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# President's Message

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~ Michael J. Waters, HSIA President

Welcome to the June Sea Breeze! As we spend more time outside, enjoying our fine Spring weather, there are more opportunities to meet our neighbors. Most of these encounters are warm, friendly, and engaging, but not always. There was a break down this past month that drew attention on social media. It was inconsistent with our neighborhood values. I am not rehashing the event, but simply hope you will join me in defining Hillsmere as an inclusive, family-centric community. Clearly, we live in a period of unsettled politics where sensitivities have been raised. We can counter a trend toward hostility by doubling down on civility and engagement. Please join your neighbors in making Hillsmere a place where we want to raise our children.

Speaking of children, as I write this, the pool opens for the season in a few hours. The energy is palatable. All week small faces have been looking through the fence, dreaming of fun and adventure. A special thanks to Danielle Franz and Lori Hogbin for organizing the Pool Committee. It took a lot of work from them and many volunteers, but everything looks great!

You will also find the beach in great shape. The small children's playground work is complete, the shower has a base stone to keep you out if the mud, and a small rain garden has been started near the entrance. Perhaps the best is to come... Our new play net has arrived and should be installed this summer. A warm thanks to Jeri Singleton and the entire Beach Committee.

Tom Schwallenberg is organizing monthly planning meetings for the Hillsmere owned house at 119 Great Lake Drive. Please consider joining Tom and Committee, in the house, the third Wednesday of the month, at 7:30pm. It is anticipated improvements to the house will be made in 2021. The 2021 budget process starts in July 2019.

The Sunset Boat Ramp renewal project is facing an unexpected review by the State but should still start this Fall thanks to Steve Vanderbosch's perseverance.

You will see bid requests for dog waste station maintenance and rain garden maintenance in this newsletter. It would be most helpful to have you pass these bids to contractors you know. The bids close 15 June with 12-month contracts starting 1 July.

The dog waste stations have been well received and everyone is strongly encouraged to either use them or take your waste home. Pet waste is a well-documented source of Bay pollution and detrimental to our health. Particularly children who walk barefoot this time of year. Thank you for your consideration.

<i>Mark Your Calendar</i>	
11	<ul style="list-style-type: none"><li>• Piers &amp; Harbors Meeting</li><li>• Pool Committee Meeting</li></ul>
12	Garden Club
14	Happy Hour @ Beach
16	Father's Day
19	Hillsmere House Committee Mtg
21	Summer Solstice
22	Ice Cream Social @ Beach
27	HSIA Board Meeting

*(Continued on page 3)*

(Continued from page 2)

Separate from the event referenced at the top of this letter, there have been some crimes and suspicious activities in the past month. The County Police ask that we call 911 anytime we question whether we should call. They will sort out the critical from non-critical and respond accordingly. If you have a peeping Tom or someone bashing your mail box in the middle of the night call 911 immediately.

Hope you have a wonderful June. For those of you not on vacation, please join us at one of our Beach social events.

Warmest Regards,

Michael J. Waters  
President

# CONGRATULATIONS, GRADUATE!



*Jessie Reedy graduated from the University of Maryland School of Social Work on Friday, May 17, 2019. We are so proud of her accomplishments!*

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Image source <https://www.aacounty.org/services-and-programs/recycling-and-trash>

A reminder that recyclables **MUST NOT BE BAGGED** and that plastic bags/wrap cannot be recycled at the curb. A collection consisting of plastic bags/wrap/film will result in service failure. If you'd like to recycle plastic bags/wrap/film, they are accepted (clean and dry) at many local grocers/retailers and at our Recycling Centers.

Why? Two reasons:

- 1) The company that recycles bags/wrap into Trex decking wants the material clean and dry, which it will not be when mixed with the rest of your recycling.
- 2) This material poses risk/harm to the machine sorting recyclables as it acts as "tangles"... due to this, Anne Arundel County is eligible to be fined for collections containing plastic bags/wrap.

Please note this is not an issue solely affecting Anne Arundel County. Plastic bags/wrap have been/are being excluded from curbside recycling collections all across the country.

Thank you for recycling, we appreciate all you do!

Kristin Lagana  
Program Specialist,  
Anne Arundel County  
Recycling and Waste Reduction Division  
DPW, Waste Management Services  
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# HSIA Community News and Events

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~ Jean Somers, HSIA Administrator

**Mosquito Control** – Hillsmere will once again be participating in the Maryland Department of Agriculture’s Mosquito Control Program. Regular surveillance and control of adult mosquitoes will take place from May 29 to October 1 anytime between 7:00 pm to 2:30 am. Hillsmere’s assigned spray night is **Monday**. Spraying for adult mosquitoes will be done only if a Maryland Department of Agriculture Employee determines it necessary. Spraying will not be conducted during rain, in wind speeds exceeding 12 mph, or temperatures above 89 degrees F. Please stay indoors while fogging operations are being conducted. If you prefer to opt-out of spraying at your property, you can elect to not participate. The exemption policy and form can be found on the MDA website at: <https://mda.maryland.gov/plantspests/Documents/Exemption%202018.pdf>

