

**HSIA BOARD MEETING
KEY SCHOOL IN PERSON & VIRTUAL
June 29, 2023**

BOARD MEMBERS PRESENT: Tom Anderson, Claire Corcoran, Mike Wurst, Gene Gross, Steve Vanderbosch, Kevin Green, Ray Sullivan, Maureen Sherer, Christian Elkington, Tim Cantor

ADMINISTRATIVE STAFF: Jean Somers

GUESTS: Nancy Roth, Mitch Keller, Yoli Del Buono, Suresh Abreu, Robin Clark, Tom Schwallenberg, Helene Raven, Charmaine Rostien, Cari Bower, Thomas Scott, Tyler Manning

The meeting was called to order at 7:03 pm.

MINUTES:

1. **Christian Elkington moved the Board approve the May Board Meeting minutes. Gene Gross seconded the motion. Vote taken – unanimously approved.**
2. **Christian Elkington moved the Board approve the May Closed Board Meeting minutes. Claire Corcoran seconded the motion. Vote taken – unanimously approved.**

OPENING COMMENTS / PRESIDENT’S REPORT: Tom Anderson reported as follows:

1. **Board member resignation** – Tom reported that Board member Adam Blugis has resigned from the Board of Directors. We are sorry to see him go. A discussion between two board members got heated. Adam has chosen to retain legal counsel. Tom calls upon everyone not to discuss this situation and it is Tom’s opinion that things like this are unbecoming of board members. Tom acknowledges that he received a couple of documents from Sharon Blugis.
2. **New security team** – Tom Anderson introduced Cari Bower, HSIA Security Chair. Cari reported that we have two officers from our new security guard team at this meeting and Cari introduced Officer Scott Thomas and Officer Tyler Manning. Cari reported that any security issues can be reported to her and she will pass along to our security guards. This includes out-of-town and vacation dates. We have new parking tickets for violation notices, to include notices for vehicles without stickers. Tom mentioned that no board members should talk to residents about the lack of stickers, etc. Please let the officers handle those issues. A discussion of the use of stickers continued. The Board agrees that stickers are useful and now that we have security guards, are a good way for the guards to immediately recognize a resident’s vehicle.
3. **Field Committee** – Mike Waters is Chairing our new Field Committee which has been formed to design a master plan for community property between the pool and the community house. Mike Waters is not present, but submitted a report which is documented in these minutes. There was discussion of expanding the Field Committee to include the Beach.
4. **Property Manager** – The Executive Team will get together to schedule interviews.
5. **Entrance Project** – landscaping is complete. Tom Anderson and Gene Gross will revisit this project. Lisa Zimmerman has been engaged to look at the area. She will make some adjustments to the project.
6. **Nominating Committee** – Mike Wurst will take care of communicating the request for nominations. Mike cannot commit to Chairing the Nominations Committee and cannot commit to being present at a Meet the Candidate Night.

7. **Vacant Board Position** – Tom Anderson will fill the vacant board position for the remainder six months of the term.

VICE PRESIDENT REPORT: Claire Corcoran reported that nothing has happened since the drive through with the County Zoning Enforcement Officer. Claire might need to reach out to the Multicultural Outreach County worker to speak with our residents that have language barriers. This County worker can be a liaison between HSIA and our residents. One property is under Contempt of Court and the same property owner has a shed deemed unacceptable by the County.

TREASURER’S REPORT: Gene Gross reported that we have \$563,830.34 in the Operating Checking Account, \$400,490.89 in the Money Market Accounts, for a total of \$964,321.23 in the Operating Account; \$434,600.05 in the Special Tax Checking Account; for a combined total of \$1,398,921.28 as of May 31, 2023. Our fiscal year ends tomorrow. Gene will be scheduling Budget meetings for August, September, and October. A budget questionnaire will be sent to all Board members for input and the final budget will be presented to the Board in October.

SECRETARY: Mike Wurst reported that Charmaine Rostien has answered the call for zoom help, thank you Charmaine. Software and email renewals have taken place. Our *Sea Breeze* deadline for the July/August issue is July 10.

