

**HSIA BOARD MEETING  
THE KEY SCHOOL  
June 29, 2018**

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

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

**GUESTS:** Brian Gallagher, Sandra Anderson, Kevin Green, Wayne Martin, Brooke George, Thomas Schwallenberg, Phil Jones, Willie Basil, Claire Corcoran

Mike Waters called the meeting to order at 7:03 pm. Quorum present.

Mike Waters made some personal comments to the Board. Mike thanked Brian Gallagher for coming to tonight's meeting. Mike Waters thanked everyone for asking him to take the President position and for all the support he's received. Mike has had an opportunity to sit down with many people to learn how HSIA is run.

**MINUTES:** Steve Vanderbosch moved the Board approve the May Board Meeting minutes as amended (amendments presented to Administrator with red markings). Ray Sullivan seconded the motion. Vote taken – 5 in favor (Mike Wurst, Steve Vanderbosch, Ray Sullivan, Dave Miles, Mike Waters); 1 abstained (Gene Gross)

**PRESIDENT'S REPORT:** Mike Waters reported that the well pump at the pool required an emergency repair in the amount of approximately \$2000. Mike Penn had just resigned and Mike Waters was sick, so the well pump was repaired. Mike Waters approved up to \$1000 for an Electrical Datum Plane survey at the marina.

**TREASURER'S REPORT:** Gene Gross reported that we have \$588,162.76 in the Operating Account; \$306,055.56 in the Special Tax Account; for a total of \$894,218.32 as of May 31, 2018. We are getting ready to close on FY2018. We have about \$100,000 not spent and of that, \$50,000 was for reserves. At the July General meeting, Gene will present a recap of expenses from last year and then do the same at the July Board meeting. We will then move forward on preparing the FY20 budget. Mike Waters is asking for a detailed listing of every expense monthly.

**SECRETARY'S REPORT:** Mike Wurst will defer his report until Bylaws Committee report.

**ADMINISTRATIVE REPORT:** Jean Somers reported that the July 4<sup>th</sup> Bicycle Parade is at 10 am starting at The Key School gazebo on Carroll Drive. The beach will be open late on July 4<sup>th</sup> for residents to view fireworks from neighboring communities. July 13 is the next Happy Hour. August 4<sup>th</sup> is the Community Carnival. The July/August Sea Breeze deadline is July 5.

**POOL:** Brooke George reported that the season is going well and membership numbers are the highest in four years. Regarding the well pump issue --- neighbors helped diagnose the

issue and ran a hose from the community center until the well pump could be fixed. The water heater issue is fixed. Lifeguards are good this year; no complaints. Parking is a little bit of an issue because the pool lot only holds about 25 vehicles. Swim meet parking overflows into the grassy field off of Great Lake Drive. The Pool Committee purchased “No Parking” signs for the area on Phipps Lane. A Social Committee has been formed.

**BEACH COMMITTEE:** Marilyn Carpenter could not attend, but sent a report. Ray Sullivan reported that Marilyn applied for permits for the new playground structure and the perimeter replacement with the added benches. These projects need two permits because the playground is on the west side of the rain garden and the perimeter is on the east side. The two areas are two different tax account numbers. Each permit was \$75. Both projects are within 100’ of the water. This requires a critical area report and a variance. The two projects can be combined for the variance permit. Marilyn is looking for a copy of the Beach deed. Jeri Singleton has a copy of the deed and gave a copy to the Administrator. Mike Waters spoke about permitting for the playground equipment the Board approved for the sandy area at the large swing set near the large pavilion. We don’t have all the documents that the County needs to apply for the variance. Dave Miles mentioned that we have to prove why we need to put the structure within the 100’ buffer. Ray Sullivan reported that there has been vandalism at the beach the night of June 17. Someone removed rope from the parking lot. Royce Bradshaw was able to replace the rope from rope we had on hand. Regarding the fence on the west side of the beach that Hillsmere removed because it was damaged and dangerous, Mike Waters spoke with the residents of 105 W. Bay View Drive and offered to request the Board approve that HSIA pay for the replacement of the fence portion that we removed. Phil Jones reported that he has ordered extra trash can covers and cables for trash cans at the beach.

