**Board Members Present:** Mike Snapp, Tony Spakauskas, Jack Andre, Bonnie Blades, Gina Swartwood, Ginny Rice, Alyssa Holiday (via Zoom) and Maggie Johnson

**Board Members Not Present:** Asha Andreas

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

**Property Owners and Guests Present:** Gary Heal

**Call to Order:** Mike Snapp, President of the Board of Directors for the Drum Point Property Owners' Association (DPPOA), called the meeting to order at 11:00 a.m. The meeting was held at 12835 Bay Drive, which has a space large enough to accommodate social distancing recommendations from Governor Hogan as a result of continued concerns over Covid19. All meetings are recorded and held in accordance with Robert’s Rules of Order.

**Approval of Minutes:** Gina Swartwood made a motion to approve the minutes from the September 1, 2020 meeting, previously distributed via email. The motion was seconded, and the minutes were approved as written.

**President’s Remarks:** See below under Planning Committee

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

1. The Calvert County Appeal Landfill will not be delivering dumpsters due to Covid19. Therefore, no community cleanup can be scheduled for the fall.
2. The percentage of property owners who have paid fees in full is 75% (calculated both as a percentage of properties owned and according to the total amount due). This is higher than usual for the time of year, as we generally reach 80% near the end of the fiscal year in June. This may be due in part to mid-year statements having been mailed.
3. Phone messages can now be monitored through email. However, given that our email filters through the GoDaddy website, messages left on the phone cannot be transcribed and transferred to a cell phone via Comcast.
4. The draft audit was received on September 29th. Both Jack Andre and Mike Snapp reviewed the draft. Some questions were sent to the auditor, who responded quickly (questions involved the way in which uncollectable accounts are shown in the report as a net between uncollectable amounts and the amount billed). No problems were reported in the audit, and it will be sent to the Board once the final draft is received. It will also be posted on the website.

**Committee Reports and Roundtable:**

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

1. Jeff MacDonald, Project Manager, reported that the shoulder backup (gravel placed along the edge of the newly paved road) will begin today on Elkins Drive and River View Drive. The reason for the gravel is to protect the edge of the asphalt.
2. Karl Bowen has not finished the clearing of the intrusion well on Lake Terrace.
3. Trees are being cleared on a lot adjacent to the unpaved portion of the right-of-way of Ottawa Drive as it meets Buckler Drive. The owner was in the office a few weeks ago to talk about what he is doing and asked if he could have a tree removed from the right-of-way in order to allow access by Karl Bowen (contractor hired by the owner). He was told that this could be done, provided no building or encroachment of the right-of-way was planned. Anything beyond the removal of a tree to allow for access would need approval by the Board. The property owner will be contacted to clarify what can and cannot be done in the right-of-way as there is a question as to whether his intention is to install a gravel driveway.

**Finance Committee:** The Balance Sheet and Profit and Loss Statements were distributed via email and made available at the meeting. Jack Andre, Treasurer for the Association, commented that the audit had gone well and reiterated the need to utilize funds from the Special Tax District as much as possible. The following was also noted:

1. Income posted on the Profit and Loss Statement reflect income from July 1 to date.
2. $3,060 has been expended on legal fees to date - $2,700 for the yearly retainer and the balance for an opinion from Tom Schild regarding service dogs at the beach in relation to the Americans with Disabilities Act (ADA). The retainer covers any discussion had by phone. If a response via email involves research on the part of Mr. Schild, it will be considered a written opinion and incur an additional cost over and above the retainer fee.
3. The cost of labor is built into several line items, including bush hogging, maintenance of the rights-of-way etc. There is also a line item for labor in the right-of-way for unbudgeted tasks such a sign installation and placement of community signs.

**Environmental Committee:** Bonnie Blades reported the following:

1. Mark Smith from Phragmites Invasive Control will be in Drum Point October 12th and 13th, weather permitting. This year’s treatment of the invasive plant will include Lake Terrace, which was missed in the past due to confusion as to ownership of the strip of property bordering Drum Point Lake. A letter was mailed to the current owner and a copy of the letter was left on the front step advising of the upcoming treatment (the property is apparently on the market as there is a lockbox on the door).
2. An invasive plant, known as Miscanthus was spotted on Mills Creek. Regardless of it being considered invasive in this area, several varieties of Miscanthus are sold in nurseries.

**Safety Committee:** In Peter Holt’s absence, Maggie Johnson reported that she and Peter will work together to inventory the supplies on hand in the Community Emergency Service Center.

**Welcome Committee:** Rhea reported that Gina and Asha assembled four buckets last week. There are now five on hand for distribution. Cindy Andre continues to keep supplies on hand with the purchase of snacks and another request submitted to Ace for the buckets. Coupons are created and printed in the office and brochures secured from the Visitors Center, located at the Marine Museum in Solomons.

