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

**Board Members Not Present:** Mike Snapp, John Manca, and Alyssa Holiday

**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:** None offered

**Public Comment:** None offered

**Approval of Minutes:** Asha Andreas made a motion to accept the minutes from the October 4, 2018 meeting, distributed previously via email. The motion was seconded and approved unanimously. The minutes were approved as written.

**Office Update:** Rhea Webster reported the following:

* Mid-year statements were sent in late July to owners whose accounts are in arrears by three years or more. A notice was attached to each statement, stating that a claim would be filed if payment was not received.
  + Claims are now being filed online and entail the scanning and uploading of documents, rather than the mailing of multiple copies to the Court. The case is posted to the Judiciary Case website immediately.
  + One owner came in and paid but felt that the filing of a claim was a bit aggressive. This owner had been three years in arrears and confessed he generally throws his mail into the trash, along with the junk mail he receives.
  + As a result of the mid-year statement and/or claims being filed, $12,425 has been collected.
* The Board must present a Nominating Committee during the upcoming meeting of the General Membership, scheduled for December 8th.
* Oktoberfest: $271.50 was spent for drinks from BJs, brats, potato salad and baked beans from Nicks as well as condiments, purchased at Giant. Attendance was estimated at 50 – 70 throughout event.
* The final audit has been received and distributed to the Board via email. Copies are available in the office and will be posted to the website. The audit is funded by the STD.

**Round Table:** None offered

**Committee Reports**

**Action Items:** No Report

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

1. A drainage issue on Mill Creek Drive was resolved by the cleaning of a French drain and replacement of a cap on the drain.
2. Rodney Thomas placed stakes in various areas to alert snow plow drivers of where rocks have been placed along the road for drainage purposes. Additional guidance was provided to Rodney with regard to areas to be trimmed, the installation of street signs etc.
3. Options are being considered for the winterization of the mower.
4. A property owner, on Overlook Drive where Karl Bowen has been doing a major cut back along the right of way, complained that he’d been trimming trees on her property. This is a street with a 60’ right of way, and an inspection indicated that Karl was strictly within that right of way. Regardless, he’ll be asked to forego any additional trimming and to only perform the ground-level bush hogging in this area (leaving the bushes that are not encroaching on the road).

**Finance Committee:** The Balance Sheet and Profit and Loss Statements were distributed. Jack reported that all expenses are within expectations. In addition:

* The interest we’re receiving from the Community Bank of the Chesapeake is much greater than with previous banks, with $345 in interest on just one account since July 2018.
* The three-year cutback will be funded from State Highway User Revenue. The SHUR account received a one-time deposit of more than $10,000 as part of a grant program.

**Environmental Committee:** Bonnie Blades reported that the Phragmites treatment for the year is complete; however, an area on Lake Terrace was discovered to have been missed both last year and this. There had been confusion last year as to whether the area in question was private property. It is owned by this Association and will be included in next year’s treatment. Since Phragmites is an invasive species, a period of two years is allowed for vegetation to regrow on its own. Regardless, the Board will work to replant the area in question. Calvert County Critical Area Officer, Robin Munnikhuysen, is working with Bonnie on permits to remove the dead cane and advise which plants will work best to replace the canes.

**Safety Committee:** Peter Holt reported the following:

1. The DPPOA Community Emergency Service Center supported a county-wide simulated emergency communication exercise on Saturday morning, October 13. An article was provided to Rhea for the newsletter.
2. Al Jeffries, Director of the Calvert County Emergency Operations Center and 911 Center, met with Peter and several other members of the Safety Committee. They toured the county facility and updated their contact information on file with the County. Each member was given an access ID for the online emergency control center. The Drum Point Property Owners’ Association had been given access previously.

**Welcome Committee:** Rhea reported that property transfers are updated monthly. Contact is made with the new owner by a phone call, email messages or a welcome letter when necessary. Cindy Andre usually arranges the delivery of the welcome bucket. Ace Hardware provided 15 new buckets, and Asha and Gina will be assembling additional buckets in the coming weeks.

**Old Business:**

**Recreation/Playground Area:** Gary Heal will contact Tom Schild and arrange a conference call to discuss issues such as the type of equipment, maintenance logs, liability and insurance needs. Rhea will compile a list of questions and concerns.

**New Business:** Beach Cleanup – Rhea will contact the contractor who cleaned the beach a few years ago and ask them to come again. [Robert Randall – Tri-Mellon Construction]

**Public Comment:**

Peter Holt raised the issue of the Nominating Committee for further discussion. The following was noted:

1. There will be three open seats for the upcoming Board year:
   1. Bonnie Blades
   2. Gina Swartwood
   3. Asha Andreas
2. Peter agreed to participate on the Committee once again. A suggestion was made that Adrian and/or Dawn Stanton might also agree to serve.
3. Bonnie, Gina and Asha agreed to run again. However, there is still a need for the Nominating Committee to be formed in order to determine if there are others in the community interested in serving on the Board.
4. The newsletter will carry a piece asking for volunteers to serve either on the Committee or on the Board of Directors.
5. The Committee will be presented during the December meeting, as required in the By-laws.

The next meeting is scheduled for Tuesday, December 4, 2018 at 7:00 p.m.

With no further business to discuss, the meeting adjourned at 8:10 p.m.