ADMINISTRATOR: Jean Somers reported that the July 4 Bicycle Parade is at 10 am. Everyone is meeting at the Key School gazebo. The July Happy Hour is Friday, July 11, from 5-8 pm. The deadline to join the pool is tomorrow, June 30.

PIERS & HARBOR: Steve Vanderbosch reported as follows:

1. **Sand Spit Living Shoreline** -- Our design contractor ESA has been incorporating comments from MDE into the Sand Spit Living Shoreline (AKA: Hillsmere Shores Coastal Resiliency Project) plans prior to submitting the joint federal/state permit applications for the Project. Arundel Rivers Federation has also suggested waiting to submit the applications until DNR announces grant recipients for 2023, now expected in early July.
2. **Marina Security Camera System** -- Camera system work has been proceeding slowly due to installation crew illness and injury, and high tides that hamper under-dock conduit installation. Mike Waters has been overseeing the installation and reports that the work thus far appears to be very high quality. We will be meeting with CA&S management and a new work crew to discuss schedule and add more detail to our statement of work since the Wi-Fi access points and some other details are not listed. The P&H Committee will be discussing and formulating recommendations for access to Wi-Fi and camera feed by slip holders and residents.
3. **Marina Operations** -- Norm Johansen replaced a rotting deck board on the main dock. Miscellaneous electrical and water system issues have been or will be addressed. A repair was made to boat lift C-6 (limit switch cam). All boat lifts are scheduled for annual maintenance. Work has yet to resume on local slip improvements (line hangers, piling caps, guide lines). Minor theft/vandalism has occurred: 3 docking lines on pump out dock stolen/missing; 12 traffic reflectors on parking lot dividers removed/broken. AACo FD has advised the 5-year pressure test on the FF Standpipe System is due in 2023. Heidler Plumbing has been contacted to perform the hydrostatic test, with a date still TBD. DNR has advised that the Duvall Creek channel buoys

are in correct locations. It had appeared visually that one or both green buoys were out of position, but DNR confirmed they mark the channel.

4. **Slip Assignments** -- All slips were assigned this Spring, and there were 10 new slip holders this season. At the moment, there are 2 vacant slips, which will not be permanently assigned in anticipation of re-assignments for boat lift installation in the Fall. As of June 27th, about 15 of the 123 slips were unoccupied, and we are trying to determine why. There are also 3 slip holders still delinquent in providing required documentation and/or fees.
5. **Wait Lists** -- Wait Lists are becoming more problematic. For example, although there are 40 names on the Slip Wait List, easily half to two-thirds of them repeatedly decline a slip or simply do not respond to offers. There are an additional 22 names on the Lift Slip Wait List, and another 27 names on the Inactive Slip Wait List. For the 25 names on the Boat Park Wait List, 20 either declined or did not respond to offers of spots in the Boat Park. The P&H Committee will be discussing substantial changes to the Wait Lists, including increasing the Slip Wait List Fee from \$100 to \$250, dropping names to the inactive list upon repeated failures to respond or declining offers, purging the Boat Park Wait List annually, etc.
6. **Boat Park** -- Of some 20 offers made for spots in the Boat Park, only 2 accepted. As of now, 40 spots are assigned. One person (Guido) has refused to change from a Maine registration to Maryland and is a holdover in the Boat Park. We are reviewing options. A load of wood chips awaits spreading at the rear of the Boat Park, and the annual bamboo hacking needs to occur.
7. **Racks** -- Of the 132 racks, 130 are assigned, with 2 offers pending. There are 16 names on the Wait List.

PERMITS: Robin Clark presented a variance application from Nancy Roth of 106 E. Bay View Drive. Robin recommends approval of the variance:

- a. Resident Nancy Roth seeks a variance to build a second story in line with the first story of her 1955 home.
- b. Property may have been built prior to Covenants.
- c. Lot has a trapezoidal shape along western edge. This means that the front corner of the west side of the home is 15' from the side lot line, while the back corner is 14.2' from the side lot line.
- d. Variance of 10" maximum at one end of home will allow for second story to conform to first story's width (will be flush). It will not encroach further.

