**Board Members present:** Gary Heal, Amy Rispin, Max Munger, Dan Mathias (by phone from 7:30 –7:50) Duane Heidemann (by phone from 7:50), Dale Maxwell, Dennis Baker, Larry Reich and Aubrey Mumford

**Staff present:** Rhea Webster - Manager and Jeff MacDonald - Project Inspector/Manager

**Property owners present**: Walter Logan, Robert Berry, Fran Borsh, Len Addiss, Maria Miller, Cindy Pavis and John McCall

Gary Heal, 2011/2012 President of the Board of Directors for the Drum Point Property Owners' Association (DPPOA), called the meeting to order at 7:30 p.m. He stated that the meeting is being recorded and Robert’s Rules of Order govern the proceedings. He reminded Board members and guests not to speak until recognized by the Chair.

**Public Comment:** The following property owners spoke:

Fran Borsh commented on the speed of traffic on Cove Drive and asked if signs could be placed to warn drivers of children at play. Ms. Borsh also commented on the appointment of an Ombudsman for the upcoming year.

Walter Logan stated that the CR-6, placed along the shoulders of Bay and Bay View Drives is washing out [This area, as well as a wash out of CR-6 on Eagle Drive, have been noted by the Board and will be addressed].

**Office Update:** Rhea presented the following report:

1. In response to concerns voiced by a property owner about people parking along the edge of the Bay Drive Causeway, Dustin Burger was asked to provide a proposal to install approximately 70 posts along the Causeway to prohibit parking. The proposed cost is estimated at $2,000.00. This includes material at a cost of $636.00 and labor at $100.00 per hour for four men, working 10 – 13 hours each. The cost of material includes the purchase of posts in need of replacement along the River View Drive Causeway and, as discussed at a previous meeting, the addition of one post on the Laurel Way Causeway to further deter parking. Rocks previously placed along the Bay Causeway that have been moved out of position will be reset. The proposal includes the cost of resetting these rocks. After discussion, and with no objection, the job was awarded to Mr. Burger.
2. A letter was sent to owners along Mohawk Drive advising them of efforts being put forth by this Association and the Calvert County Department of Zoning Enforcement to have the property at 12953 Mohawk Drive properly maintained. The owners cannot be located, and the property is now in foreclosure. In addition, Zoning Enforcement issued a citation to property owners on Lake Drive due to the condition of their property. The owners will be notified by the County of the court date.
3. The annual request has been made to have Toal, Griffith and Ayres (Accountants for the DPPOA) perform the yearly audit.
4. Files kept on behalf of the Association regarding monthly expenses, roads projects, contractors etc. have been archived to the back room in a box marked with the appropriate dates. This is done in order to keep those records which must be readily available easily accessible.

**Approval of Minutes:** Dennis Baker made a motion to approve the minutes from the June 19, 2012 Board meeting, previously distributed via e-mail. The motion was seconded and passed unanimously.

**Election of Officers** - This being the first duly held meeting of the 2012/2013 DPPOA Board of Directors, the floor was opened to nomination of officers. The following nominations were made and approved:

* Dennis Baker nominated Amy Rispin as Secretary. With no other nominations made, Mr. Baker moved to close nominations. The motion to close nominations was seconded, and Ms. Rispin was elected Secretary.
* Gary Heal nominated Max Munger as Treasurer. With no other nominations made, Mr. Baker moved to closed nominations. The motion to close nominations was seconded, and Mr. Munger was elected Treasurer.
* Amy Rispin nominated Dennis Baker as Vice President. With no other nominations made, Mr. Heal moved to closed nominations. The motion to close nominations was seconded, and Mr. Baker was elected Vice President.
* Dennis Baker nominated Gary Heal as President. With no other nominations made, Mr. Baker moved to close nominations. The motion was seconded, and Gary Heal was elected President.

Officers for the upcoming year are as follows:

* President – Gary Heal
* Vice President – Dennis Baker
* Treasurer – Max Munger
* Secretary – Amy Rispin

**President’s Remarks**: Gary Heal withheld remarks in order to proceed with the agenda.

**Committee Reports**

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

1. All contracted work for storm water management and asphalt patching and repair is complete. The shoulder edge erosion repair project is in progress. Shoulder erosion at the corner of Bay View and Bay Drives, as well as at three other locations, will be addressed with an alternative measure designed to restore shoulder areas which have a deeper than average drop in elevation. The shoulder edges should be completed within the budget and within the next few weeks.
2. Roads are being inspected to determine which areas should be included in the first phase of the upcoming Rejuvenation project.

