

**HSIA Board Meeting
The Key School
March 29, 2018**

BOARD MEMBERS PRESENT: Marilyn Carpenter, Robin Eilenberg, Gene Gross, David Miles, Mike Penn, Ray Sullivan, Teresa Sutherland, Steve Vanderbosch, Michael Waters, Mike Wurst (Absent: Jerry Lichtenberg)

ADMINISTRATIVE STAFF: Kelly Ann Pavkov

GUESTS: Sandra Anderson, Noel Gasparin, Kevin Green, Phil Jones, Thomas Schwallenberg, Jeri Singleton

Mike Penn called the meeting to order at 7:02pm. Quorum Present.

MINUTES:

Steve Vanderbosch moved to approve the February Board meeting minutes, with the following changes, and no others. Gene Gross seconded the motion. All approved except Mike Wurst & Mike Penn, who both abstained.

- **Under OPEN MEETINGS ACT & BOARD ONLY EMAIL:**
 - **Correct spelling of ADMINISTRATORS**
 - **Strike “Adults should be respectful and there should be no arguing.”**
- **Under PIERS & HARBOR, amend “We’ve received our Clean Marina Certification.” to “We are applying for our Clean Marina Certification.”**

TREASURER’S REPORT: Gene Gross reports Budgets on target. Steve Vanderbosch questioned why work was performed by American Lawn & Landscaping without approval? Discussion.

SECRETARY’S REPORT: Mike Wurst announced that the METAvivor race date is being changed; no date set as of 3/29/18. Mike Wurst shared an excerpt of the proposed changes to HSIA Bylaws (see attached), and explained how to read the files. Mike and committee are seeking feedback from the Board about the format of proposed changes. The Bylaw Committee has reviewed up to Article 8 of the Bylaws. Mike Wurst is working on a response matrix for Board members to better address emails and phone calls from residents.

PRESIDENT’S REPORT: Mike Penn congratulated Teresa Sutherland on being appointed City Manager of Annapolis. Steve Vanderbosch asks if this could be a potential conflict of interest for Teresa. Teresa stated she will recuse herself if a conflict of interest arises. Discussion re: abstaining and recusing.

POOL: Steve Vanderbosch expressed concern about the Pool Committee’s purchase of furniture from Anchor Aquatics. He recognizes it is convenient to purchase through Anchor Aquatics, but questions whether or not it is the best value. Discussion. **Marilyn Carpenter moved the Board approve NTE \$4,100. out of the pool budget for furniture – ten (10) lounge chairs, one (1) high-top table, four (4) high-top chairs, and three (3) additional umbrellas, purchased through Anchor Aquatics (estimate attached). \$4,100. Includes an estimate for freight/shipping, which is estimated on the high end, so the total will likely be slightly less. David Miles seconded the motion. Vote taken - 6 in favor (Mike Waters, Ray Sullivan, Marilyn Carpenter, Teresa Sutherland, David Miles, Gene Gross), 2 opposed (Robin Eilenberg & Steve Vanderbosch), 2 abstained (Mike Penn & Michael Waters.) Motion approved.**

PIERS & HARBORS: Steve Vanderbosch shared that the Port-o-Pot has been placed at the Marina, and ice eaters will be removed by April 14th or 15th. Mike Wurst expressed concern re: Allied Well Drilling's customer service. Marilyn Carpenter questioned why there were only two (2) bids for the job (Allied Well Drilling & Premier Water Service). Discussion. Steve Vanderbosch made the following motions:

- 1. Steve Vanderbosch moved the Board approve a contract with Allied Well Drilling, in an amount NTE \$4,000. from P&H funds, to provide and install a constant water pressure system at the HSIA Marina. Ray Sullivan seconded the motion. Vote taken - 9 in favor (Marilyn Carpenter, Robin Eilenberg, Gene Gross, David Miles, Ray Sullivan, Teresa Sutherland, Steve Vanderbosch, Michael Waters, Mike Wurst), 1 abstained (Mike Penn). Motion approved.**
- 2. Steve Vanderbosch moved the Board to authorize executing a Towing Service Contract with Top Notch Towing and Transport, LLC, to provide call-in towing service for HSIA Community Marina. There is no cost to HSIA; all fees are paid by the registered owners of towed vehicles. Towing services can be authorized by Mike Penn, HSIA President, Matt Franz, HSIA Security Committee Chairman, or Steve Vanderbosch, HSIA P&H Chairman. Discussion. David Miles seconded the motion. Vote taken – 9 in favor (Marilyn Carpenter, Robin Eilenberg, Gene Gross, David Miles, Ray Sullivan, Teresa Sutherland, Steve Vanderbosch, Michael Waters, Mike Wurst), 1 abstained (Mike Penn). Motion approved.**
- 3. Steve Vanderbosch moved the Board approve the expenditure of NTE \$2,600. from Special Tax funds, for the provision and spreading of gravel on the Sand Spit travel and parking areas as needed, provided by the low bidder Jones of Annapolis. Mike Wurst seconded the motion. Vote taken – 9 in favor (Marilyn Carpenter, Robin Eilenberg, Gene Gross, David Miles, Ray Sullivan, Teresa Sutherland, Steve Vanderbosch, Michael Waters, Mike Wurst), 1 abstained (Mike Penn). Motion approved.**