Further information: [http://mda.maryland.gov/plants-pests/pages/mosquito\\_control.aspx](http://mda.maryland.gov/plants-pests/pages/mosquito_control.aspx)  
For information on the products used, please visit: [http://mda.maryland.gov/plantspests/Pages/mc\\_product\\_labels\\_material\\_safety\\_data\\_sheets.aspx](http://mda.maryland.gov/plantspests/Pages/mc_product_labels_material_safety_data_sheets.aspx)



**June Happy Hour** – Our first Happy Hour of the season will be at the community beach on Friday, June 14, from 5 to 8 pm. Please bring a dish to share and your favorite adult beverage. NO GLASS BOTTLES PLEASE. We look forward to seeing you there! If anyone is interested in helping with our Happy Hours, please email [admin@hillsmereshores.net](mailto:admin@hillsmereshores.net) or call the 24-hour voice mail at 410-263-4456.

**June Ice Cream Social** – Mark your calendars for annual Ice Cream Social on Saturday, June 22, at 7 pm.

**July 4<sup>th</sup> Bicycle Parade** – It’s time to show your patriotism and get out your red, white, and blue! Come celebrate the Fourth of July with our annual Bicycle Parade to the beach. Get creative and decorate your bike, scooter, or stroller and join us at 10 am. We will meet at the Key School gazebo. You can also come to the beach that evening at sunset to watch local fireworks. Be sure to bring a chair.

**2019 Beach Reservations** – The 2019 Beach calendar is open for reservations. **Prior to submitting your request, please visit the Beach calendar on our website to view availability.** Once you have identified the date(s) for your event(s), please contact the Administrator at 410-263-4456, ext 2, or send an email with the date and time requested to [admin@hillsmereshores.net](mailto:admin@hillsmereshores.net). A refundable \$200 security deposit is required when renting the large pavilion. You will need to provide the time and duration of your event. The pavilion may be reserved for the entire day, or for as little as two hours. Please note, reservations are not final until you receive a confirmation from the HSIA Administrator. If you plan to serve alcohol at your party, you are required to obtain an Anne Arundel County One-Day Liquor License. Signed application forms for a liquor license must be obtained from HSIA and submitted to the County as least two weeks prior to the event.

**Dumpster Days** – Mark your calendar for our annual Dumpster Days scheduled for Friday and Saturday, September 6 and 7. More information will be in the July/August Sea Breeze. But you don’t have to wait for Dumpster Days to get rid of



(Continued on page 6)

(Continued from page 5)

some of your items. Did you know that you can put 3 large items at the curb every single trash day? You can also put out unlimited amounts of recycling and you can schedule Bulk Metal Collections. To find out more, please visit the Anne Arundel County Department of Public Works website at <https://www.aacounty.org/departments/public-works/waste-management/curbside-collection/index.html>

**NEW for 2019: Individual Membership versus Household Membership**

While reviewing our bylaws last year, the Board of Directors discovered that HSIA bylaws allow only for individual, not household, memberships. For this reason, the 2019 Membership form must be completed in the name of one individual, not the name of the household. Additional, individual memberships may be added to the membership form for any person age 18 or over residing at the same address. Dues are \$20 for each individual membership, and each individual member is entitled to one vote on HSIA matters. Only the person whose name is on the membership form will be allowed to vote at general meetings.



Mark your calendars - beach volleyball is scheduled every Monday evening at 6pm! Join the [Hillsmere Volleyball group on Facebook](#) for more information.



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# Welcoming Committee

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~ Kathy McFadden, Committee Chair

Summer is upon us, which normally means an increase in new neighbors moving into Hillsmere. It is always a joy to welcome people to our community. They are so happy to live in a community that has so much to offer.

On an average, the Welcome Committee distributes around 100 Welcome Bags per year. Every quarter we get together to replenish 25 bags so the information provided is relatively current. However, the last eight months have been particularly busy for the Welcome Committee.

Thanks to neighbors who let us know that someone is moving in on their street; Jean and Mac keep us up dated, and I receive emails from new residents asking for information. As mentioned in the past, if you would like to deliver the bag to your new neighbor, please let us know and we will deliver it to your house.

I have such terrific committee members who are so dedicated in collecting materials, stuffing the bags and delivering them to new residents. A big thanks to Anna Inglis, Susan Gratzner, Penne Romar and Helene Raven. We have been working together for about eight years. Please thank them for doing such a great job in welcoming new residents to Hillsmere.

Speaking of a major welcome to the dog residents of Hillsmere, there is a kind resident on West Bay View (Jo) who is providing refreshments (water and dog treats of all sizes) for them on their daily walks. The pictures say it ALL! Mac has competition! Although, every dog in the community can't wait to see him.



