

**HSIA BOARD MEETING
KEY SCHOOL IN PERSON & VIRTUAL
August 25, 2022**

BOARD MEMBERS PRESENT: Tom Anderson, Mike Wurst, Adam Blugis, Kevin Green, Gene Gross, Steve Vanderbosch, Claire Corcoran, Ray Sullivan. Joining virtually – Maureen Sherer. (Absent – Tim Cantor, Christian Elkington)

ADMINISTRATIVE STAFF: Jean Somers

GUESTS: Tom Schwallenberg, Sandy Anderson, Elizabeth Bublitz, Cari Bower, Crystal Monkman. Joining virtually – Mike Waters

The meeting was called to order at 7:01 p.m.

AGENDA: Tom Anderson discussed new Agenda procedures. Tom recognized Mike Waters and thanked him for a job well done for five years.

MINUTES: Mike Wurst moved the Board approve the July Board Meeting minutes. Kevin Green seconded the motion. Vote taken – unanimously approved.

VICE PRESIDENT REPORT: Claire Corcoran reported on paving of roads in Hillsmere. Claire is waiting on the AA County paving management director to respond to her request for an update regarding the resurfacing of Harbor and Beach Drives. We were told last year that Beach and Harbor were on the schedule for this summer. We are now two weeks from Labor Day and the County has failed to deliver or respond. It looks like resurfacing has been pushed off until 2023. Mike Wurst suggested we put County links in the *Sea Breeze* so residents can comment to the County.

TREASURER'S REPORT: Gene Gross reported that we have \$468,336.33 in the Operating Account, \$400,457.55 in the Money Market Accounts, for a total of \$868,793.88 in the Operating Account; \$645,591.32 in the Special Tax Account, for a grand total of \$1,514,385.20 in all accounts as of July 31, 2022. Gene is looking into getting a few credit cards for Hillsmere. The credit cards will be out of the General Fund and we can do inter company fund transfers if needed. The next Budget meeting is September 15 at 3:30 pm. We are posting insurance to all accounts this year. A Board member will be performing a review of our insurance policies.

SECRETARY: Mike Wurst reported on budget info for the HSIA Treasurer – HSIA email costs \$1200 per year with 16 active accounts, with alias emails included too. The website Domain name is \$566. Mike reported there is a broken pet station at the marina and Mike will look into it. On Google maps website, our Hillsmere beach is getting negative beach feedback, which is actually good because we want negative reviews. We can make this happen for the marina too, if Steve Vanderbosch wants this. On Bylaws – Mike will be looking at upping some expenditure thresholds.

ADMINISTRATIVE REPORT: Jean Somers reported as follows:

1. Call for candidates for Officer elections was in the September *Sea Breeze*.
2. October 1 – HSIA will host a pizza & ice cream party

3. October 30 – HSIA will host a Halloween parade – meeting at the Key School gazebo and parading to the beach for refreshments.
4. September 18 – Run for Shelter will be held in Quiet Waters Park, with a half marathon through Hillsmere in the morning.
5. Someone has been posting some inappropriate messages on our entrance message board. Claire is aware and has alerted Stay Alert Security. We are posting “Message Board Do’s and Don’ts” in the *Sea Breeze* to state what is appropriate and what is not allowed.

SECURITY: Overall, things have been quiet. Ben (Stay Alert Security Guard) is still having to turn people away from the beach who are non-residents and/or don’t have car stickers. Claire has asked Ben to also step-up patrol checks at the marina because of more non-resident people fishing/crabbing there.

ZONING: Claire Corcoran reported that she is still waiting on the feedback from the assigned inspector on several reported properties. The County is trying to work as little as possible and are not responding to the list of complaints. Also, the County Exec's office has failed to answer Claire’s more specific questions regarding overcrowded residences in our R2 zoned district as well as Claire’s question regarding how it is that Bay Ridge has been able to put restrictions on parking along BR streets (all of which are public and county maintained and have county signs posted which allows AA police to enforce). Claire recognized Cari Bower and gave her the floor. Cari introduced herself and spoke about zoning issues. She and Hillsmere resident Elizabeth Bublitz are assisting Claire on the Zoning Committee, to report zoning issues to Claire.

