**Board Members Present:** Gary Heal, Dennis Baker, Max Munger, Amy Rispin, Duane Heidemann, Dan Mathias and Aubrey Mumford (at 7:30)

**Board Members Not Present:** Dale Maxwell and Larry Reich

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

**Property Owners Present:** 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.

**Public Comment:** None

Gary Heal stated that, without exception, the agenda would be amended to reflect a discussion under New Business about the appointment of a Nominating Committee for the 2013/2014 Board of Directors election. Hearing no objection, the agenda was amended.

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

1. The Winter Newsletter is finished. 635 copies were mailed via U. S. Mail at a cost of $172.25. 696 copies were sent via e-mail.
2. $4,308.78 was received from County-held Special Tax District (STD) funds as reimbursement of General Operating expenses for the third calendar quarter of 2012. With the STD IV Administrative Agreement finalized, an additional $28,042.00 in forward funding was requested and received from County-held STD IV to be used for administrative and operations and maintenance expenses.
3. The advertisement for the December General Membership meeting will run in the Calvert Recorder November 21st and 23rd editions. The ad is a requirement when the holding of a General Membership meeting has been approved under Maryland Code, Corporations and Associations, title 5, Sub Title 2, section (§) 5-206 [see record from September 12, 2012 General Membership meeting].

**Approval of Minutes:** Duane Heidemann made a motion to approve the minutes of the October 16, 2012 Board meeting. The motion was seconded and approved unanimously.

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

1. The 2013 STD budget has been approved by the Board of County Commissioners, and the 2013 DPPOA budget will be presented to the General Membership at the December meeting. Regardless of the approval of these budgets, funds are short, and discretion will be used with regard to the expenditure of funds.
2. In an effort to save money, volunteer labor will be used as much as possible. A list of possible volunteer opportunities will be compiled. Items that can be handled by volunteers include the cleaning and organization of the shed, small equipment maintenance and office maintenance.
3. There are three Board positions which will be open for the upcoming year. One person is considering volunteering for the Nominating Committee (to be discussed under New Business).

**Round Table:**

Dan Mathias reminded the group of his e-mail regarding the need to provide information, prior to Board meetings, regarding items added to New Business so that each Board member has time to review the information (see discussion under New Business).

Max Munger reported that 72% of eligible voters in Calvert County turned out to vote during the recent election.

Mr. Munger reiterated the need to use discretion with regard to expenses and suggested there is a need to establish some criteria for calling for snow removal. The following was noted in discussion:

* There is a need to watch a variety of forecasters to determine the amount of snow to be expected, the timing of the snow/ice and expected conditions after the event.
* Gary or Dennis (in his absence) and others will work together to determine when to call the snow removal contractor.
* With recent budget cuts, safety rather than convenience is the primary concern.
* The Winter Newsletter addressed the issue of a possible reduction in snow removal. E-mails can also be sent to community members about the Board’s decision concerning what measures will be taken prior to and during a given snow event.
* The Community Emergency Response Team may also be called upon to help make a decision with regard to calling for snow removal.

**Committee Reports:**

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

1. The repair to the Gabion Basket rip rap channel on Calvert Drive was completed immediately after Board approval at the last meeting. The repair was made prior to Hurricane Sandy and functioned extremely well, saving further erosion of the steep slope. This is an area that will need continued monitoring.
2. A pipe at 12880 Bay Drive has rusted and is in need of permanent repair (a temporary repair was done by Gary Heal and Larry Reich). Scaggs Site Development has submitted a proposal to replace the pipe at a cost of $1,650.00. The rusted pipe is made of galvanized steel and will be replaced with HDPE as approved by Mighel Jackson of the Calvert County Department of Public Works. After discussion, Dennis Baker made a motion to accept the proposal as submitted by Scaggs Site Development. The motion was seconded and approved unanimously. Jeff will contact Scaggs Site Development and schedule the work. Rhea will contact the adjacent property owner to inform them that the work has been approved and will be scheduled shortly.
3. A list of projects will be compiled for Board review and approval, in conjunction with the STD capital expense budget.
4. The Rejuvenation project which had been delayed due to Hurricane Sandy is scheduled to begin the week of November 26th.

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

1. The Profit and Loss Statement and Balance Sheet were distributed for review. The 2013 DPPOA budget has not yet been approved. The vote for approval will be conducted during the December General Membership meeting.
2. STD IV funds are being released in the form of the quarterly reimbursement for general operating expenses and the forward funding cited in the Office Report above.
3. Association accountant, Toal, Griffith and Ayres, requires that only one account or the other be used for Direct Deposit of the Manager’s salary; a transfer is made between accounts to keep both the STD and DPPOA budgets in balance.
4. Cuts made to the proposed STD budget by the Board of Commissioners forced the DPPOA Board to make up the difference using the Association dues budget.