The Hillsmere Beach Happy Hours are about ready to kick off for the summer, and the pool opens this coming weekend! Please make sure you introduce yourselves to new residents, whether it's in your neighborhood; at the happy hours; our fabulous pool; the terrific marina or walking down the street.



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# Beach Report

~ Jeri Singleton, Beach Committee Chair



Beach Committee Spring Clean-Up was held Saturday, May 4th. Everyone worked hard raking, stacking loose branches and more. Phil Jones covered the hole near the sea wall with a sheet of 4X8 marine plywood for safety, replaced the Tot bucket swing, and will be installing the newly arrived rope fencing. Thank you, Phil. Irish Greens repaired the railing at the sea wall. The new climbing structure is here, installation date TBA. Thank you to everyone that showed up and worked hard to make our Beach safe & clean!

The Beach Committee meeting was held immediately following the clean-up. Towing & nettle nets were the main topics discussed and voted on. The voting results:

1. Towing – unanimous yes! Pending Board approval.
2. Sea Nettle Nets - unanimous yes! Pending Board approval.
3. Red Lettering added to existing signage - unanimous yes!
4. Weeding to be done by professionals.

With the Towing approved by the Beach Committee, and with Board approval, two signs will be added at the Beach to announce the new Towing Policy. The signs will be similar to those at the Marina, and the plan is to use the same towing company the Marina uses. The faded existing signs on the Bay view Drive fence posts will be updated and replaced with 3 or 4 “Private Property” and “Residents Only” signs. This is another step in reducing the use of the Beach by non-residents.

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# HSIA Building Permits

~ Dave Miles, HSIA VP & Permit Committee Chair



Are you aware that an HSIA Building Permit is required every time an Anne Arundel County Building Permit is issued for any work done at your property? The responsibility of obtaining an HSIA Building Permit falls on the owner, not the contractor.

Why does HSIA require and issue building permits? Per [HSIA Covenants & Deed Restrictions](#), HSIA's sideline setbacks (15') are different from the County (7'). We encourage anyone having work done at their property to reach out to the HSIA Building Permit Chair, Dave Miles, before designing your structure or applying to the County. Failure to obtain a HSIA Building Permit prior to the start of construction will result in a stop work order and, at a minimum, an increase in the cost of the permit.

The fee for an HSIA Building Permit is \$25. The fee increases to \$50 if work has already begun and you failed to apply for an HSIA Building Permit. **The following items are required to obtain a HSIA Building Permit:**

1. A copy of the Anne Arundel County Building Permit.\*
2. A TO SCALE copy of the site plan.\*
3. A copy of the plans and elevations, TO SCALE, of the structure. \*
4. Cash or check in the amount of \$25., made payable to HSIA

*\*AN EMAILED PDF OF THE COUNTY PERMIT AND THE TO-SCALE SITE and/or STRUCTURE PLAN IS PREFERRED AND MAY EXPEDITE THE PROCESS OF OBTAINING A HSIA BUILDING PERMIT.*

[HSIA Covenants & Deed Restrictions](#), recorded among the Land Record of Anne Arundel County, Maryland in Liber 900, Folio 334, are binding as a matter of law and are for the benefit of all other lot owners in Hillsmere.

[Anne Arundel County Code, 2005, Article 18, Zoning, Title 2, General Provisions, Subtitle 3, Set-backs](#)

(Continued on page 10)



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(Continued from page 9)

When in doubt, or, if you have any questions, please contact Dave Miles, HSIA Building Permit Chairman via email, [permits@hillsmereshores.net](mailto:permits@hillsmereshores.net), or voice mail, 420-263-4456.

The following [HSIA Building Permits](#) have been approved and issued in 2019:

Property Owner	Property Location	Type of Work	Permit #
G. MacDougall	404 Holly Drive	8' x 16' Shed	19001
W. Baton	98 Pine Drive	Fence	19002
K. Brinsfield	622 Riverside Drive	Addition	19003
A. Gibbs	127 E Bay View Drive	Addition	19004
K. Willingham	530 Harbor Drive	Interior remodel	19005
R. Minner	124 Sunset Drive	Repairs	19006
J. Cookson	150 E Bay View Drive	Repairs	19007
J. Cochran	108 Carroll Drive	Deck	19008
O.W. Reid	106 Magnolia Lane	Interior Remodel	19009
M. Case	600 Tayman Drive	Deck Addition	19010
P. Fisher	609 Forest Hill Drive	Sunroom & Deck	19011





### *New Listing in Severna Park!*

*134 Wild Oak Road, Severna Park*

You will love this beautifully updated and meticulously maintained Victorian-influenced home in Severna Park! Gorgeous updated kitchen with Granite counters, stainless steel appliances and ceramic tile flooring. Enjoy warm evenings on the wrap-around porch. Community amenities include dock, canoe/kayak storage, picnic area and playground. Visit <http://bit.ly/2Q3kwQ1> for more photos and information!





