**Board Members Present:** Max Munger, Dennis Baker, Amy Rispin, Duane Heidemann (by phone until 7:50), Larry Reich, Aubrey Mumford, John McCall, Fran Borsh and Len Addiss

**Board Members Not Present:**

**Staff Present:** Jeff MacDonald (Project Inspector)

Amy Rispin, President of the Board of Directors for the Drum Point Property Owners' Association (DPPOA), called the meeting to order at 7:00 p.m. Without objection, the Agenda was amended to allow the presentation of the Roads Committee report immediately following President’s remarks.

**President’s Remarks:**

1. Amy said that updates are available for the Directors’ manuals [these updates apply to current bank accounts, available resources and Drum Point history].
2. The importance of the governing documents of the Association was noted, including the Covenants, Articles of Incorporation, By-laws as well as the Homeowners’ Association Act of Maryland, the Open Meetings Act, and Robert’s Rules of Order.
3. Amy said that she had spoken, by phone, with Thomas Schild, Attorney for the Association in order to introduce herself as the new President. Mr. Schild is an expert in Maryland Homeowners’ Association law. He requested, and has received, contact information for the new Board of Directors. Mr. Schild will add the members to the list of those who receive a quarterly newsletter from the Schild Law firm.
4. Robert’s Rules of Order will continue to serve as a guide to the Board with regard to the agenda and Board member and resident participation during meetings. All meetings are videotaped and posted to the DPPOA website.
5. Items listed in the Policies and Procedures Manual, which deal with operations, are being compiled into a new Operations Manual. This is being done in order to help streamline the process by which the Association functions. The full Board will have an opportunity to review and approve the new Operations Manual.
6. The fall newsletter will emphasize community involvement and recognize and encourage volunteerism. Several people throughout the community volunteer to help clear common areas. Larry Reich has now cleaned and organized the shed, installing shelves and creating space for items used for Drum Point Day and Christmas decorating, in order to clear space in the office.

**Roads Committee -** Len Addiss, chair, reported as follows:

1. **Paving schedule -** Len Addiss and Gary Heal have reviewed the list of roads presented by Jeff MacDonald for repaving (previously distributed via e-mail to the Board). The Roads Committee is in agreement that all of the roads on the list should be included in the repaving project. Jeff’s estimated coat for repaving the roads on the list is $76,600, which does not include any re-striping which may be needed.
   1. Previously, the Board had approved spending up to $30,000 on road paving (June 11, 2013). Dennis Baker made a motion to add an additional sum “to the Action Item list to provide up to $80,000 for completion of the paving list.” The motion was seconded and approved unanimously. A Request for Proposals will be advertised, as required by the STD IV Administrative Agreement.
   2. The money for the repaving can be funded from previous Special Tax District funds, currently held by the County on behalf of Drum Point.
   3. The County Finance office will be contacted about the procedure to earmark these funds.
2. **Rejuvenation –** None of the roads in need of repaving is included on the list of roads to be rejuvenated this year (already published in the summer newsletter). The Roads Committee recommends that this phase of rejuvenation be awarded to Total Asphalt on the basis of their past performance and reliability (2007 and 2012). Documentation regarding product formulation has been received from both Total Asphalt and Asphalt Restoration Technologies, the companies from which proposals were received. While the proposal from Total Asphalt is higher than the price proposed by ARTech, the product used by Total Asphalt (PaveRx) is doubly refined in order to concentrate the proportion of essential rejuvenating chemicals and increase its reliability. Total Asphalt provides a five-year warranty versus the three-year warranty offered by Asphalt Restoration Technologies (ARTech). This is a 40% increase in duration of rejuvenation protection.

Len Addiss made a motion “to accept the bid placed by Total Asphalt for the next phase of rejuvenation of Drum Point roads, with an option for future phases.” The motion was seconded and after discussion, was amended as follows, “to accept the bid placed by Total Asphalt for the next phase of rejuvenation of Drum Point roads.” The vote was conducted and passed unanimously.

1. **189 Leason Cove Drive** – Storm water is draining across the street, from empty lots, and washing onto property at 189 Leason Cove. Any re-grading of this side of the road could create problems for those owners. The pipe, located further down the street, may need to be cleaned to assure proper drainage. Jeff will inspect the area further and report to the Roads Committee.

1. **Lake Lane** – Tree roots are beginning to buckle the pavement on Lake Lane. There are similar situations throughout Drum Point. The cutting of the roots could cause the tree to die. These areas will be monitored and handled on a case-by-case basis as roads are repaired and repaved.

**Office Update –** In Rhea’s absence, Amy read the Office Update:

1. The following dates have been confirmed with the Southern Community Center for the upcoming General Membership meetings:
   * September 28, 2013 from 9:00 a.m. – 12:00 p.m., with the meeting to begin at 10:00 a.m.
   * December 7, 2013 from 9:00 a.m. – 12:00 p.m., with the meeting to begin at 10:00 a.m.
2. Association Membership as of August 8, 2013:
   * 901 property owners have paid Covenant fees
   * Of those who have paid Covenant fees, 615 have elected membership for this fiscal year
     + This shows an increase in membership compared to last year at this time – At the end of the last fiscal year 618 property owners had joined the membership.
3. Property Tax bills have been received for the 47 lots owned by the Drum Point Property Owners’ Association. The payment will be mailed tomorrow.
   * Vacant lots - $179.85
   * 401 Lake Drive - $1,704.08
4. Mark Perry from Toal, Griffith and Ayres conducted the audit from 9:00 – 4:00 on Tuesday, August 6th. All required documentation, including copies of invoices over $2,000.00, reports generated from QuickBooks and property owner information had been gathered and was provided.
5. It is time to transfer the corporate card authorization to the new officers and to reauthorize the Association Manager. A copy of the minutes authorizing the use of the card will be forwarded to SunTrust Bank.
   * Max Munger made a motion, “to authorize the new officers and the Association Manager to use the corporate card.” The motion was seconded and passed unanimously.

**Approval of Minutes:** John McCall made a motion to approve the minutes from the July 9, 2013 and July 23, 2013 meetings as distributed. The motion was seconded and approved unanimously.

**Committee Reports**

**Finance Committee -** The Profit and Loss Statement and Balance sheet were distributed. With the fiscal year only two months old, there are not many expenses posted. Questions can be directed to either Max Munger or Rhea Webster.

**Environmental Committee -** A meeting will be scheduled for next month.

**Planning Committee –** In Gary’s absence, Amy Rispin stated that the Planning Committee will meet to accelerate planning for implementation of the change in the Covenant fee. The winter newsletter will carry information on the proposed increase, and the December General Membership meeting will serve as a forum for information to be disseminated to the community. There may be a need for an additional Board meeting in order to discuss the plan.

Max Munger made a motion, “to direct the Planning Committee to present its recommendation for the Covenant fee (increase) at the September Board meeting.” The motion was seconded and passed unanimously.

**By-laws Committee** – John McCall reported that the review of the By-laws has been set aside in order to concentrate on the changes to the Covenant fee.

**Old Business:** None scheduled

**New Business:** None scheduled

The next regular meeting of the Board will be held on September 10, 2013. With no further business to discuss, a motion was made to adjourn the meeting. The motion was seconded and passed unanimously. The meeting adjourned at 8:20 p.m.