**Board Members Present:** Gary Heal, Dennis Baker, Max Munger, Amy Rispin, Dale Maxwell and Aubrey Mumford

**Board Members Not Present:** Duane Heidemann, Dan Mathias and Larry Reich

**Staff Present:** Rhea Webster and Jeff MacDonald

**Property Owners Present:** Peter Holt, John McCall and Len Addiss

Gary Heal, 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 Board members and others present not to speak until recognized by the Chair.

Gary Heal stated that, without exception, the agenda would be amended to reflect the addition of an Executive Session immediately following the regular meeting to discuss possible legal action. Hearing no objection, the agenda was amended.

**Public Comment:** Len Addiss asked about three areas of concern on the Laurel Way Causeway: an overhanging tree near the downspout, a long log near the water’s edge which could drift into the pipe, and a tree overhanging the dry hydrant (Karl Bowen is scheduled to trim and clear various rights of way in Drum Point and has already been made aware of the first two items. He will be contacted to add the third to his list).

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

1. The Directors and Officers insurance premium increased from $3,930.00 to $4,111.00 (an increase of $181.00 from the previous year).
2. The final mortgage payment for the property at 401 Lake Drive was made in November. Final documentation, closing out the loan, was requested and has been received from SunTrust Bank.
3. The 2012/2013 DPPOA budget, approved at the December General Membership meeting, has been entered into QuickBooks.
4. The report, documenting Special Tax District (STD) administrative and general operating expenses for the previous quarter, will be submitted to the Calvert County Finance office this week. The amount to be requested for reimbursement from County-held STD funds will be $11,489.30.
5. With the cancellation of the fall community cleanup due to budget concerns, a brief discussion was held concerning the scheduling of a spring cleanup. Dennis Baker made a motion to not schedule a spring cleanup. The motion was seconded. After discussion the motion was approved unanimously.
6. 1099s for seven contract workers are being prepared.

**Approval of Minutes:** Dennis Baker made a motion to approve the minutes from the November 13, 2012 Board meeting. The motion was seconded and by a margin of seven in favor and one abstention (Amy Rispin).

**President’s Remarks:** Gary Heal reported the following:

1. Phase I of the Rejuvenation project is completed, and Jeff MacDonald will be assessing what road projects might be undertaken in the upcoming year.
2. A property owner reported to the County that the Association had not applied for the required permits for the office sign (erected prior to 2004) and for the replacement of the original shed, built prior to purchase by this Association. The after-the-fact permit for the sign was applied for and has been received at a cost of $30.00. An application for an after-the-fact permit for the shed has been submitted. The cost will be approximately $400.00 total and includes an electrical inspection.
3. Bob Pattison is recuperating at home from his fall earlier this year.

**Round Table:**

Dale Maxwell reported that there have been a number of thefts from vehicles on Parra Drive in the last few weeks. He will contact Sheriff Evans.

**Committee Reports:**

**Action Items:** Jeff MacDonald reported the following:

1. Phase I of the Rejuvenation project is complete. Upon inspection of the initial work, it was determined there were a number of areas in need of further treatment. The contractor was asked to come back to address these areas. The job was re-inspected and approved for payment.
2. The pipe replacement under the driveway at 12880 Bay Drive is complete and after inspection, approved for payment.
3. The drainage repair project on Raine Road is complete and has been inspected. This project was done by the adjacent property owner at no cost to the Association.
4. A list of projects is being compiled for the upcoming calendar year, including the next phase of Rejuvenation and a drainage project at Huron Drive and Lessin Drive.

**Treasurer’s Report:** Max Munger reported as follows:

1. The Profit and Loss Statement and Balance Sheet were distributed for review.
2. The Capital expense budget is nearly expended. [County staff has stated that money spent on road improvements can be approved as long as the projects are in line with items listed in the budget.]

**Environmental Committee:** No report

**Planning Committee:** No Report

**Road Retrieval Committee:** No Report

**By-Laws Update Committee:** John McCall reported that the Committee is discussing a proposed change to the By-laws with regard to the role of the Nominating Committee. A draft of the change was distributed. Rhea will also forward the proposal to the Board via e-mail. Board members will submit comments to the Committee via e-mail.

**Nominating Committee:** A meeting will be scheduled in the next few weeks.

**Old Business**

**Proposal from Mr. and Mrs. Facemire to Acquire Right of Way on Dove Court:** Gary reminded the group that this Board cannot vote to transfer common property. Any transfer of property must be approved by a vote of the membership. Max Munger made a motion that a letter be sent to the property owner informing them that the Board cannot approve and does not recommend the transfer of the property within the right of way on Dove Court; however, the property owner may ask to have the item placed on an agenda for a regularly scheduled meeting of the general membership. The motion was seconded and passed unanimously.

**New Business:**

**General Membership Meeting Dates and Times:** Max Munger made a motion to establish Saturdays as the meeting days for all meetings of the membership. The motion was seconded for purposes of discussion. After discussion, Gary Heal made a motion to amend the original motion to hold all meetings on Saturdays at 4:00 p.m. The motion was seconded and passed by a margin of four in favor (Gary Heal, Amy Rispin, Aubrey Mumford, Dale Maxwell) and two opposed (Max Munger and Dennis Baker). March 23, 2013 was set as the date for the next general membership meeting. Rhea will propose dates for the June, September and December meetings via e-mail.

**Covenant Fees:** Amy Rispin made a motion to form a Covenant Options Committee to explore ways in which the Covenant fees might be increased. The motion was seconded for purposes of discussion. After discussion, the motion carried by a margin of four in favor (Gary Heal, Amy Rispin, Aubrey Mumford and Max Munger), one opposed (Dennis Baker) and one abstention ( Dale Maxwell). The following DPPOA members volunteered to serve on the Committee: Max Munger, Gary Heal, John McCall, Amy Rispin, Dale Maxwell and Aubrey Mumford. Dennis Baker made a motion to approve the membership of the committee. The motion was seconded and approved unanimously.

**Community Emergency Response Team (CERT):** Peter Holt reported as follows:

1. Christina Macey of the Calvert County Emergency Response Team contacted Peter to determine how best to communicate information to the community about the next County-sponsored CERT training class. He suggested that she contact the community directly and that he will relay the information to current CERT members who may wish to participate. He advised the Board that the DPPOA should also send the information to Drum Point residents. [Dennis Baker suggested that Ms. Macey be asked to copy the DPPOA office with any information regarding upcoming classes so that the information can be sent from the office via our list of e-mail addresses.]
2. Peter contacted the National CERT Program, which is governed by the Citizens Council under FEMA regarding the question of whether CERT volunteers should be required to sign a “hold harmless” document or whether they fall under the protection of “Good Samaritan” rules, provided they do not exceed the limits of their training. A reply has not been received.
3. John McCall and Peter Holt have made weekly radio links with contacts outside Drum Point continuously for the past 75 weeks. Contacts are made on a regular basis in order to maintain a profile with the County Emergency office and with the Calvert Amateur Radio Club. A second antenna will be erected in order to be able to contact the County digitally.

**Public Comment:**

* Peter Holt stated that a computerized survey of septic systems is being conducted in Calvert County.
* John McCall offered the fact that the average County property tax bill in Drum Point is $2,700.00 per year.

The next meeting is scheduled for February 12, 2013.

With no further business to discuss, a motion was made to adjourn the meeting. The motion was seconded, and the meeting adjourned to Executive Session at 8:55 p.m.