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# Garden Club

~ Leigh Gruber, Administrative Assistant



Our May meeting included a bit of everything that is fun and good about the Garden Club. We had glorious weather for our field trip to the Tawes Garden, where Park Ranger Jay Myers lead a fun, informative tour. We enjoyed a concert by Sparks, Raymond and McCoy, had lunch, inducted the next group of leaders, plus enjoyed cake to end the celebration!

Ranger Myers explained that when the planners started the transformation from a rocky sub-soil lot to the showplace it is today, native plants were considered weeds, and were not available in garden stores. Twelve years of composted leaves from the USNA helped the process, as did native plants rescued from road construction projects. He led us through three gardens representing Maryland geological areas: the Eastern Shore coastal plain, Western Maryland forest, and Central Maryland “stream side”.

Those with an interest in gardening related subjects are invited to the club, which meets September through May on the third Wednesday of each month. Visitors are always welcome. For those wishing to join (Hillsmere residency is not required), annual dues for September through May are \$20.



# Community Cat Project Update



~ Carolyn Kilborn, Hillsmere Representative for the Anne Arundel Community Cat Coalition



Does anyone have information on this cat? He or she has been seen near Beach and Magnolia. I'd like to know if he belongs to anyone or if he's homeless, and if he's been altered. I'll be glad to assist with whatever is needed. Carolyn Kilborn at [jckilborn@yahoo.com](mailto:jckilborn@yahoo.com)

P.S. Feel free to contact me if you need assistance locating low cost spay/neuter services for any new cat in your household.



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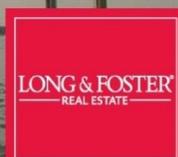


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# Pool Committee

~ Danielle Franz & Lori Hogbin, Pool Committee Co-Chairs



Summer is finally here and the pool is OPEN! Our team of volunteers have put in a lot of work to get the facility prepped for the season. A few reminders below:

- Hours of operation: Saturday -Thursday 11am - 8pm, Fridays 11am - 9pm.
- Food Truck Friday's: Back by popular demand - we have a variety of Food Trucks coming each Friday evening. Food Trucks are open to community but entry to pool is just for members. Vendors TBA via social media and the pool email distribution list.
- On-site swim lessons offered again this year: Visit <https://safetyfirstswimming.com/> for information and times.
- Memberships are still available! 2019 Pool Membership Closes – 7/1/2019



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# Conservation News

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~ Phyllis Saroff, Hillsmere Resident



## Native Plant Sale Spring 2019

Hillsmere is the new home for 127 native trees and shrubs. Our butterflies, songbirds and beneficial insects will have new food sources and habitats. Consciousness is raised about storm water absorption, and the reduction of lawn size. Native shrubs and trees have deep root systems and absorb more stormwater than lawns. Native plants have co evolved with native animal and insect species. They are perfectly adapted to our climate and soil. Thus, they are hardy and need less maintenance and the use of harmful chemicals.

We appreciate your goodwill, help and patience as we coped with unexpected difficulties with the plant provider. We also appreciate your interest in planting native species for the benefit of our shared environment. This is our sixth plant sale, and we look forward to many more. With each sale, Hillsmere residents become more aware of the benefits of using native plants in our yards.

[Maryland Native Plant Society](#)

[National FWS Chesapeake Bay Watershed Native Plant Guide](#)

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# Local School News

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~ Irfan Latimer, Key School Liaison to HSIA

Summer at KEY still accepting registration: [keyschool.org/summer](http://keyschool.org/summer)

## Host A Student From Spain

Key School is looking for a local family interested in hosting an 11th grade exchange student from Seville, Spain, for this coming school year. Proximity to campus is a primary consideration in the matching process which is why we are hopeful that our neighbors will consider learning more about this cultural exchange opportunity.

Knowing that there is a cost associated with having an addition to your family, there is a modest monthly homestay stipend. As a resident of Hillsmere, I am particularly eager to chat with my fellow neighbors. Please feel free to email me at [trossini@keyschool.org](mailto:trossini@keyschool.org) – Tom Rossini, Director of Enrollment and Outreach at Key School.

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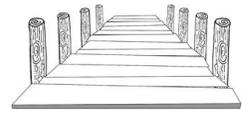


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# Piers & Harbors News

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~ Steve Vanderbosch, P&H Chair



## Is It Boating Season Yet?

The 2019 Boating Season has gotten off to a slow start due to the cold and wet Spring weather. But pleasant weather has finally arrived, and we look forward to seeing more boating activity at the Marina and Boat Ramps. Everyone should have their boats in their assigned slips by now, or notified the Slips Committee of any delays. We will be surveying the Marina in June to see if any assigned slips are not yet occupied and try to determine why they are vacant. Please ensure your 2019 HSIA Marina sticker is visible on your boat.