**Planning Committee:** Mike Snapp reported the following:

1. The Planning Committee includes Mike, Gary Heal and Ginny Rice.
2. The Committee members met with Scott Hardaway from Coastal Design in January 2020 to discuss options to address erosion of the community beach.
3. The design group is responsible for the projects undertaken at Pax River, Jefferson Patterson Park and other areas along the coast.
4. The site visit resulted in a proposal to conduct a full study at an initial cost of $10,000. The budget for the current fiscal year, which includes the $10,000, was approved at the September 29th meeting of the General Membership.
5. The study, which should take approximately one month, will include a site survey and assessment as well as a preliminary shoreline plan and cost estimate. This portion of the proposal does not include the cost of permitting, preparation of final plans or construction management.
6. It is important to consider all factors that may cause erosion, and a list of items the Committee would like to be included in the assessment was sent to Mr. Hardaway:
   1. Effect of tidal current and wave transport of sand as well as prevailing winds
   2. Effect of projected sea level rise
   3. Impact on adjacent properties - Coastal Design will be asked to include options for the Drum Point Club should they wish to consider participating in the project to address erosion on their portion of the beach, which is adjacent to the community beach.
   4. Effect of removal of asphalt and cement slab
7. The costs should be broken out by line item for each proposed task in order to allow consideration of each option (breakwater, jetty, addition of sand etc.).
8. Should the above change in scope from the initial request for proposal cause a significant increase in the cost of the study, the issue will be revisited.

Tentative plans by the adjacent owner just to the north of the community beach were discussed (Jamie Ward, Ward’s Marine, is working with that owner to address erosion of his property but would have to consult with the Association prior to any construction). Mr. Hardaway of Coastal Design will be asked to include the impact on the community beach of a jetty installed on the property to the north should they choose to proceed.

**Old Business:**

**Drum Point Project Inc. (DPPI) – DPPOA Agreement:** Mike Snapp spoke with Mary Ann McGowan, President of the Board for the Drum Point Club, about the agreement. She is in favor of maintaining the agreement but voiced concerns about security during some of the jointly held events and the use of the club by non-community members during these events. While there will be no Oktoberfest this year due to Covid-19, the next event that can be held will take these concerns into consideration

**New Business:**

**Quit Claims:** A Quit Claim for Riparian Rights, recently approved via email, was raised for discussion. After discussion about the difference between a full Quit Claim and one granted for Riparian Rights, the following motion was made:

**Motion:** Tony Spakauskas made a motion to affirm the decision, made via email, to approve the Quit Claim for Riparian Rights as requested by the owner on Lake Drive at Surf Street. The motion was seconded and approved.

The following was also noted:

1. The granting of a Quit Claim for Riparian Rights does not relinquish ownership of the strip of property owned by the Association. This strip of land runs along the beach on all waterways, including the Bay, the River and inlets of both.
2. The Board was given the right to grant Quit Claims for Riparian Rights at a meeting of the General Membership in December 2007.
3. There are questions concerning possible liability on the part of the Association should someone be injured on this portion of the land or on any structures that have been built. Tom Schild, Attorney for the Association, will be consulted with regard to:
   1. Liability on the part of the Association and whether the Association is responsible for the maintenance of a structure that a property owner might install on the strip of property owned by the Association and not yet quit claimed
   2. The rights afforded a property owner receiving the Quit Claim and conversely the rights not afforded
   3. If the Association can be held liable for injury and/or maintenance of property not yet quit claimed, the community may wish to consider granting a blanket quit claim of all strips of land along waterfront lots. While owned by the Association, these areas along the water are not practical for use by the greater community as access is limited.
4. Going forth, property owners making requests for Quit Claims will be asked about the reason for the request (construction of a jetty, sea wall etc.). If the request is for a full Quit Claim, the request must be approved by the membership.

**Purchase of Refrigerator for Office:** The refrigerator in the office is no longer maintaining a low temperature (meat kept in the freezer from last year’s Oktoberfest had to be disposed of). Jack Andre and Al Cochran, who has experience with appliances, looked at it and determined the cost to repair would be nearly as much as the purchase of a new one (approximately $600). There is money in the budget under the furniture line item. SMECO will pick up the old refrigerator, and the Association will receive a $50 rebate.

**Purchase of Trailer for Zero Turn Tractor:** A suggestion was made that a trailer to haul the tractor would be useful in that other equipment, such as leaf blowers and trimmers, could be hauled in the back of a truck at the same time (saving time and hence money). Wear and tear on tractor tires, which are not meant for extensive use on the asphalt, might be less. The cost benefit will be considered, including the price of the trailer and the cost of tags and insurance. The price for a used trailer is estimated to be between $1,500 - $2,000. After discussion, the issue was tabled until more information can be had.

**Trash Can at Beach:** Trash cans from the beach were brought back to the office for the season as usual. After discussion, it was decided that one should be returned and left outside the gate for pickup on Mondays. One will not be placed at the River View Causeway, as there are “No Parking” signs posted in this area.

The next Board meeting will be held on Tuesday, November 10th – 11:00 a.m. With no further business to discuss, the meeting adjourned at 12:48.