

**HSIA BOARD MEETING
THE KEY SCHOOL
June 29, 2017**

BOARD MEMBERS PRESENT: Mike Penn, Steve Vanderbosch, Ray Sullivan, Lindsay Abruzzo, Brooke George, David Miles, Gene Gross, Jerry Lichtenberg, Paul Barnes, Amy Donovan

ADMINISTRATIVE STAFF: Jean Somers, Jim Schwallenberg, Kelly Ann Pavkov

GUESTS: Mike Wurst, Jeri Singleton, Sandra Anderson, Marie McCarthy, Marilyn Carpenter, Phil Jones, Teresa Sutherland, Noel Gasparin, Michael Waters

Mike Penn called the meeting to order at 7:05 pm. Quorum present.

MINUTES:

1. **Steve Vanderbosch moved to approve the May Board meeting minutes with the following changes, and no other:**
 - **Under Board Members Present:** Add "Ray Sullivan left the meeting at approximately 8:45 pm.
 - **Add explanation and motion for the Board to convene in closed Executive Session to discuss a personnel matter and a legal matter.**

TREASURER'S REPORT: Gene Gross reported that we have \$570,547.07 in the Operating Account; \$183,422.28 in the Special Tax Account; for a total of \$753,969.35. Gene gave an overview of projections for the year. We had over \$100,000 in Special Tax funds not used for FY2017. Moving forward, we have allocated \$85,000 for the reserve fund.

ADMINISTRATIVE REPORT: Jean Somers reported on upcoming recreation activities – July 4 pool party; July 4 bike parade; July 4 firework watching at the beach; July 14 Happy Hour. Jean discussed an email from resident Debra Myers about proposed County public boat ramps and the possibility of public boat ramps at Quiet Waters Park. Mike will reach out to Debra.

PRESIDENT'S REPORT: Mike Penn reported that Lori Nichols-Hogbin has resigned her position as Secretary. Mike Penn is appointing Mike Wurst as Secretary to replace Lori. Mike Wurst introduced himself and said he is looking forward to working with HSIA. **Mike Penn moved the Board approve the appointment of Mike Wurst as Secretary to replace Lori Nichols-Hogbin who has resigned. Steve Vanderbosch seconded the motion. Vote taken – unanimously approved.**

BUILDING PERMITS: Marie McCarthy, owner of 526 Forest Hill Drive, was introduced to discuss a request for building permit variance. There is a retaining wall on the property line between 526 Forest Hill Drive and the neighboring 528 Forest Hill Drive. The retaining wall is currently built of wood, but needs to be replaced in stone. Carl Corse, HSIA Building Permit Chair, agrees with the proposed work and concurs with the need for a variance (see attached). **Brooke George moved the Board approve a variance for 526 Forest Hill Drive to build a**

retaining wall to replace a failing wall within the 15-foot setback. Lindsay Abruzzo seconded the motion. Vote taken – unanimously approved.

POOL: Brooke George reported that pool membership is going well for 2017. Membership for Hillsmere is as follows: 103 Adult, 27 Youth, 132 Family. Membership for Black Walnut Cove is as follows: 4 Adult, 2 Youth, 15 Family. Membership closes July 1, except for new residents. The diving board has a crack in it and needs to be replaced. **Brooke George moved the Board approve pool operating funds NTE \$1250 to replace the diving board in like kind. Cost includes board, delivery and installation to be performed by Anchor Aquatics. Amy Donovan seconded the motion. Vote taken – unanimously approved.**

The Pool Committee is looking for volunteers to help plan the July 4th pool party. **Brooke George moved the Board approve funds NTE \$750 out of the pool operating budget to purchase burgers, dogs, buns, condiments and paper products for the July 4th Pool party. Lindsay Abruzzo seconded the motion. Vote taken – unanimously approved.** There are a couple of discipline problems with children at the pool. Brooke met with parents and the pool manager to discuss.