As of June 1 we still have about 5 unassigned slips, which means we will have slips available for guests and transients, as well as to offer to new residents moving into Hillsmere. The Slips Committee will continue to fill slips throughout the boating season. The HSIA Board has waived Marina Rules 2.3 and 2.5 to allow a few slips to be rented as a second slip to existing slip holders.

## Sunset Ramp

HSIA continues to wait for approval of a joint federal/State application with the Maryland Department of Environment (MDE) for authorization to proceed with ramp reconstruction in Tidal Waters. A Wetlands Permit is required for the ramp replacement, which requires approval by the Maryland Board of Public Works, tentatively scheduled for mid-June/early July. MDE published the following notice in connection with HSIA's Wetlands Permit application:

*201960210/19-WL-0149: HILLSMERE SHORES IMPROVEMENT ASSOCIATION, P.O. Box 3485, Annapolis, Maryland 21403, has applied to replace in-kind an existing 60-foot long by 23-foot wide boat ramp, and a 13-foot long section of bulkhead, a 22-foot long wing wall, and a 13-foot long wing wall, all extending a maximum of 40 feet channelward of the mean high water line. In addition, they propose to remove an existing finger pier, construct a 42-foot long by 3-foot wide finger pier adjacent to the boat ramp and construct two 18-foot long by 3-foot wide finger piers and a 24-foot long by 3-foot wide finger pier on an existing community pier. The purpose of this project is to reconfigure an existing community marina. The proposed project is located within the tidal water of the Duvall Creek at 143 East Bay View Drive, Annapolis, Anne Arundel County, MD 21403. For more information, please contact Heather Hepburn at [Heather.Hepburn1@maryland.gov](mailto:Heather.Hepburn1@maryland.gov) or at 410-537-3789.*

## Marina Maintenance

Ongoing Marina maintenance will include replacing burned out dock lights, fire extinguisher

*(Continued on page 16)*



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inspection/weighing, annual AAFD inspection, placement of gravel on the Sand Spit driving lane, and possibly pressure washing of certain docks.

### **Security**

The P&H Committee is actively exploring upgrading the security camera system at the Marina, and is evaluating proposals from several vendors. We are also looking into replacing the gate at the Marina driveway, since the existing gate has had repeated malfunctions due to water infiltration of underground cabling and the scarcity of repair parts.

### **Boat Lifts**

The 8 boat lifts have been installed on C Dock and are operational! We will be evaluating their operation and may be making minor adjustments to the finger piers to facilitate boarding/d disembarking. The first year lift slip pricing has been set at \$1,820/year, based upon final installation costs and annual maintenance costs.

### **Pets at the Marina**

It is worth repeating: *the Sand Spit/Marina is NOT a dog park!* (There is a very nice dog park nearby at Quiet Waters Park). Both AA County Law and Marina Rules prohibit dogs from running at large. Please be a good neighbor and keep your dog on a leash at the Marina. We do allow unleashed pets at the Marina beach area, provided the pets are under control. And please pick up after your pets! Convenient waste stations are provided.



At our request, this season the Arundel Rivers Federation will be testing water quality at the Marina beach, in addition to the Hillsmere Beach, to determine whether the water at the Marina beach remains safe for human swimming/water activities. Weekly results will be shared via email and social media.

### **Duvall Creek Entrance Channel Markers**

As anticipated, the process of obtaining an MDE permit to install and maintain two wood-pile mounted, green day shapes with an Osprey platform included, as Private Aids to Navigation marking the Duvall Creek Entrance Channel, is proving to be challenging and tedious. Chuck Metzger has taken the lead on this project for HSIA. DNR stands ready to cooperate, but MDE is proving to be a bureaucratic challenge. HSIA and Fishing Creek Marina have agreed to take over responsibility for the channel markers, including costs of installation and maintenance.

### **Boat Park**

As of mid-May, 33 space holders have renewed. Offers have been sent to all 15 people on the Boat Park Wait List, offering them space in the Boat Park for this year, but few have responded. In early May a number of trailers were re-positioned to maximize available space. Larger trailers (two-axle) on the left, smaller (single axle) trailers on the right, all parked close and at an angle. For those trailers/boats with covers or tarps, please check often to ensure that water is not ponding on your boat and creating a mosquito breeding ground.

(Continued from page 16)

### Guest Passes, Parking, Towing

The Guest parking passes issued last year for 2018-2019 are still good! If you did not get Guest Passes or need additional ones, contact the HSIA Administrator. Each slip holder is offered two Guest Passes, and can have more if needed. Be sure your vehicle displays your HSIA vehicle sticker, and that your guests display a Guest Pass in their vehicles. The HSIA Board has authorized towing of vehicles from the Marina parking area if the vehicles do not display an appropriate sticker or Guest Pass.

