**Board Members Present:** Tony Spakauskas, Jack Andre, Bonnie Blades, Mike Snapp, Asha Andreas, Gina Swartwood and John Manca

**Board Members Not Present:** Gary Heal and Alyssa Holiday

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

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

**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

**Public Comment:** None present

**Approval of Minutes:** Mike Snapp made a motion to accept the minutes from the July 3, 2018 meeting, distributed previously via email. The motion was seconded and approved unanimously. The minutes were approved as written.

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

1. Mark Perry, from Alta CPA Group, will be in the office Thursday at 9:30 to conduct the annual audit. An accountant’s copy of QuickBooks was sent to Mr. Perry, and a number of documents have been prepared for his review.
2. Letters were mailed to 54 property owners advising them that their accounts are in arrears, and they are in danger of having a claim filed in District Court. Response has been mixed.
3. Claims will be filed on those owners who are most likely to respond and pay the judgment – IE living on the property and receiving mail, not in foreclosure, up-to-date with property taxes etc.
4. A budgeting webinar is scheduled for tomorrow. Attendance will go toward the recertification as a community manager.

**Round Table:** None offered

**Committee Reports:**

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

* Bids were received for the one mile of asphalt overlay for the current year. Great Mills Trading Post, Inc. submitted the lowest bid at $130,072.35 (well under two other companies that submitted proposals). After discussion, and in consideration of prior review by the Board of all proposals received (sent via email), the following motion was made:

**Motion:** Mike Snapp made a motion to affirm the decision of the Board, made via email, to approve the proposal submitted by Great Mills Trading Post, Inc., in the amount of $130,072.35, for this year’s overlay of one mile of asphalt. The motion was seconded and passed unanimously.

* Grover’s Lawnscape submitted a proposal in the amount of $8,180.63, for areas in need of storm drainage repair on Laurel Way, Mill Creek Drive and Anchor Drive (distributed previously to the Board for consideration, via email). As long as proposals received from a single source remains within a reasonable range, that contractor may be considered as a sole source. If the cost estimates for work begin to increase, other contractors will be contacted. Many of these jobs are small, and not all contractors are willing to bid on jobs of this size. After discussion, the following motion was made:

**Motion:** Gina Swartwood made a motion to affirm the decision of the Board made (via email) to approve the proposal, submitted by Grover’s Lawnscape, LLC, for work along Laurel Way, Mill Creek Drive and Anchor Drive in the amount of $8,180.63. The motion was seconded and passed unanimously.

**Operational/Roads Committee:** In Gary Heal’s absence, Rhea reported that, in consideration of the amount of rain this season and after a period of absence for personal and family issues, Karl Bowen is back in the community continuing the three-year cut back of over-hanging trees and ground level rights-of-way.

**Finance Committee:** The Balance Sheet and Profit and Loss Statements were distributed. Jack stated that he will attend a portion of the audit scheduled for August 9th.

**Environmental Committee:** Bonnie Blades distributed a draft of a form for any property owner who wishes to participate (under the DPPOA DNR permit) in the treatment of Phragmites on their private property. The following was noted:

* This form emphasizes that the only purpose of the permit is to allow a property owner to participate under the DPPOA permit, and the agreement for spraying and payment is strictly between the property owner and Mark Smith, the DNR-authorized agent.
* Property owners can submit the form and payment to the DPPOA office. The office will act solely as a middleman for payment and communication with Mr. Smith.
* Once treatment is complete, the forms and payment will be sent to Mr. Smith, and DNR will be notified that the spraying is complete.
* Bonnie will speak with Ms. Serabia from DNR about the removal of the dead Phragmites (we’d been told previously that we shouldn’t cut it down and that if we chose to do so, a vegetation removal permit would be needed).

**Safety Committee:** No report

**Welcome Committee:** No report

**Old Business:** None scheduled

**Recreation/Playground Area Committee:** The following was noted:

There has been little movement on how best to proceed with regard to the building and insuring of a playground area. Jack Andre will speak with Mike Hart about the play center located in Solomons and ask about insurance and maintenance schedule in place for that facility. A maintenance schedule is strongly encouraged in order to protect the Association from liability. Committee members, Alyssa Holiday and Crystal Culley, will be advised of Jack’s intention and the need to determine the way forward in order to be considered for next year’s budgeting process.

**New Business:**

**General Membership Meeting Days:** Association By-laws require that four membership meetings be held each year. The By-laws do not specify on which day a meeting is to be held, and currently two are held on a Saturday morning (March and December) and two are held on a Wednesday evening (June and September). There are a number of other events held in the area on Wednesday evenings, and there has been a suggestion that changing the Wednesday meeting to either Tuesday or Thursday evening might help increase attendance. The issue will be added to the agenda for discussion at the upcoming meeting of the membership, scheduled for Wednesday evening, September 26th.

**Public Comment –** None present

The next Board meeting is scheduled for Tuesday September 4, 2018 at 7:00 p.m. The meeting adjourned at 7:48 p.m.