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

**Board Members Not Present:** Tony Spakauskas, Mike Snapp, and Alyssa Holiday (John Manca – resigned)

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

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

**Call to Order:** Gary Heal, Vice 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:** Gary reported as follows:

* A contractor was issued a building permit by Calvert County for construction of a house on Lake Drive. The County issued the permit without approval from the Association. [Per the Road agreement between Calvert County and the Drum Point Property Owners’ Association, building permits are not to be issued until the builder has completed a road bond and submitted a certified check in the amount of $2,500. The bond money is placed in an escrow account against possible damage to the asphalt during construction.] John Knopp at the Department of Public Works was contacted by the Association office and subsequently reached out to the property owner and his contractor. He advised both about the need to place the $2,500 bond and stated that an occupancy permit would not be issued until the bond requirement had been fulfilled. The contractor had been unaware of this requirement and has complied. Gary met with him to discuss various aspects of the driveway interface, drainage etc. The Department of Public Works has been notified that the bond requirement has been met.
* A property owner on Mills Creek Drive reported that there is often standing water on her property and on the side of the road after a period of heavy rain. A site visit determined that, while there is standing water, it dissipates within the 48-hour guideline set by the Board. In addition, the property in question sits above the road elevation so it may be a question of adjacent lots draining onto her property.

**Public Comment:** None offered

**Approval of Minutes:** Bonnie Blades made a motion to accept the minutes from the December 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:

* We will receive a reimbursement of $3,500.00 from County-held STD funds for expenses associated with the annual audit, performed in September.
* The beach cleanup was delayed until January 3rd due to the December 8th snow storm. Work was completed on the beach today.
* According to the Consumer Price Index calculator, covenant fees for the upcoming fiscal year will increase from $104.00 to $106.00 ($106.35 rounded down).

**Round Table:**

**Committee Reports**

**Action Items:** No Report

**Operational/Roads Committee:** No report

**Finance Committee:** The Balance Sheet and Profit and Loss Statements were distributed. Jack reported that all expenses are within the budget. The Finance Committee will be forming in the coming weeks and will be meeting to discuss the budget for the upcoming fiscal year.

**Environmental Committee:** Bonnie Blades reported that she will be contacting Robin Munnikhuysen (Calvert County Critical Area Officer) regarding the next step in the removal of the dead Phragmites canes. The vegetation removal permit has been approved, and we have a period of two years (allowing natural regrowth if it is to happen). If natural growth does not begin, we may be able to secure plants through the free-tree program sponsored by the County. The Phragmites treatment permit will expire in two years and should be renewed prior to its expiration so that any remaining growth can continue to be treated. The cost of continued treatment will decrease as there will be less growth as time passes.

**Safety Committee:** Peter Holt reported that the Drum Point Club will be replacing the fence between the community beach and the club beach, which is private property. The fence will prohibit movement between the two beach areas, other than at low tide. In addition, there is a need for someone willing to tend to the security cameras on a monthly basis (changing of batteries and computer chip). Jack volunteered to take on this task. [After the meeting, Jack found that he is not able to tend to this task, but he may know of someone who can.]

**Welcome Committee:** Rhea reported that Asha and Gina put together four buckets, two of which have been either delivered to or picked up by the owner. Twenty-six buckets have been delivered to date, and a number of positive comments have been received.

Cindy Andre met with Rhea to discuss a new approach to the contents and delivery of the buckets. The following was noted:

* Some business participants have received no response from new customers (one small business employee was completely unaware that a coupon existed).
* Cindy will approach the businesses that provide a gift or discount coupon and ask if they wish to continue (she’s a little uncomfortable asking for a gift if there’s been no response for the business, and those businesses may wish to change their donation to a gift certificate).
* Suggestions are needed on what to put in the bucket. Cindy thought perhaps we could fund the purchase of small items (chips and salsa and/or chocolates) and is looking for other suggestions.
* Some businesses have been enthusiastic (Patuxent Wine and Spirits, Community Bank of the Chesapeake and Ace Hardware) and may wish to continue to donate.
* It may be better to have new owners stop by the office to pick up their buckets, along with a hang tag and informational folder. This will afford the new owner the opportunity to meet Rhea as the Point of Contact for the community. Asha and Gina have been great at putting the buckets together so we generally have one ready for distribution. Buckets can still be delivered to those new owners who are unable to come by the office.
* Cindy will continue to be the Point of Contact with the businesses that participate.

**Old Business:**

**Community Beach Improvement/Tot Lot:** The suggestion of building a tot lot has been under discussion since February 2018. A committee was formed to investigate possible locations, liability issues and expenses with regard to the purchase of equipment, insurance etc. The following was noted:

* Rhea attended an online webinar in March 2018 regarding issues surrounding the installation of a tot lot. The information provided concerned possible liability and the need to install equipment using the guidelines provided by the Consumer Products Safety Commission and the American Society for Testing and Materials. Recommendations were made to maintain a maintenance log in order to protect the Association against liability should an accident occur.
* On November 20, 2018, Tom Schild, Attorney for the Association, participated in a conference call with Tony, Gary and Rhea to discuss the pros and cons of erecting play equipment. While he had no objection to the idea of a tot lot, he discussed what must be done to assure that the Association is protected against anyone claiming injury while on the tot lot.
* Rhea consulted with John Swartz, the Environmental Planning Regulator for Calvert County. Mr. Swartz informed Rhea that a permit could be issued for a tot lot in the Critical Area, but if the equipment is to be erected in the 100’ buffer, a variance will be required.
* Mr. Schild also sent an informational pamphlet regarding liability, insurance requirements and suggestions for volunteer groups to tend to the lot etc.

After discussion about issues cited above, there was a consensus that this is not something that the Board feels the community should undertake. This issue will be placed on the agenda for the March meeting of the General Membership in order to inform property owners about the efforts by this Board. The newsletter will also address the subject.

The Board will continue to pursue other possibilities for improvement at the community beach, such as beautifying the cement wall surrounding the porta-potty and perhaps the installation of small grills, similar to those seen at parks. Jamie Ward of Ward’s Marine Construction contacted the Association office and would like to present some options that may help address erosion at the beach. Jamie Ward will be asked to make a presentation, and experts at the County will be consulted.

**Nominating Committee:**

Jack informed the group that Dawn Stanton, who is serving on the Committee, has voiced some concern as to her ability to perform the required tasks due to family issues. The names of two property owners, who may be interested in serving on the Board, were discussed. They will be contacted to determine their level of interest. Peter Holt will be calling a meeting of the Committee in the coming weeks.

**New Business:** None scheduled

**Public Comment:** None offered

The next meeting is scheduled for Tuesday, February 5, 2019 at 7:00 p.m.

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