### P&H Meeting Time and Place

The P&H monthly meetings are normally held on the second Tuesday of each month at 7 p.m. in the Key School Science & Library Center (the building closest to Carroll Drive), Room 101. The next P&H Meetings will be on:

Tuesday, June 11<sup>th</sup>, 2019  
Tuesday, July 19<sup>th</sup>, 2019

All Slip Holders, Ramp Key Holders, Wait Listers, Kayakers, Boat Parkers, etc. are encouraged to attend. **VOLUNTEERS ARE NEEDED AND WELCOMED!**



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Hillsmere Shores Improvement Association, Inc.

REQUEST FOR PROPOSAL  
Emptying Nine Pet Waste Bins and Removing Beach Trash  
1 July 2019 – 30 June 2020

RESPONSES DUE BY 15 JUNE 2019

SUBMIT TO

Hillsmere Shores Improvement Association, Inc.  
Post Office Box 3485  
Annapolis, Maryland 21403

SUMMARY

Hillsmere Shores Improvement Association, Inc. (HSIA) is soliciting bids for twelve months (1 July 2019 – 30 June 2020) of maintenance services for emptying nine pet waste bins and removing trash and litter from the community beach. The pet waste bins are on Hillsmere community property.

Beach (1)	613 Hillsmere Drive
Beach Boat Ramp (1)	609 Beach Drive
Boat Park (1)	614 Beach Drive
Kayak Ramp (1)	541 Beach Drive
Marina (2)	133 East Bay View Drive
Pool (2)	100 Phipps Lane
Sunset Boat Ramp (1)	143 East Bay View Drive

SCOPE OF SERVICES for DOG WASTE REMOVAL

Maintain nine, community-owned, dog waste bins in Hillsmere Shores. Empty and clean the bins, pick up trash in the area around the bins, and place fresh plastic bags in the bins. HSIA will provide the plastics bags and provide a dumpster at 100 Phipps Lane for disposal.

It is anticipated the bins will need servicing 42 times per year; weekly March – October and bi-weekly November – February. The number will be adjusted based on usage.

The bid price is per cleaning with a minimum of 40 cleanings.

SCOPE OF SERVICES for BEACH CLEAN UP

Remove trash and litter from the Hillsmere Shores community beach. Empty and clean the trash cans, pick up litter in the beach area, and place fresh plastic bags in the cans. HSIA will provide the plastic bags and provide a dumpster at 100 Phipps Lane for disposal.

Major debris releases from the Conowingo Dam are excluded.

It is anticipated the Beach will need servicing 48 times per year; weekly March – October, bi-weekly November – February, plus six special events. The number will be adjusted based on usage.

The bid price is per cleaning with a minimum of 40 cleanings.

## BIDDING PROCESS

HSIA, at its sole discretion, reserves the following rights:

- Supplement, amend, substitute or otherwise modify this Bid Package at any time;
- Determine which respondent, if any, shall be selected;
- Cancel this Bid Package with or without the substitution of another Bid Package;
- Require one or more respondents to supplement, clarify or provide additional information to evaluate the Bids submitted;
- Conduct investigations with respect to the qualifications and experience of each respondent;
- Waive any defect or technicality in any Bid received;
- Reject any portion of any Bid and/or reject any or all Bids, to waive any informalities or irregularities in the Bids or to re-advertise.

### Requests for Clarification

- No clarification of the meaning of any part of the Bid Package will be made verbally to any Bidder. Bidders must submit requests for clarification in writing via the HSIA Contact Us Web link; <https://hillsmereshores.org/contact/> by 3PM 8 June 2019. All clarifications will be issued as addenda to all Bidders and shall become part of this RFP.

### Submittal Requirements

- The Bidder acknowledges that any portion of their proposal that is not explicitly identified as proprietary or confidential will be deemed not to be proprietary or confidential.
- The Bidder shall acknowledge in their proposal, by number and date, all addenda. Prices indicated in the proposal will be assumed to reflect all changes made by addenda.
- The Bidder shall provide three references for similar projects.



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## Hillsmere Shores Improvement Association, Inc.

### REQUEST FOR PROPOSAL Stormwater Best Management Practices Maintenance 1 July 2019 – 30 June 2020

RESPONSES DUE BY 15 June 2019

#### **SUBMIT TO**

Hillsmere Shores Improvement Association, Inc.  
Post Office Box 3485  
Annapolis, Maryland 21403

#### **SUMMARY**

Hillsmere Shores Improvement Association, Inc. (HSIA) is requesting proposals (RFP) for twelve months (1 July 2019 – 30 June 2020) of maintenance services for stormwater Best Management Practices (BMPs) on four community owned properties:

- 1) Community Beach (Hillsmere Drive at Bayview Drive West)
  - a) Bioswale from the south side of Bay View Drive West to the path loop bridge
- 2) Kayak Ramp (541 Beach Drive)
  - a) Step pools along east side of parcel from the culvert at Beach Drive to tidal water
  - b) Bio-swale at west side of parcel from Beach Drive to culvert
- 3) Pool (100 Phipps Lane)
  - a) Rain garden and step pools at southwest corner of property
  - b) Rain garden at southwest corner of community house
  - c) Step pools at southeast corner of property
- 4) Harbor Drive (between Great Lake Drive and Phipps Lane)
  - a) County-installed step pools from pipe daylight to the lower step pools (location 3c) on east side of Pool property.

