committee:** Gary Heal reported the following:

**Oversize Vehicle at the Beach:** A report was received of an oversized vehicle parking at the beach. There are no explicit rules regarding the size of a vehicle allowed to park at the beach. As long as there is no damage being done to the beach or parking area, there is no prohibition.

**Casual Labor:** With Chris Boyles having left the community, Gary Heal interviewed three applicants for the position of casual laborer. Two of the applicants live nearly an hour away from Drum Point. Scott Lee, who lives in the community, was hired for that position.

**Finance Committee:** The balance sheet and profit and loss statements were distributed. Jack Andre reported as follows:

**Finance Committee:** The draft budget spreadsheet for Fiscal Year 2019 was distributed. The most significant change to the budget concerns capital projects, such as re-paving. Estimates for the cost of re-paving one or more mile of road over the next five years were provided by Jeff MacDonald, Project Manager for the Association. An estimate for costs associated with the installation of play equipment was not received in time for this year’s budget. After discussion, the following motion was made:

**Motion:** Gary Healmade a motion to accept the draft budget as presented by the Finance Committee. The motion was seconded and passed unanimously.

The major budget categories will be published in the summer newsletter, and the full budget will be available in the Association office as well as on the Association website. The budget is scheduled for approval at the June 27, 2018 meeting of the General Membership.

**Bank Fees:** The fee assessed by PNC for the final period in which the State Highway User Revenue account was active has been waived (approximately $102.00). In addition, a representative from PNC Merchant Services informed the office that payment of a penalty fee, in the amount of $16.60, would satisfy the contract for that service. According to the representative, when there is no longer a checking account to access, the contract is voided. The contract was not due to expire until November 2019, at a cost of $25.00 per month.

Robin Lynch from the Calvert County Finance Office spoke with Bonnie Barrett of the Community Bank of the Chesapeake (CBTC) about the fees associated with the wire transfers into our Special Tax District and State Highway User Revenue bank accounts from funds held on our behalf by Calvert County. Ms. Barrett credited our two accounts and will credit future fees.

**SunTrust Bank:** The CD held by SunTrust Bank will mature in May. Jack will have it transferred to the CBTC. He will also close the remaining bank account at SunTrust (STD Capital Expense Account) and transfer those funds to a new account at CBTC. The SunTrust credit card account will also be closed.

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

* The Calvert Recorder ran a piece on options for a new Bay Crossing, and more information can be found online at [www.baycrossingstudy.com](http://www.baycrossingstudy.com).
* Bonnie will provide a short piece for the newsletter for anyone wishing to have their property inspected for possible Phragmites treatment. Mark Smith, the specialist authorized by the Department of Natural Resources to treat the invasive plant, will spray the area in August and will accept payments directly from individual owners for treatment of their property.

**Safety Committee:** Gary Heal introduced John Latham as a property owner interested in joining the Safety Committee. John is certified through the County, having taken and passed the Community Emergency Response Team training classes.

**Motion:** Gary Heal made a motion to strike John Rovero from the roles of the Safety Committee and instate John Latham as his replacement [John Rovero transferred from the area]. The motion was seconded and passed unanimously.

**Welcome Committee:** Rhea commented that the Committee is working well not only to welcome newcomers to Drum Point but to enable the office to secure contact information such as email addresses and phone numbers. Two new owners have returned the response form included in the buckets. Comments were favorable.

**Old Business:** None scheduled

**Recreation/Playground Area Committee:** No report

**New Business:** None Scheduled

**Public Comment –** None offered

The next Board meeting is scheduled for Tuesday, June 5th at 7:00 p.m. The meeting adjourned at 7:35 p.m. into Executive Session in order to discuss Employee Compensation.