**PERMITS:** Dave Miles reported that approved HSIA permits will be put on the website and listed in the Sea Breeze.

**ZONING:** Claire Corcoran reported that she has established a relationship with the County Zoning Officer. Claire reported on the following:

1. Spoke with DPW regarding the curb cut at Hillsmere and Beach Drives.
2. Reported some properties with junk cars without tags to the County, specifically 111 Walnut Drive and 416 Hillsmere Drive. The County Zoning Officer has come out. 111 Walnut Drive has come into compliance. 416 Hillsmere Drive has 30 days to come into compliance. Complaint is unregistered vehicles, junk, debris.

Claire will be using the County Zoning and Health Departments as much as possible. Claire will be driving around and taking inventory of properties.

**PIERS & HARBOR:** Steve Vanderbosch reported on the following:

1. **Sunset Drive Boat Ramp** – the Special Exception Permit application was due to be filed today. Preliminary comments from the County indicate variances needed for: lot less than 30,000 sq ft; lack of sanitary facilities (port-a-potty may be required); widening and extension of timber walkway (mitigation plantings may be required); and exceeding maximum number of slips allowed (variance already granted for Marina). The building permit for the new kayak rack was also scheduled for action today.

2. **Marina** – the Standpipe System Hydrostatic test is scheduled with Heidler for \$875. The marina gate remains inoperative and will stay that way until the drainage ditch is repaired. Noel Gasparin and Steve Vanderbosch are working on bids for drainage ditch repair. Two bids received so far are in the \$5,000 range. Piling caps are 2/3 replaced. Two plumbing leaks have been repaired by Gene’s Plumbing for \$385. Norm Johansen and George Miller are making minor electrical repairs. Thirty-six new shore power pedestals would be needed to replace out of code pedestals; estimated cost is \$42,000. First, an Electrical Datum Plane, a relatively new Code requirement, needs to be established. The EDP is a surveyed elevation that is 2’ above the highest high tide (under normal conditions). Electrical connections cannot be made below this 2’ elevation. A survey (for about \$1,000) is underway to establish the EDP for the Marina. There are seven vacant slips. We are accommodating new residents and renting a few second slips to residents. Gravel will be delivered next week.
3. **Boat Lift RFP** – on hold because of Electrical Datum Plane issue.
4. **Boat Park** – Need to trim trees, cut back bamboo shoots, weed whack, and rearrange trailers. There is some space at the Boat Park.
5. **Kayak Racks** – kayak racks are full. We have a waitlist and additions can be added to the waitlist if someone wants a rack. We had a report of a kayak missing.
6. **P&H Inventory of Assets and Projects** – A draft copy has been distributed to Board members for their information. This is a work in progress; more to come at a later date.

**PUBLICATIONS/COMMUNICATIONS COMMITTEE:** Mike Wurst reported on the structure of the Publications/Communications Committee. The three people on the Committee are the HSIA Secretary, the Sea Breeze Editor, and the Administrator. Mike explained the process a resident can take to email the Board and Committees through the website. There was also a discussion of the Sea Breeze distribution; emailed link and postal mail.

**BYLAWS COMMITTEE:** Mike Wurst reported that the Committee wasn’t able to meet in June. At this time, 8 of 12 Articles have been worked on. The next meeting is scheduled for July 19, 7 pm, at the Eastport-Annapolis Neck Library.

**SECURITY:** Sandy Anderson reported on minor vandalism at the beach. Sandy mentioned that Mac, our Blueguard Security Officer, does much more than what his job is. Discussion of Blueguard Security and Mike Homewood, Anne Arundel County police officer that lives in Hillsmere and patrols our community. We pay Mike Homewood \$1600 a month for patrols. Steve Vanderbosch mentioned that he has worked with Mike Homewood and that Mike is very responsive to our needs.