POOL: Mike Wurst moved the Board approve NTE \$3500 for catering for the Labor Day pool party on September 5. Ray Sullivan seconded the motion. Vote taken – unanimously approved. Reporting for Danielle Franz – brush in field needs to be cleaned out along the tree line on the Great Lake side and growth at the foot bridge also needs to be cleaned out.

ENVIRONMENTAL/SHORELINE: Kevin Green reported as follows:

1. Beach and Key School lower fields Stormwater Swales -- Will be meeting next week with Key school facilities, AACo DPW and EQR (design and build partners) to discuss design and funding opportunities.
2. Hillsmere Drive median tree and shrub plantings -- Possible funding source of native trees: Watershed Stewards Academy - Replant Anne Arundel program
3. September Beach Social and November Oyster Roast Zero waste events -- Gathering cost estimates and volunteers
4. Sand spit shoreline project -- Assessing oyster restoration techniques.
5. Steve Vanderbosch reported that Buzzy Abbott removed a Mulberry tree from the Kayak ramp and tons of wood chips were spread at the Kayak ramp area. Grinding of 4 stumps on Hillsmere Drive was also done.

PROPERTY MANAGER: Kevin Green and Steve Vanderbosch reported on the possible duties of a Property Manager, to include infrastructure, lawns, beach, management of contracts, etc. (Kevin and Steve have a draft of duties). There are two approaches – hire an individual or hire a firm. Budget is \$50,000. Board is of consensus we should do this.

MOSQUITO CONTROL: Ray Sullivan reported good feedback from the article in the *Sea Breeze*.

ANNAPOLIS NECK PENINSULA FEDERATION: Ray Sullivan reported that run off from the Preserve has been mitigated.

HOUSE: Tom Schwallenberg reported as follows:

1. The committee met on Aug. 2 to review three proposals, Bohan contracting, Annapolis Builders and Renovations and Dean Home Improvement. The review highlighted several omissions between proposals that require further investigation.
2. Received the fourth and final proposal from Owen Contracting, Inc.
3. Met on Aug 24 to review all proposals.
4. Will begin the process of elimination at the next meeting.

Please note; board members should have copies of the four proposals

PERMITS: Tom Anderson presented his August Permits Status Report. Six building permits were issued in August for fences and additions. Requests came in that would have an issue with the 15-foot setbacks. Tom is preparing a letter to be sent to all Hillsmere property owners and renters to state our Covenants.

PIERS & HARBOR: Steve Vanderbosch reported as follows:

1. **Sand Spit Living Shoreline** -- No changes to report.
2. **Well House** -- Following the Board's approval last month, David Edinberg, a professional carpenter, completed construction of a 6-foot-high shed atop the well house. It has since been primed and painted Hillsmere Green. In an instance of good timing, on August 9th Leight Electric returned to the Marina to complete repairs to a broken streetlight and a broken conduit under the Pump Out Dock, and they were also able to relocate the Well House electrical connections and water system controls from the well into the new above ground shed. Work was completed over two days, resulting in a significant improvement to the Marina infrastructure resiliency. **Steve Vanderbosch moved the Board approve payment of an invoice from Leight Electric for services performed on August 8 and 9 2022, on a time and materials basis, to make repairs at the Marina and to relocate electrical connections and electronic controls from the lower portion of the Well House to the new, above-ground shed above the Well House, making the Marina infrastructure more resilient. Mike Wurst seconded the motion. Vote taken – unanimously approved.**
3. **Marina and P&H Operations –**
 - Work continues on do-it-yourself improvements to all slips, including replacing damaged/missing piling caps, adding wooden line hangers on the outer pilings of all slips, placing galvanized eye lag bolts on outer piers, stringing, or restringing of pull lines between slips, removing safety hazards and disposing of old unused mooring lines. Volunteer work parties have completed improvements from Slips 1 to 42.
 - We still plan to construct 5 new kayak racks, with 18 total spaces, at the Kayak Ramp and Beach Drive Boat Ramp, but no progress has been made this month.
 - Several padlocks used at the Marina and Boat Ramps have failed this year. It has been determined that the recently purchased padlocks were not solid stainless steel, but only plated steel. New all-stainless-steel locks have been ordered.
4. **Boat Lifts Discussion** -- The P&H Committee will continue discussing and evaluating the number, location, and costs of additional boat lifts, and formulating a recommendation to the HSIA

Board. Steve anticipates a recommendation to install 8 lifts at the beginning of A Dock, between Slips #A2 and #A5, and between Slips #A22 and #A25. These is an area where lifts can reasonably be installed with the fewest infrastructure modifications. The lifts will be slightly larger (13,000 lbs.) than the existing lifts on C Dock (10,000 lbs.). Any new lifts will require the installation of additional pilings. AACo has approved a permit to install additional lifts at the Marina. We are awaiting MDE approval.