Gene Gross moved the Board approve the variance for 106 E. Bay View Drive. Tim Cantor seconded the motion. Vote taken – unanimously approved.

BEACH: Maureen Sherer reported as follows:

1. **Volleyball court sand** -- Cole Ventures delivered 19.8 tons of mason sand early in the morning June 19. The delivery truck was met by Charles Abbott's backhoe. The sand was spread right away, so there was no hazard associated with a standing 20 ton pile of sand. I met the delivery truck and watched the spreading of the sand. Mr. Abbott donated the spreading service to our community. The new sand is high quality, much superior to the old sand. Dave Fredlund estimates the court should be replenished with 20 tons of sand every 6 to 8 years.
2. **Trees Maintenance** -- Assessment of all the trees of the Beach property has been done by arborists from Davey Tree Service, Richards Tree Care, and Bartlett Tree Experts. The information received from the arborists was largely consistent. Each arborist spent about one hour inspecting the trees with me. All the arborists agreed that the middle-aged basswood tree near the west playground is not likely to survive. Irrigation and fertilization might help it. Also, all

agreed that the sycamore sapling is infested with anthracnose. It may survive, and irrigation may help it. Accordingly, volunteers have been watering these trees, as well as the wild cherry sapling that was damaged by a winter storm. (In spite of all the rain showers of the past 10 days, our neighborhood received less than 2 inches. We are still 6 – 7 inches behind in rainfall for the year.)

- a. **Maureen Sherer moved the Board engage arboreal services to perform maintenance pruning of trees at the Beach in the amount of \$1500. Claire Corcoran seconded the motion. Discussion. Vote taken – unanimously approved.**
 - b. **Maureen Sherer moved the Board engage arboreal services to perform maintenance treatments of trees at the Beach in the amount of \$1550. Ray Sullivan seconded the motion. Vote taken – unanimously approved.**
3. **Grounds-keeping** -- The western gardens were weeded by hand. These gardens were originally designed to be depressions in the landscape to help with storm water runoff from the road. Over the years, mulch has been piled as a weed control measure, and the gardens have become somewhat raised. We suspended heavy mulching some time ago in an attempt to restore the original design. Also, vegetation growing through the fence was pruned.
 4. **Phragmites control** -- The eastern natural shoreline has had its first phragmites cutting of the season. This work was done by volunteers, totally 14.5 person hours of work. Another cutting will be required in about two weeks. The area is showing significant progress in re-establishing itself as a haven for native vegetation.
 5. **Jellyfish nets** -- The jellyfish nets have been patched for the past two seasons, and now need to be replaced. We have received a quote from one company, and expect a quote from another company soon. A number of people value this protected swim area of our historic riverine recreational area. As well as just being a fun area, it promotes an interaction with the natural world which fosters an environmental stewardship ethic. Maureen has not heard back from contractors with quotes for nettle nets. The Board decided it was too late in the season to purchase nettle nets for this year. The Board recommends Maureen move forward with gathering quotes for a possible nettle net purchase for next year, to be purchased sooner in the season next year.
 6. A resident emailed Maureen a suggestion to build an amphitheater at the Beach, and to purchase a moveable stage. The suggestion was discussed among the Beach Committee members. The consensus was that the topography is not suitable for an amphitheater, and as a critical area, the area is already at its limit of impervious surface. Additionally, there seems to be no suitable place to store a moveable stage at the Beach.

LEGAL: Nothing to report.

EVENTS & ACTIVITIES:

1. Kevin Green is working on ideas for recyclables and composting for Happy Hours. Kevin is waiting for Annapolis composting to get back to him.
2. **Steve Vanderbosch moved the Board approve the following for the September 9 Hillsmere Happy Hour:**
 - a. **Performance by the Moxie Blues Band, a 6-member band led by Hillsmere resident Tom O'Brien, from approximately 5 pm to 8 pm, using amplified music, and including opportunities for Hillsmere musicians to join in a blues jam session and for young Hillsmere musicians to play along with the band.**

- b. The expenditure of up to \$1,100, including \$500 for Moxie Blues Band fees and expenses, and \$600 for Happy Hour food and supplies.**

Mike Wurst seconded the motion. Discussion. There was a budget amount question and a statement to please keep the amplification moderate and advise the neighbors. **Vote taken – unanimously approved.**

POOL: Jean Somers reported that the July 4th Pool Party is cancelled due to the lack of volunteers. The pool has been closed because of smoke in the air from the Canadian wildfires.

