**Board Members Present:** Mike Snapp, Jack Andre, Bonnie Blades, Gary Heal, Gina Swartwood, Alyssa Holiday and Ginny Rice

**Board Members Not Present:** Tony Spakauskas, Asha Andreas

**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:** Bonnie Blades made a motion to accept the minutes from the November 5, 2019 meeting, distributed previously via email. The motion was seconded and approved unanimously. The minutes were approved as written.

**Vice President’s Remarks:** Mike raised the issue of the need for cleanup of small burdocks (sand burs and/or cockleburs) on the beach (brought to the attention of the Board during the December 7th meeting of the general membership). These burs stick to clothing, skin and pet fur. He and the concerned property owner conducted a site visit after the meeting of the 7th. After discussion of the restrictions with regard to removal of vegetation in the Critical Area and buffer, it was decided that Rhea should contact Robin Munnikhuysen (Critical Area Officer for Calvert County) to determine if there is a need for a vegetation removal permit. The root system of this type of plant is very shallow, so there is a possibility that no permit will be needed.

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

* An unsolicited proposal for trimming of the unpaved portions of the rights-of-way has been received. While another man was hired last season, he is generally not available Monday through Friday as he works full time elsewhere. It isn’t clear in looking at the new proposal that the man who submitted it fully understands the scale of the job, therefore, after discussion by the Board, it was decided that a meeting will be scheduled so that Gary can better explain the needs of the Association.
* The sorting of the archived files is finished. There are seven file boxes and three large trash bags of papers to dispose of. [Many of these documents date back to 1997 and consist of old correspondence, bank statements from accounts that have been closed for a number of years and other items. Guidance used to determine the length of time a document must be kept was provided by Toal, Griffith – accountants for the Association.] A shredding event that is scheduled by Calvert County does not accept items from businesses, therefore, after discussion, it was decided that all items will be taken to the recycling center at the transfer station. From this date forward, the oldest set of bank statements and any other similar items will be shredded as they age beyond the recommendation in the guidelines.
* Three contractors were asked to submit proposals for the roof replacement at 401 Lake Drive. Two contractors responded as follows:
	+ $7,014 – Capital Insurance Restorations (who coincidentally had contacted the office unasked and suggested we make an insurance claim due to what they determined was hail damage)
	+ $6,540 – Joe Stevenson, Contractors Inc.

The third contractor, Ruff Roofers, Inc., did not respond possibly due to the fact that a decision had not yet been made as to whether this expense would have to be approved by the membership, either at a membership meeting or in next year’s budget. After discussion, it was decided that the contract would be awarded to Stevenson Contractors, Inc. It was also decided that the work can be postponed until the budget for FY 2021 is approved in June 2020. Rhea will notify Capital Insurance Restorations and Stevenson Contractors of the decision.

**Committee Reports:**

**Action Items:** No report

**Operational/Roads Committee:** Gary reported that the snow sticks, which mark a boundary to help plow-truck drivers identify the edge of the road during a heavy snow event and/or in the middle of the night, have been placed in various areas around the community.

**Finance Committee:** The Balance Sheet and Profit and Loss Statements were distributed. All accounts are as expected for this point in the fiscal year.

**Environmental Committee:** Ginny Rice suggested an item about invasive species be placed in the newsletter. This has been done in the past, and Ginny will contribute additional articles on a regular basis. In addition, the website has an “Environmental Page” which provides this information.

**Safety Committee:** Peter Holt reported that the Club will file a report with the Sheriff’s office about the vandalism of the fence that is situated between the community beach and Club property. Our security camera may be re-positioned to monitor the area.

**Welcome Committee:** Rhea reported that two buckets have been distributed since the November Board meeting. There are two Welcome Buckets ready for distribution and enough supplies to assemble two additional buckets.

**Planning Committee - Beach Erosion Control:** The engineer responsible for the work done at Swan Point and Patuxent River Naval Air Station, was contacted. He provided a few suggestions for options to address the erosion at the community beach, and an onsite meeting will be requested (he is located in the Tidewater area of Virginia). Additional information will be made available to the community with regard to planning and funding as a proposal is developed. A letter was sent to the Drum Point Club informing them of options being considered, but a response has not yet been received.

**Old Business:** None scheduled

**New Business:**

**Nominating Committee Affirmation:** Peter Holt reported that Ralph Swartwood and Regis Johnston have agreed to serve with him on the Nominating Committee. The Board approved these members via email after last month’s Board meeting. A motion was requested to affirm that decision:

**Motion:** Jack Andre made a motion to affirm the decision to accept this year’s list of members of the Nominating Committee, submitted via email. The motion was seconded and passed unanimously. This year’s committee includes Peter Holt, Ralph Swartwood and Regis Johnston.

**Hiring of Part-time Youth:** A member of the community, who is mentoring a young man with autism, asked if there is any work that the youth might perform. The young man needs to acquire a level of comfort with strangers so that he can secure other work in the future. Our workers’ compensation policy covers casual labor of this nature. After discussion, it was decided that the young man might do some minor yard work (raking leaves) under supervision by the man who is mentoring him.

**Public Comment:**

Peter Holt stressed the need for there to be a quorum at the next meeting of the General Membership, as the Nominating Committee will present a slate of candidates for the Board of Directors. He encouraged all present to spread the word among friends and neighbors.

Gina Swartwood raised the issue brought to the attention of the Board at the last membership meeting about the turnaround at the gate to the Club. People who use this area as a turnaround tend to drive into the yard across the street from the vacant lot that is being used as a turnaround. Unfortunately, this is not something that the Board can address. School buses and emergency vehicles use this area. In addition, the Sheriff’s office will not enforce Drum Point traffic signs. An adjacent road (River Terrace) cannot be used as a turnaround as it is too steep.

Alyssa Holiday asked if a contest has ever been held for best holiday decorations. Alyssa may spearhead this next year.

The next Board meeting will be held on Tuesday, January 7th at 7:00 p.m. With no further business to discuss, the meeting adjourned at 8:00 p.m.