5. **Financial Results FY22** -- The P&H financial results for FY22 were quite good. Revenues exceeded budget by about \$16,000. Expenses came in under budget by about \$14,500. As a result, after a Community Support transfer of \$10,000, some \$113,000 was added to the Reserves and Contingencies Fund, exceeding the Reserve Study recommendation of \$88,500. The P&H Reserve and Contingencies Fund now totals \$628,059.84.

BEACH: Maureen Sherer reported as follows:

1. **Beach Nourishment** (sand replenishment) along concrete bulkhead: Application (Abbreviated Joint Federal/State Application for the Alteration of Any Tidal Wetland and/or Tidal Waters in Maryland) and fee has been submitted to Maryland Department of the Environment (MDE). There has been no information received from MDE so far.
2. **Crack in concrete bulkhead** (previously presented at July 2022 HSIA Board Meeting): The crack has been inspected by Pastrana, Inc. It was determined that the crack is not structural at this point and could be satisfactorily patched. The assessment is that patching is preferable to removing the cracked section and replacing it, as that could cause more long-term damage. If the crack is not patched, it will become more serious. The proposal cost for the patching is \$350. **Maureen Sherer moved the Board approve the acceptance of the proposal from Charles A. Pastrana & Sons, Inc. for the repair of the crack in the concrete bulkhead, as discussed at the July 2022 HSIA Board Meeting. Claire Corcoran seconded the motion. Vote taken – unanimously approved.**
3. **Rip-rap maintenance, eastern shoreline** (previously presented at July 2022 HSIA Board Meeting): Per the instruction of the HSIA Board, I consulted with Carl Corse, the design engineer of the previous renovation work in this area. His assessment it that the current stone movement and cave-in issues are minor, that they could be mitigated with some chink stones, and that no permitting or design is needed. He recommends we hire “a contractor that can mobilize a hydraulic excavator and a small bit of stone to fill the gaps.” Maureen has consulted with Paul Seen of Pay Dirt, LLC, who says he will provide a proposal for the work. Another contractor has been consulted, so another proposal may be forthcoming.
4. **Playground equipment maintenance:** Recently one end of the suspension bridge (western playground) collapsed. The immediate area has been cordoned off with pink plastic tape. Phil Jones has inspected the damage, investigated some options for repair, and priced the supplies for a potential repair. (Two cables @ \$230 and a specialized tool @ \$22.) This job will require two skilled laborers. Alternatively, the manufacturer (All Recreation) is being consulted. The equipment at this playground is 30 years old. Two years ago, we had a significant expense to replace two slides (\$1240). Another slide, the spiral slide, could not be replaced. It was no longer manufactured. It had to be cut away and removed. We had the discussion at the time about our long-term strategy for aging playground equipment, and this was to be addressed by a reserve study of the community’s assets. Discussion. Maureen will plan out what to replace each year so we can budget appropriately.

5. **Parking lot pothole:** Phil Jones has researched the proper way to patch a hole in asphalt and will undertake the job. Cost for supplies is approximately \$70.
6. **The precision cutting of phragmites** while preserving the desirable vegetation of the eastern shoreline is ongoing by volunteers. This is very time intensive. In general, the area looks beautiful, and songbirds are frequently seen flitting about in the area. However, there is a growing phragmites infestation in the central swale.

PRESIDENT'S REPORT: Tom Anderson reported as follows:

1. Discussion of letter to be sent to all property owners and renters, signed by the HSIA Board. The subject is HSIA Covenants and Guidelines. Tom would like the Board members to review the draft letter and get back to Tom with any comments. **Tom Anderson moved the Board approve NTE \$1500 to mail a letter from the HSIA Board of Directors to all property owners and renters. Ray Sullivan seconded the motion. Vote taken – unanimously approved.**
2. Tom would like our security guard to be our “eyes and ears” and submit a weekly report.

NEW BUSINESS: None

OLD BUSINESS: None.

There being no further business, the meeting adjourned at 8:52 pm.

Respectfully submitted,

Jean Somers
Administrator