#### **SCOPE OF SERVICES**

- 1) The Work shall comply with the Anne Arundel County Stormwater Fee Credit Manual, Filtering Practices Maintenance Inspection Form, as applicable.
- 2) Four (4) site visits will be conducted throughout the year, on dates to be mutually-agreed upon, with the following tasks performed during each visit:
  - a) Weeding in the planting bed(s).
  - b) Trash and leaf litter cleanup in the BMP(s) and the immediate contributing drainage area.
  - c) Inspect for and remove obstructions or blockages of flow along inflow areas or pipes.
  - d) Repair erosion.
  - e) Monitor plant vigor and take corrective actions.
  - f) Reset stones and plants to proper grade and position, furnish labor to remove/replace dead plant material, and repair/adjust tree guys.

- 3) The following additional tasks will be performed during the initial visit:
  - a) Inspect the filtration media. If ponding is evident on the surface of the filter bed for more than 48 hours, the top layer of discolored material may be recommended for removal and replacement with fresh material. Silt/sediment removal should be performed when sediment accumulates a depth that exceeds one inch.
  - b) Edge mulch bed and furnish mulch to maintain a total depth of 2 inches.
  - c) Completion of an inspection form.
- 4) The following additional tasks will be performed during the final visit:
  - a) Pruning to maintain plants in their normal growth pattern.
  - b) Cut back dormant grasses and perennials as necessary to maintain a tidy appearance.
- 5) Exclusions
  - a) Plant materials are excluded.
  - b) Labor and materials to remove sediment and/or replace/repair filtration media or other equipment/products/materials is excluded.
  - c) Watering is excluded.
  - d) Turfgrass mowing and the maintenance/cleanup of general community property is excluded.

#### **PROPOSAL PROCESS**

- 1) HSIA, at its sole discretion, reserves the following rights:
  - a) Supplement, amend, substitute or otherwise modify this RFP at any time;
  - b) Determine which respondent, if any, shall be selected;
  - c) Cancel this RFP with or without the substitution of another RFP;
  - d) Require one or more respondents to supplement, clarify or provide additional information to evaluate the proposals submitted;
  - e) Conduct investigations with respect to the qualifications and experience of each respondent;
  - f) Waive any defect or technicality in any proposal received;
  - g) Reject any portion of any proposal and/or reject any or all proposals, to waive any informalities or irregularities in the proposals or to re-advertise.
- 2) Requests for Clarification. No clarification of the meaning of any part of the RFP will be made verbally to any Bidder. Bidders must submit requests for clarification in writing via the HSIA Contact Us Web link; <https://hillsmershores.org/contact/> by 3PM 8 June 2019. All clarifications will be issued as addenda to all Bidders and shall become part of this RFP.

#### **PROPOSALS**

- 1) Prospective bidders are encouraged to visit the Hillsmere Stormwater sites to view and measure the sites of the work prior to submitting proposals.
- 2) Proposals should include contractor's standard form of contract (including all terms and conditions), if any, for review, and any options or alternatives for HSIA consideration.
- 3) Proposals shall be delivered NO LATER THAN JUNE 15, 2019, to:
 

**Hillsmere Shores Improvement Association, Inc.**  
**Post Office Box 3485**  
**Annapolis, Maryland 21403**

- 4) Proposals should be prepared simply and economically, providing a straightforward, concise description of the Bidder's proposal for meeting the requirements of this RFP.
- 5) A brief transmittal letter prepared on the Bidder's business stationery should accompany the proposal. The letter must be signed by an individual authorized to bind the selected Bidder to all statements, including services and prices, contained in the proposal.
- 6) Please provide the following general information:
  - a) Name of firm
  - b) Mailing address
  - c) Name of individual who will represent the Bidder as the primary contact person on matters relating to the proposal, plus telephone and e-mail address.
- 7) Provide the name and address of the Bidder's insurance carrier and provide proof of the insurance required for this contract.
- 8) List the employees proposed to be assigned to supervise and/or perform the services required, including a general description of the role the employees are to play, and the training and experience of those employees. Bidders whose employees have Chesapeake Bay Landscape Professional (CBLP) training will be given preference.
- 9) Describe the Bidder's proposed work plan, including specific tasks, number of employees to be assigned and time for accomplishing the required tasks.
- 10) List three references for whom the Bidder has provided similar stormwater BMP services, either for construction or maintenance, in the past five years. Please provide each reference's name, contact person, phone number, email, and a brief description of the work.
- 11) Provide price proposals in tabular form for the required services:

	1 <sup>ST</sup> VISIT	2 <sup>ND</sup> VISIT	3 <sup>RD</sup> VISIT	4 <sup>TH</sup> VISIT
<b>COMMUNITY BEACH</b>	\$	\$	\$	\$
<b>KAYAK RAMP</b>	\$	\$	\$	\$
<b>POOL</b>	\$	\$	\$	\$
<b>HARBOR DRIVE</b>	\$	\$	\$	\$
<b>TOTALS PER VISIT</b>	\$	\$	\$	\$
<b>GRAND TOTAL</b>	\$			

- 12) Award will be made to the proposal offering the best services and value in response to this request.
- 13) Payments will be made by check following completion of all work for each site visit to the four properties, and receipt of an invoice for the work.