**Old Business**

**STD IV Administrative Agreement**: The latest draft of the STD Administrative Agreement was received just prior to this meeting and distributed via e-mail as well as during this meeting. Gary Heal, having reviewed the document previously, recommended the DPPOA Board approve the Agreement. After review and discussion by the Board, Dennis Baker made a motion to approve the Agreement, as presented on behalf of the Calvert County Board of Commissioners. The motion was seconded and, after discussion, approved unanimously.

**New Business**

**Confidentiality Agreement and Code of Conduct:** The Confidentiality Statement and Code of Conduct, previously approved for use by the DPPOA Board, was raised for discussion. Copies were made available to the newly-elected Directors, Larry Reich and Aubrey Mumford. Mr. Heal stated that there is no requirement to sign the document; however, all Board members must follow it. [Mr. Reich and Mr. Mumford signed both, and the documents will be placed on file in the DPPOA office.]

**Ratification of Policies and Procedures Manual:** The Policies and Procedures Manual, previously developed and approved by the DPPOA Board was provided to the newly-elected Directors, via e-mail and is included in the Board manual. Dennis Baker made a motion to ratify the document for the upcoming year. The motion was seconded and passed unanimously.

**Ratification of Standing Committees:** The Standing Committees of the DPPOA and members of those Committees are as follows:

1. Roads Committee: Duane Heidemann, Dale Maxwell and Len Addiss
2. Planning Committee: Gary Heal, Amy Rispin, Max Munger and John McCall
3. Budget Committee: Max Munger, Dennis Baker and Dan Mathias

Max Munger made a motion to ratify the Standing Committees of the Association, to include the members of those Committees. The motion was seconded and passed unanimously. Membership on the Committees can be changed at a future time, if the need arises.

**Motion to Continue Other Committees:** Other Committees of the DPPOA and members of those Committees are as follows:

1. Environmental Committee: Amy Rispin, John Gray, Bob Boxwell, Dan Stallings, Curt Larsen and Gary Heal
2. Roads Reclamation: Roark Shallow, Duane Heidemann and Carol Weinberg

Dennis Baker made a motion to continue the other Committees and membership on those Committees. The motion was seconded and passed unanimously.

**Ratify Appointment of Ombudsman:** Gary Heal made a motion to go forward with the position of Ombudsman as vacant until all who may be interested in this position have had an opportunity to make their interest known. The motion was seconded and passed unanimously. The matter can be brought forward at the next meeting of the Board.

**Standing Meetings of the Board:** Board meetings are currently held on the first Tuesday of each month, beginning at 7:30 p.m. with a second meeting held on an as needed basis on the third Tuesday of the month. After discussion, Amy Rispin made a motion to continue holding the regularly scheduled meeting on the first Tuesday, with a start time of 7:00 p.m. rather than 7:30 p.m. After discussion, the motion was amended as follows: The regularly scheduled meeting of the DPPOA Board will be held, beginning at 7:00 p.m. on the second Tuesday of each month, with a second meeting held on an as needed basis beginning at 7:00 p.m. on the fourth Tuesday of each month. The amended motion was seconded and passed unanimously.

The next meeting of the Board will be held on Tuesday, August 14th beginning at 7:00 p.m. Dennis Baker will conduct the meeting in Gary Heal’s absence.

Dennis Baker requested clarification on the Federal Freedom of Information Act and whether it applies to the DPPOA Board of Directors. Since the Drum Point Property Owners’ Association is not a level of government, the Act does not apply to the DPPOA; however, under rules set down by the Maryland Homeowners’ Association Act, the Board must provide records to property owners who request them.

**Public Comment:**

Len Addiss commented on the position of Ombudsman and stated he is interested in continuing in his role as Ombudsman [The position requires someone who is impartial, willing to listen to all parties in the community and bring those views to the Board.].

Maria Miller commented on the position of Ombudsman and asked if the STD IV Administrative Agreement would be made available. [It will be posted to the website once it is signed by Commissioner Jerry Clark].

John McCall commented on the efforts made over the past year to obtain the next Special Tax District and suggested the Common Ownership Infrastructure Advisory Committee (COIAC) could have played a helpful role had it been active. House Bill 1222 is the report generated by the Task Force on which Len Addiss served to bring the COIAC into existence. Copies of the legislation are on file in the office.

With no further business to discuss, Dennis Baker made a motion to adjourn the meeting. The motion was seconded and passed unanimously. The meeting adjourned at 8:40.