ENVIRONMENTAL: Kevin Green reported on our beach’s failed bacteria tests due to goose feces. Kevin will get some better signs to post when we fail the test. Maureen Sherer mentioned that the County and Arundel Rivers Federation tests don’t match. Discussion of the testing process.

MOSQUITO CONTROL: Ray Sullivan reported on mosquito dunks and how they work. Jean Somers requested Ray submit this information for the July/August *Sea Breeze*.

ANNAPOLIS NECK PENINSULA FEDERATION: Ray sent the Board a lot of information via email and requested the Board read it. Tom Anderson mentioned that the Board is interested in hearing issues that directly affect Hillsmere and that Ray should report on these issues at Board meetings. Then, Ray can elaborate on information in the *Sea Breeze*, along with links.

HOUSE COMMITTEE: Tom Schwallenberg reported that the House Committee had a lively discussion on paint colors, cabinets, etc for the interior work at the community house, scheduled to begin mid-July. Anyone using the house for meetings, please be aware of the interior work being done and the unavailability of the house. Tom has requested a \$25,000 down payment check payable to Dean Home Improvement.

PERMITS: Robin Clark would like to have the Board’s review and decisions, as possible, on the following items:

1. The Permits Committee has four members, including an architect and an Anne Arundel County Environmental/Building Compliance Officer. Members include:
 - e. Bill Schrott
 - f. Melissa Chrest
 - g. Dennis Gills
2. **Pier agreement for pier replacement in-kind at 551 Beach Drive** – Robin reported that this is a replacement in kind. Robin proposes HSIA execute a pier construction permit. Robin will draft the permit.
3. **Variance for 113 East Bay View** – *Recommend deny* (you were provided with packet previously)
 - a. Resident James Leary seeks a variance to build a dog leg onto his deck to allow access from a new sliding glass door on the side of his home.
 - b. President Anderson and Robin visited the property and measured from a cord placed along the lot line by the property owner James Leary. The measurements we took do not agree with the measurements in the “mysiteplan.com” attachment submitted by Leary to the Board. The measurements Tom and Robin took indicate the house and deck as currently built are 16’ from the side lot line. The mysiteplan.com attachment indicates the House and deck are already less than 15’ from the side lot line.

- c. An additional decking “dog leg” as desired by Leary would either violate the side yard setback or encroach more deeply into the setback than the existing house structure or deck. As Leary points out, however, there are steps to the basement of the home that are even closer to the lot line than the house and permitted deck.
 - d. The sliding glass doors inserted with the expectation of receiving a variance to build a “dog leg” could be made safe with a railing that is affixed to the side of the home, or to a very slim (10”) “dog leg” of decking. So, the variance is not required to make the doors safe.
 - e. Lot has a trapezoidal shape, but home appears to be parallel to the western lot line.
 - f. Variance is not needed for new construction to conform to the shape of the house (current deck is flush). Stop Work Order at 608 Beach Drive – *Seeking clarity on process*
4. **Stop Work Order at 608 Beach Drive – *Seeking clarity on process***
- a. A Stop Work Order was issued 11/21/2019 by HSIA Permits Chair Mike Waters. The stop work order is not specific but Mike Waters indicates it was because of the unpermitted back deck.
 - b. The property is now being sold, settlement scheduled for July 11, 2023.
 - c. Robin visited the property and without knowing the exact lot line, could not make measurements, but it appears to be very close to the lot line and extends beyond the footprint of the home towards to side yard.
 - d. Buyer and Seller, represented through agents want to know how to bring property back into good standing.
 - e. Recommend instructing seller/buyer that if porch is removed from side yard setback the stop work order will be lifted.
 - f. The Board suggests getting a survey and then the owner can come back to HSIA.
5. **New build 288 Cedar – *Recommend approve***
- a. Build appears to honor all relevant covenants, as reviewed by Permits Committee architect.
 - b. Wanted to share with you as a new build; interested in any other concerns/communications might be helpful to share with builder at this juncture.
6. **Extending Permit length to one year – *Seeking approval of new Permits Policy***
- a. Robin would like to extend the HSIA permit’s length to 1 year (current is 60 days)
 - b. There is too much workload to need to be extending, re authorizing permits.
 - c. The county’s permit length is 1 year, HSIA Committee informs Robin.
 - d. Robin will maintain a requirement to remove any dumpsters 60 days from their insertion.
7. **Shed policy/ADU outreach – *Seeking review and outreach by Board***
- a. Sheds:
 - i. Robin understands the policy on sheds has changed over the years, with former Permit Chairs approving sheds within the setback, and more recent Permit Chairs asserting the sideyard setbacks apply to shed.
 - ii. There is an extreme lack of uniformity on sheds throughout the neighborhood, many appear within the sideyard.
 - iii. Robin proposes allowing sheds that are one story, and measure 15'x10' (150 square feet) or less and do not have electrical or plumbing connections do not need to comply with the 15’ setbacks. This would align with County permitting requirements (no permit required for such sheds).

