**Board Members Present:** Mike Snapp, Jack Andre, Bonnie Blades, Gary Heal, Asha Andreas, Gina Swartwood (by phone) Alyssa Holiday (by phone) and Ginny Rice

**Board Members Not Present:** Tony Spakauskas

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

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

**Call to Order:** In Tony Spakauskas’ absence, Mike Snapp, 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.

**Approval of Minutes:** Jack Andre made a motion to accept the minutes from the October 1, 2019 meeting, distributed previously via email. The motion was seconded and approved unanimously. The minutes were approved as written.

**Approval of Agenda:** Asha Andreas made a motion to approve the agenda as distributed. The motion was seconded, and the agenda was accepted as presented.

**President’s Remarks:** None offered

**Public Comment:** None offered

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

* Claims continue to be filed. A property owner, whose case was filed recently, is likely to submit an “intent to defend” with the court. When property owners have attempted to defend their position with regard to non-payment of fees in the past, the District Court has consistently found in favor of the DPPOA. In addition, the attorney for the Association, Tom Shield, successfully defended a similar case for the Cove Point Property Owners’ Association last year.
* The collection rate to date for the current fiscal year stands at 74%
* Archived files are being examined and reviewed. Our accountant conducted a procedural audit in 2012 and provided a document describing the length of time particular records must be kept (some permanently and others from two – seven years). All items that are to be disposed of will be taken to the next shredding event. Items set aside for disposal include:
  + Old closing statements and death certificates
  + Copies of checks and foreclosure communications
  + Minor correspondence regarding overpayment, community cleanup etc.
  + 1994 demographic information
  + Past Board member bios and Nominating Committee information
  + Duplicate copies of the audit and other financial reports (one copy of each will be kept)
  + Outstanding road bond records prior to 2012
  + Bank statements and reconciliation reports greater than three years old
* A leak in the roof was repaired a year ago, and there doesn’t seem to be any evidence of additional leaking. However, it may be time to consider replacing the roof. A request for proposals will be sent to at least two contractors (there is money in the reserve fund for this type of expense and a line item in the current year’s budget). A decision will be made at the next meeting with regard to whether this should be brought to a vote of the membership or simply added to the budget. The carpets in two of the offices will also be considered for replacement with engineered flooring.

**Committee Reports:**

**Action Items:** In Jeff MacDonald’s absence, Gary Heal reported that the paving work for 2019 is complete, including the shoulder backup along the asphalt. Jeff’s work on this year’s paving project was exceptional.

**Operational/Roads Committee:** Gary stated that the three-year cutback is finished, with the exception of two small items one of which will be done in the coming days. There remains an issue on one street where a property owner has complained about the deepness of our cuts. Robin Munnikhuysen, Calvert County Critical Area Planner, met with the property owner and explained the reasoning behind removal of the trees. Consideration will be given to having these trees removed (and replaced with trees through the free-tree program sponsored by the County). The zero-turn mower (and perhaps a few other pieces of equipment) will be picked up for maintenance in the next few weeks.

**Finance Committee:** The Balance Sheet and Profit and Loss Statements were distributed. All accounts are as expected for this point in the fiscal year. The invoice, in the amount of $160,042.34 received from Great Mills Trading Post, was forwarded to the County Finance Office for transfer of funds to the Association account. Per the budget, a portion of the cost will be paid from STD funds ($122,823.34) and a portion from Covenant fees ($43,219). Jeff MacDonald’s percentage will be funded from Covenant fees (12% of the total amount - $19,925.08).

**Environmental Committee:** Bonnie Blades reported that the dead Phragmites canes can be removed now or in the spring. Mr. Smith of Phragmites Invasive Control reported that the amount of Phragmites is less than expected, other than the area missed on Lake Terrace.

**Safety Committee:** Peter Holt reported that he and Jack changed the camera chips and batteries last week. Jack was confronted by a large number of baby spiders pouring from one of the camera cases. Peter will review the pictures taken by the cameras.

**Welcome Committee:** Rhea reported that transfers of properties have slowed as would be expected this time of year. Cindy Andre will be purchasing supplies for the buckets.

**Old Business:** None scheduled

**Beach Erosion Control:** The following was noted:

* A pre-application for installation of an erosion control device off the community beach was submitted to the Maryland Department of the Environment.
* Mike Snapp and Gary Heal will be meeting on November 6th with Justin Bereznak, Natural Resources Planner for MDE to determine if a permit can be issued.
* A project in Charles County along the Potomac provided information that might be useful and was forwarded to the office for our records.
* A non-profit organization in St. Mary’s County (Southern Maryland Resource Conservation and Development), that has supported larger projects in Charles County, has been contacted to see if they can provide any assistance.

**New Business:** Nominating Committee:

Per the By-laws, the Board shall present a Nominating Committee during the December meeting of the General Membership. Peter Holt volunteered to participate in the committee once again and to speak with others who may be willing to help. He will forward to the Board, by email, the names of those who agree to serve. If the Board votes to approve these names, the decision will be affirmed at the December meeting of the Board.

**Public Comment:** None Offered

The next Board meeting will be held on Tuesday, December 10th at 7:00 p.m. With no further business to discuss, the meeting adjourned at 7:40 p.m.