**HILLSMERE HOUSE COMMITTEE:** Mike Waters gave a Status Report of the Hillsmere House, 119 Great Lake Drive, as follows:

- No Committee meeting was held
- Pay Dirt LLC finished the rain garden project and are no longer using the house
- The house is actively being used for storage
- The carport door is opened by Mike Waters upon request
- The combination lock is inoperable

- Some unused material has been removed
- Shrubs are being trimmed
- The outside is generally neat
- The structural issues details in earlier reports remain

**ENVIRONMENTAL:** Kevin Green reported that we are working with the County to get credit on our stormwater community fee. Kevin is working with Steve Vanderbosch on an MOU. Discussion of planting for the Fall.

**OLD BUSINESS:** Discussion of political signs in Hillsmere. According to our HSIA Rules, political signs went up too early and were too big. Mike Waters will mention this in his President's Report in the next Sea Breeze.

**NEW BUSINESS:**

1. **Mike Waters moved the Board approve Claire Corcoran as Permits Chair. Steve Vanderbosch seconded the motion.** Discussion. Confusion as to whether Dave Miles is staying as Permits Chair and Claire Corcoran to be Zoning Chair? **Mike Waters withdrew his motion.**
2. Mike Waters appointed Dave Miles as HSIA Vice President. **Steve Vanderbosch moved the Board approve and ratify the appointment of Dave Miles as Vice President of HSIA. Ray Sullivan seconded the motion. Vote taken – 4 in favor (Mike Wurst, Steve Vanderbosch, Ray Sullivan, Gene Gross); 1 abstained (Dave Miles); motion passed.**
3. Mike Waters appointed Brian Gallagher to the open board position. **Steve Vanderbosch moved the Board approve and ratify the appointment of Brian Gallagher as Board Member. Gene Gross seconded the motion. Vote taken – unanimously approved.**
4. **Mike Waters moved the Board accept Anne Arundel County's suggestion to have the County establish a no parking zone on the pool side of Phipps Lane between Harbor and Great Lake Drive and a twenty foot no parking zone on either side of the pedestrian bridge opposite 517 Harbor Drive. Ray Sullivan seconded the motion.** Mike Waters deferred discussion to Kevin Green. Kevin gave a history of parking along those areas. With new rain gardens and a new pedestrian bridge, this is a good time to speak with the County regarding no parking zones. Discussion. **Mike Waters amended motion. Mike Waters moved to have Anne Arundel County establish a twenty foot no parking zone on either side of the pedestrian bridge opposite 517 Harbor Drive. Ray Sullivan seconded the motion. Vote taken – unanimously approved.**
5. **Steve Vanderbosch moved the Board approve \$750 out of the pool operating budget for food, games and decorations for the July 4<sup>th</sup> pool party. Mike Wurst seconded the motion. Vote taken – unanimously approved.**
6. **Ray Sullivan moved the Board approve 1 truckload of #57 grade of gravel from Jones Company for the beach parking lot near paved parking. Gene Gross seconded the motion.** Discussion. The gravel is needed to fill in holes. Steve Vanderbosch needs gravel at the marina also. Steve will take care of getting gravel for marina and beach parking lots. **Vote taken – unanimously approved.**
7. **Gene Gross moved the Board approve to add additional day time security coverage from Blueguard for the Beach; 24 additional days from now until Labor Day; 8 hours**

**per day; \$25 per hour; total cost is \$4800. Ray Sullivan seconded the motion.** Discussion. The Beach Committee feels each day the beach needs to be monitored to prevent non-residents from using our facilities and to monitor the community. The Board discussed that residents complain that we spend too much money on security. It was noted that the vandalism at the beach is minimal compared to the cost of additional security. The Board is hesitant to approve this motion without the Security Chair present for discussion. **The motion was withdrawn.**

There being no further business, **Mike Waters moved to adjourn the meeting. Dave Miles seconded the motion.** The meeting adjourned at 9:10 pm.

Respectfully submitted,

Jean Somers  
Administrator