BEACH: Marilyn Carpenter thanked Phil Jones for repairing the rope fencing. Marilyn informed the Board that the dying Crab Apple trees at the Beach will be replaced by River Birch trees, and Key School students will assist with the project. David Miles requested that Marilyn and the Beach committee develop a "master plan" for the Beach. Marilyn Carpenter responded that the Beach Committee has a master plan. David Miles expressed concern about the verbiage of the contract with Price Cutters. Discussion. Mike Penn suggested Marilyn review the nettle netting being proposed for 2018. The netting is 7' tall and heavier than prior years. David Miles questioned why the contract isn't for the entire season. Marilyn explained that the expenses occur in different budget years. Michael Waters questioned the need for the nettle net and expressed concern over the safety of the stairs in the swimming area. Discussion. The Board will reach out to resident Carl Corse to advise a remedy for erosion near sea wall. Marilyn suggested having a pet waste station near the beach. Discussion. Noel Gasparin to reach out to Key School about the possibility of a pet waste station on field across from beach parking lot. Marilyn suggested that HSIA have an official Facebook page. Discussion. Robin Eilenberg volunteered to research. Mike Wurst advised that the topic of HSIA having an official Facebook page be addressed after the review and changes to HSIA Bylaws are completed. Marilyn mentioned the Beach committee has been brainstorming easier ways to have Happy Hours. The committee is suggesting a permanent, locked storage shed to house folding tables and a permanent, locked dumpster for ease of clean up. Marilyn made the following motions:

- 1. Marilyn Carpenter moved the Board approve \$2,595. from Special Tax (Repairs) to purchase netting (\$1,940.), chain (\$505.), and zip ties (\$150.), in order to create a new nettle net for the beach. David Miles seconded the motion. Vote taken – 9 in favor (Marilyn Carpenter, Robin Eilenberg, Gene Gross, David Miles, Ray Sullivan, Teresa Sutherland, Steve Vanderbosch, Michael Waters, Mike Wurst), 1 abstained (Mike Penn). Motion approved.**

2. Marilyn Carpenter moved the Board approve \$2,350. from Special Tax (Grounds & Maintenance) for Annapolis Diving Contractors (ADC) to order supplies, cut chain, transport supplies and install the 600' of netting, chains and zip ties. Ray Sullivan seconded the motion. Vote taken – 7 in favor (Marilyn Carpenter, Gene Gross, Ray Sullivan, Teresa Sutherland, Steve Vanderbosch, Michael Waters, Mike Wurst), 2 opposed (Robin Eilenberg, David Miles), 1 abstained (Mike Penn). Motion approved.
3. Marilyn Carpenter moved the Board approve \$2,750. from Special Tax to have Price Cutters replace a 60' section of 6x6 perimeter decayed timbers with marine-grade wood (6x6), on east side of 2-5 playground. Remove pentagon shaped timbers surrounding tree and replace with timbers enclosing tree. Apply dirt and mulch to enclosed tree area. Assemble two (2) benches and install one (1) bench on each side of tree near new timbers. Teresa Sutherland seconded the motion. Vote taken – 9 in favor, dependent on Noel Gasparin reviewing and approving the written contract with Price Cutters (Marilyn Carpenter, Robin Eilenberg, Gene Gross, David Miles, Ray Sullivan, Teresa Sutherland, Steve Vanderbosch, Michael Waters, Mike Wurst), 1 abstained (Mike Penn). Motion approved, dependent upon Noel Gasparin reviewing and approving the written contract with Price Cutters.