- iv. Robin would slowly reach out to owners of larger sheds or sheds with electrical and plumbing connections to ask them to make a plan to move their sheds within the setbacks within a certain timeframe.

b. ADU policy

- i. Robin recommends to the Board sending an email to all residents clarifying the rules on ADUs. Robin sent a draft to Tom previously.
- ii. Neighbors are planning to build sheds for improved work-for-home spaces as COVID-era work from home policies are extended indefinitely. Those same workplaces could become ADUs if we are not careful.

FIELD COMMITTEE: Mike Waters submitted the following report:

The Field Committee has held three meetings with twenty-five people involved in at least one meeting. No meetings are scheduled for July due to vacations. Our next meeting will be on Thursday, 24 August at 7:00 pm in the Hillsmere House.

The Field Committee is developing a long-term plan for the entire community property between Great Lake Drive, Harbor Drive, and Phipps Lane – excluding the pool and house that have their own committees. The plan will establish guidelines to use our field fairly and efficiently for open space activities.

The plan is being built in three stages; (1) identify and rank activities for the field, (2) allocate areas in the field for each activity (some activities will overlap areas), and (3) determine appropriate capital and maintenance expenses for each activity and location. Stage 1 is tentatively complete. Stage 2 will start in August.

The Committee will formally seek additional Community input via a September Sea Breeze article that will detail our initial Stage 2 allocation work. Members' comments will be considered during our September meetings that will finalize the allocations and start on Stage 3, capital improvements and maintenance. A preliminary report will then be prepared for the September Board meeting. The Board's comments and suggestions will be explored in October's committee meetings and addressed in a final proposal to the Board that will be presented during their October meeting. It is anticipated the Board will in turn propose a plan to the Community at the November General meeting.

The uses/activities being considered by the Committee are listed below, along with their preliminary relative ranking. The activities are not expected to change, but the relative ranking is still fluid. A low ranking does not suggest an activity will not be recommended, but it does influence the resources dedicated to that use/activity. Four attributes were considered for these rankings; (1) number of people, (2) number of days, (3) "shareability" area capable of being shared, and (4) environmental impact.

Activity Group Ranking

Movie Nights 1

Open Field (lacrosse, baseball, football, soccer, frisbee, and general play) 1

Children's Swim Break Activities 2

Disc Golf 2

Fireworks 2

Pool Event Team Staging Area 2

Dog Walking 2
Trees and Native Plants 2
Chipping (Wedges and Putters Only) Golf 3
Pool Event Parking 3
Camping 3
Nature Trail 3
Rain Gardens 3
Snow Sledding 4
Tetherball 4
Volleyball 4
Observation Benches 4
Community Garden(s) 4
Picnic Area 5
Ga-Ga Ball Court 6

There being no further business, the meeting adjourned at 8:55 pm to go into closed session to discuss legal issues pending before the Board.

Respectfully submitted,

Jean Somers
Administrator