**Environmental Report:** Amy Rispin reported as follows:

1. 30 bushes will be planted tomorrow on the Lake Charming side of the Bay Drive Causeway as part of the Calvert County Free Tree Program. These plants will help stabilize the land and further discourage parking on the Causeway. The posts placed on the Causeway by this Board as a way to discourage parking are often pulled out. Dan Stallings of the Environmental Committee chose the bushes for their ability to withstand salt water and for the fact that they would not block the view. Robin Munnikhuysen of the Calvert County Department of Planning and Zoning agreed to accept the application for the fall program past the deadline and has worked well with the Environmental Committee.
2. Bob Boxwell, of the Environmental Committee, obtained trees and shrubs for the planting of the rain garden at 401 Lake Drive. Larry Reich provided three tons of top soil to fill the hole left on the site of an old, collapsed septic tank. [Steve Kullen of the Calvert County Department of Planning and Building was consulted about this procedure and approved it.] A diseased tree that was taken down last year was also replaced.
3. The Calvert County Free Tree Program might also be utilized to stabilize the land near a parking area along Lake Vista (at the opposite end of the Dry Hydrant parking pad). An application can be submitted in time for the spring planting.

**Road Retrieval Committee:** Duane Heidemann reported that, while there was at the time a general consensus to turn roads over to the County, no evidence has been found of a record of a vote by the community to turn Barreda Boulevard and portions of Dogwood Drive and Chestnut Drive over to the County. Association By-laws require that any transfer of property be approved by the General Membership. Therefore, technically, the roads could be considered as still owned by this Association. The Committee recommends, however, that due to legal costs of an attempt to retrieve the roads, no further steps be taken at this time. The Committee also recommends that any future attempts to transfer ownership of Drum Point roads should be done in accordance with DPPOA By-laws, in particular a ballot for approval. Duane will conduct additional research with regard to any records held by the County. Once finished, the Committee will make a final recommendation.

**By-Laws Update Committee:** John McCall reported as follows:

1. John McCall, Peter Holt, Amy Rispin, Len Addiss and Carol Weinberg have agreed to serve on the Committee.
2. A handout was distributed listing suggested areas for the Committee to consider.

Dennis Baker made a motion to accept the members of the Committee (per Robert’s Rules of Order which state the Committee shall select a Chair). The motion was seconded and passed unanimously (Amy Rispin, as a proposed member of the Committee, recused herself). The Committee is tasked with bringing forth a list of proposed changes for review by the DPPOA Board. The three Corporate Documents (Covenants, Restatement of the Articles of Incorporation/Charter and DPPOA By-laws) can be taken into consideration as they relate one to the other with regard to any proposed By-laws changes.

**Old Business**

**Proposal from Mr. and Mrs. Facemire to Acquire Right of Way on Dove Court:** Amy Rispin reported as to whether a vote, should one take place, be done per the Covenants or the By-laws. She stated that it would likely be done in accordance with the By-laws but the Articles of Incorporation/Charter might also be taken into consideration. Further research is needed and a report will be made at a future meeting.

**New Business:**

**Volunteer Services Committee:** Dennis Baker suggested that a Board Member be tasked with enlisting volunteers to do various odd jobs (shed clearing etc.). Dennis then made a motion to create a voluntary services committee. The motion was seconded for purposes of discussion. After discussion, the vote was conducted and passed by a margin of four in favor (Dennis Baker, Gary Heal, Aubrey Mumford and Dan Mathias) and two against (Max Munger and Duane Heidemann) with one abstention (Amy Rispin). The formation of the Committee will be advertised for membership and announced at the General Membership meeting.

**Submission by Property Owner for the Repair of Erosion in Right of Way on Raine Road:** The following was noted:

1. Gary Heal, as a property owner on Raine Road, submitted a proposal to repair erosion in the Drum Point Right of Way, adjacent to his driveway.
2. Jeff MacDonald, as Project Inspector, has been consulted.
3. The project plan will be submitted to the County for any required permits; however, the property owner, Gary Heal) will incur all costs, including payment to Jeff MacDonald, as Project Inspector.
4. After discussion, Dennis Baker made a motion to accept the proposal from the property owner and allow him to proceed with the project. The motion was seconded and passed unanimously.

**Association Dues Recommendation:** The Finance Committee recommended no change to the amount of dues. The following was noted:

1. Dennis Baker made a motion to go forth with the Finance Committee recommendation to not increase the dues. The motion was seconded for purposes of discussion.
2. The next Board meeting agenda will include a discussion of the State Law regarding Covenants.
3. After discussion, the motion carried by a margin of seven in favor (Gary Heal, Max Munger, Amy Rispin, Duane Heidemann, Dan Mathias and Aubrey Mumford) and one opposed (Dennis Baker). The Board will recommend no increase in dues at this time.

**Nominating Committee:** The Nominating Committee is to be announced during the December General Membership meeting. All Board members were asked to bring forth names as suggestions for the Committee. Suggestions should be forwarded to all Board members via e-mail. A request for volunteers will be made during the Membership meeting.

**New Business and pre-Information to the Board:** Dan Mathias made a motion that items on the agenda under New Business be preceded by an informational paper sufficiently in advance. The motion was seconded for purposes of discussion. After discussion the motion failed by a margin of four against (Gary Heal, Amy Rispin, Dennis Baker and Duane Heidemann) and three in favor (Dan Mathias, Max Munger and Aubrey Mumford).

**Public Comment:**

Len Addiss commented on the following:

1. Cold weather preparation hints could be sent to the community (this can be done via e-mail and posted on the website).
2. State Highway User Revenue and whether the County continues to forward these funds.
3. The newly planted bushes on the Causeway may require trimming.
4. The Nominating Committee.
5. The need to address liability issues and insurance with regard to volunteers.

The next meeting is scheduled for December 11, 2012.

With no further business to discuss, a motion was made to adjourn the meeting. The motion was seconded, and the the meeting adjourned at 9:08 p.m.