HILLSMERE HOUSE REPORT: Michael Waters thanked Marilyn Carpenter, David Miles and Tom Schwallenberg for their help cleaning out the house. Michael reported the following:

- the Verizon phone line is now working
- the ADT contract has been cancelled
- the contract with Culligan has been cancelled & the water softener removed
- the combination lock is not functioning

The Hillsmere House committee is on hold until guidance from HSIA Board is received.

OLD BUSINESS:

RAIN GARDEN MAINTENANCE – Gene Gross moved the Board award Cleanup Maintenance and Mulching of the Rain Gardens to American Lawn & Landscaping for \$10,290. Includes three (3) cleanups (@ \$1,680./ea), and quarterly mulching (totaling \$5,250.). A 4th cleanup is optional, at an additional cost of \$1,680. Source of funds: Special Tax. Steve Vanderbosch seconded the motion. Vote taken – 9 in favor (Marilyn Carpenter, Robin Eilenberg, Gene Gross, David Miles, Ray Sullivan, Teresa Sutherland, Steve Vanderbosch, Michael Waters, Mike Wurst), 1 abstained (Mike Penn). Motion approved.

PROPERTY MANAGEMENT CONTRACT – Gene Gross moved the Board extend the Property Management contract with Noel Gasparin, @ \$25/hour, through December 2018. David Miles seconded the motion. Vote taken – 9 in favor (Marilyn Carpenter, Robin Eilenberg, Gene Gross, David Miles, Ray Sullivan, Teresa Sutherland, Steve Vanderbosch, Michael Waters, Mike Wurst), 1 abstained (Mike Penn). Motion approved.

BLUEGUARD & HOMEWOOD – Steve Vanderbosch discussed amending Blueguard contract to include Denver Boot services, and for the contract to end 12/31/18 (copies attached). Steve states Joe Conger is agreeable to requested changes; Steve is waiting to hear back from Blueguard. Steve Vanderbosch mentioned that residents are questioning the value of current HSIA Security measures. Discussion. Robin Eilenberg to reach out to residents Bob Dunn & Brian Cunningham, as both expressed interest in volunteering with HSIA Security at the February 2018 HSIA General Membership meeting. Discussion of having the topics of security and traffic on every HSIA General Membership meeting agenda.

EMAIL ETIQUETTE RULES & ENFORCEMENT – Teresa Sutherland stated that as the Board follows Robert’s Rules to discipline, therefore, the President does not have authority to discipline. Discussion. Michael Waters read the following:

HSIA Board-Only Email Etiquette:

In order to maintain a respectful, professional and civil relationship between board members in all matters of HSIA business, the following rules will be followed:

- *All board emails, unless otherwise specified, will remain among the board members.*
- *There will be no arguing or disrespectful language in board emails.*
- *When sending an email to the board that includes a third party, (someone that is not listed in the board-only email distribution) please announce the third party in your email.*
- *Once a third party has been removed from an email thread, please do not re-add them back to the thread at a later time.*
- *The President has the authority to enforce the rules.*

Teresa read from Robert’s Rules re: discipline. Teresa noted that HSIA Bylaws do not address the issue of discipline. Teresa thinks the Board discusses too much via email. Robin Eilenberg agrees. Robin noted that she is opposed to having any email policy, stating that everyone should expect that their email is public. **Teresa Sutherland moved the Board eliminate the sentence “The President has the authority to enforce the rules.” from the HSIA Board-Only Email Etiquette. David Miles seconded the motion. Vote taken – 7 in favor (Marilyn Carpenter, Robin Eilenberg, David Miles, Ray Sullivan, Teresa Sutherland, Michael Waters, Mike Wurst), 1 opposed (Gene Gross), 2 abstained (Steve Vanderbosch, Mike Penn). Motion approved.**

NEW BUSINESS:

BOAT RAMP CONSULTANT – Steve Vanderbosch moved the Board approve award of a contract (attached) for professional engineering and permitting services in connection with the Sunset Drive Boat Ramp reconstruction and pier improvements to Near Shore Engineering, LLC in the amount of \$10,000. Marilyn Carpenter seconded the motion. Vote taken – 9 in favor (Marilyn Carpenter, Robin Eilenberg, Gene Gross, David Miles, Ray Sullivan, Teresa Sutherland, Steve Vanderbosch, Michael Waters, Mike Wurst), 1 abstained (Mike Penn). Motion approved.

Topics of Financial Transparency, Political Signs and Enforcement of HSIA Rules & Covenants to be discussed at the April (4/26/18) Board meeting.

The meeting adjourned at 9:20pm.

Respectfully Submitted,

Kelly Ann Pavkov