PIERS & HARBOR: Steve Vanderbosch reported that things are going well at the marina. There are four vacancies that are bouncing up and down. Bill Barker is still filling slips with new residents. George Miller is leaving the marina. George is an original plank owner and has been a slip holder for 46 years. Fire extinguishers are approved and are up to code. The Boat Park is nearing capacity with twelve people accepting spots. The flagpole is in hand and Charles A. Pastrana & Sons are contracted to install the flagpole. The flagpole will be dedicated to Bill Shuman, past HSIA President. The dedication ceremony will be in late July or early August.

BEACH: Marilyn Carpenter reported that the drainage project is finished and appears to be working well. The Beach Committee has been watering the sod twice daily. Extra dollars were spent on additional sod, soil and better fencing. Two truckloads of sand were delivered for the volleyball court and playground and McHale spread the sand after the drainage project was complete. The total cost overrun for the drainage project was \$2,645 and was approved in separate line items by Mike Penn. The following purchases/projects were also approved by Mike Penn:

- \$650 Truckload of sand for volleyball court
- \$650 Truckload of sand for swing area
- \$885 McHale spread sand
- \$1000 McHale for more topsoil and sod
- \$730 McHale for better fencing, more posts and fencing
- \$500 Irish Green – 14 shrubs purchased and planted by shower area

The shower area is complete and two boulders are usable for people to sit on at the shower. The walkway project is in permitting. Todd Shields opens the beach gate for us every morning. The railing at the swim area is broken. The Beach Committee is working on repairs. Sand is washing away at the beach wall. Marilyn will talk to Kevin Green to get the name of the engineering company that handled our shoreline revetment. The roof on the large pavilion needs replacing. Marilyn is working on bids. There is a Beach Committee meeting scheduled for Tuesday, July 18, 5 pm at the beach. Hot dogs on the grill provided.

COMMUNITY CENTER: Paul Barnes reported that things are pretty quiet while we wait for the survey deadline. Paul asked how many surveys have been returned. Kellyann Pavkov answered that approximately 200 online surveys and 200 mailed surveys have been received. There is a question as to whether the survey is “one per resident” or “one per lot”. The intent of the Board was “one survey per lot”. The Board would like to hold off on posting the answers to the Community Center questions that were raised at the April Special General meeting, so that the Board can have more time to review the answers. Mike Wurst mentioned that residents have been waiting a long time for answers to the questions. Can we post some answers?

NEW BUSINESS: Gene Gross reported that HSIA is considering hiring Noel Gasparin as a Hillsmere Property Manager, at \$25 an hour, NTE 5 hours per week. Gene will be requesting the Board weigh in on the duties and scope of work for the Property Manager, to include tree trimming, lawn and garden maintenance, contract coordination, etc. Noel would like to see the proposal before accepting the position.

EMAIL ETIQUETTE: A discussion followed regarding email etiquette, behavior at meetings and what is considered being “out of order.” Are “Board Only” emails public? Our ByLaws do not have operating polices regarding email. Board members should not share “board only” emails with anyone that is not on the “board only” email list. Steve Vanderbosch mentioned that emails are nothing but an electronic phone call. Ray Sullivan requests to be added back to the “board only” email list. Ray will not be put back on the email list yet.

Upon motion of Mike Penn, seconded by Paul Barnes, the Board voted to convene in closed Executive Session to approve/discuss the Closed Session minutes from the May Board meeting. At approximately 9:00 pm, the Board convened in closed Executive Session. Those present were: Mike Penn, Steve Vanderbosch, Ray Sullivan, Lindsay Abruzzo, Brooke George, David Miles, Gene Gross, Jerry Lichtenberg, Paul Barnes, Amy Donovan, Mike Wurst and Jean Somers. The Board discussed minutes from the Closed Executive Session at the May Board meeting.

The Closed Executive Session ended at 9:10 pm.

There being no further business, the meeting adjourned at 9:10 pm.

Respectfully submitted,

Jean Somers
Administrator