### Babysitter/Mother's Helper

Ady	Age 16	410-980-5210
Ella	Age 13	410-533-8442
Emily	Age 14	410-570-9127
Grace	Age 17	410-353-4983
Kate	Age 17	443-995-7133
Katie	Age 13	410-268-2686
Keira	Age 16	410-507-9143
Lauren	Age 15	443-750-1228
Maggie	Age 13	443-900-5511
Mia	Age 15	410-507-3628
Sara	Age 16	443-569-1722
Sarah	Age 17	443-699-2165
Taylor	Age 15	410-991-7498
Tessa	Age 13	443-905-6017
Caitlyn	Age 18	443-875-9043
Linda	Adult	443-822-7956

### Pet Sitter/Dog Walker

Maggie	Age 13	443-900-5511
Katie	Age 13	410-268-2686
Emily	Age 14	410-570-9127
Mia	Age 15	410-507-3628
Lauren	Age 15	443-750-1228
Kate	Age 17	443-995-7133
Eliza	Age 16	443-822-4995
Malin	Age 17	443-883-6407
Hannah	Adult	410-980-6189
Cheryl	Adult	410-353-2066
Alexis	Adult	410-980-0751
Elaine	Adult	443-822-6035
Linda	Adult	443-822-7956
Shondra	Adult	240-578-9221
Earl	Adult	410-570-1894
Mary Ellen	Adult	410-212-5744

### Yard Work/Odd Jobs

Patrick	Adult	410-263-2058
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To update the service provider list(s), email [seabreeze@hillsmereshores.net](mailto:seabreeze@hillsmereshores.net). HSIA provides these names as a courtesy to our residents who provide or require these services. HSIA encourages residents to obtain references when hiring any service provider or contractor.

### the SEA BREEZE

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P.O. Box 3485, Annapolis, MD 21403

[www.hillsmereshores.org](http://www.hillsmereshores.org)

Editor: Kelly Ann Pavkov [seabreeze@hillsmereshores.net]

Administrator: Jean Somers [admin@hillsmereshores.net]

Treasurer's Assistant: Jim Schwallenberg

HSIA Service and Information: 410-263-4456 (24-hour voicemail)

HSIA FAX Number: 410-267-6510

### OFFICERS 2019-2020

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Vice President	Dave Miles	410-263-4456
Secretary	Mike Wurst	410-263-4456
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Robin Clark Eilenberg	410-263-4456
Claire Corcoran	443-263-4456
Brian Gallagher	410-263-4456
Phil Jones	410-263-4456
Ray Sullivan	410-263-4456
Steve Vanderbosch	410-263-4456

### CHAIRPERSONS

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Budget	Gene Gross	410-263-4456
Bylaws	Mike Wurst	410-263-4456
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Piers & Harbors	Steve Vanderbosch	410-263-4456 x1
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ANPF Representative	Ray Sullivan	410-263-4456

### COMMUNITY FACILITIES and LOCAL CONTACT INFORMATION

Beach Picnic Area Reservations	410-263-4456 x2
Boat Ramp Keys & Boat Slip Assignments	410-263-4456
Guest Parking Passes	410-263-4456
Hillsmere Car & Boat Trailer Stickers	410-263-4456
Hillsmere Garden Club	410-268-5975
Hillsmere Swim Team	443-336-8432
County Community Services Specialist	410-222-1242
Animal Control	410-222-8900
Recycling Information & Bulk Trash Pick Up	410-222-6100

### 2019 BOARD MEETINGS - 7:00 p.m.

Jan 31	April 25	July 25*	Oct 31
Feb 28	May 30	Aug 29	Nov 21
Mar 28	June 27*	Sep 26	Dec 19

### 2019 GENERAL MEETINGS - 7:00 p.m.

January 10	May 9	September 12
March 14	July 11	November 14

# June 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Beach Volleyball @ 6p	4	5	6	7	8
9	10 Beach Volleyball @ 6p	11 Pool Committee Meeting @ 7p Piers & Harbors Meeting @ 7p	12 Garden Club	13	14 Happy Hour @ Beach	15
16 Father's Day	17 Beach Volleyball @ 6p	18	19 Hillsmere House Committee Meeting @ 730p	20	21 Summer Solstice	22 Ice Cream Social @ Beach
23	24 Beach Volleyball @ 6p	25	26	27 HSIA Board of Directors Meeting @ 7p	28	29
30						



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