

**HSIA BOARD MEETING  
KEY SCHOOL IN PERSON & VIRTUAL  
November 30, 2023**

**BOARD MEMBERS PRESENT:** **In Person:** Claire Corcoran, Gene Gross, Mike Wurst, Kevin Green, Christian Elkington, Steve Vanderbosch, Tim Cantor, Ray Sullivan **Virtual:** Maureen Sherer **Absent:** Tom Anderson, Patrice Teetermoran

**CONTRACTURAL STAFF:** Jean Somers. Robin Clark

**GUESTS:** Geoffrey Baker, Geoff Werner, Bill Schrott, Maria Triandos, Joanna Parkinson, Danielle Franz, Tom Schwallenberg, Paulette Schwallenberg, Michael Waters, Helene Raven, **Virtual:** Sandra Brown, Noel Gasparin

The meeting was called to order at 7:02 pm.

**MINUTES:** Christian Elkington moved the Board approve the October Board Meeting minutes as amended: **edit #1 of ENVIRONMENTAL & SHORELINE PROTECTION:**

1. Hillsmere Drive median tree plantings – Lisa Zimmerman created a design. Purchasing our plants through AA County Watershed Stewards RePlant Arundel program will save us money and our trees and shrubs will be counted toward the goal of restoring the lost tree canopy.

**Ray Sullivan seconded the motion. Vote taken – unanimously approved.**

**PRESIDENTS REPORT:** Tom Anderson not present.

**TREASURER’S REPORT:** Gene Gross reported that as of October 31, 2023, we have \$899,818.49 in the Operating Account, \$572,104.65 in the Special Tax Fund, for a grand total of \$1,471,923.14. The Special Tax audit is done. The proposed FY2025 Special Tax budget will be posted on our website and sent to the County for \$982,486.

1. **Gene Gross moved the Board approve the FY2025 Special Tax Budget in the amount of \$982,486 based on 1,219 taxable lots at a tax rate of \$249 per taxable lot. Steve Vanderbosch seconded the motion. Vote taken – unanimously approved.**
2. **Gene Gross moved the Board approve the FY2025 Piers & Harbor Budget as submitted by the Piers & Harbor Committee in the amount of \$158,000. Steve Vanderbosch seconded the motion. Vote taken – unanimously approved.**

**SECRETARY’S REPORT:** Mike Wurst reported that he is working with the Property Manager to get internet at the community house, Mike will report on how to set up for meetings at the community house at the December board meeting. Mike is requesting approval to spend \$476 to obtain 2 software licenses for Adobe Pro that would be utilized by both the Property Manager and the Communications Committee. The software would need to be renewed each year going forward, but would always be up to date and current. Business reason:

1. Update all HSIA forms into electronic PDF formats. Allow for typed in forms (web forms) to be submitted.
2. Provide for easy downloads from website of PDF version of covenants, bylaws, rules, etc
3. Ability to create electronic searchable document repository. Update old paper copies of minutes / building permits / variances to electronic formats.
4. Ability to e-sign / edit back and forth on RFP's.

**Mike Wurst moved the Board approve \$479.76 for 2 – 12 month licenses for Adobe Pro software to be used by the Property Manager and Communications Committee. This will be used to update our forms**

and RFP's into electronic and web-based compatible versions. Steve Vanderbosch seconded the motion. Vote taken – unanimously approved.

**PROPERTY MANAGER:** Robin Clark reported as follows:

1. Contracts
  - **Groundskeeping RFP** -- Keeping on pace for recommendation to Board for December 21 Board Meeting. Discussion of process for RFP review and Board confirmed that Review Committee will recommend selection to the Board will make the final call.
  - **Environment** -- Finalizing Stormwater Management RFP with language and references to requirements under easement with County. RFP will be released this month.
  - **Security** -- RFP is near final. Release of RFP will coincide with new leadership for Security Committee. Board discussion, VP targeted January for release.
  - **Pool** -- Renewed Contract with Anchor for 2024, will be re-bid for 2025 season.
2. Neighborhood monitoring
  - a. **Rides conducted**
    - 11/2
    - 11/6
    - 11/17
  - b. **Resident reports**
    - Pruning damage to southern bayberry at beach
    - Unpermitted fence construction
    - Pothole at pool parking lot
    - Front entrance sign deterioration
  - c. **Pods/Dumpsters**
    - Two residents who received letters of violation in April still have pods/dumpsters
    - Seven new properties with pods/dumpsters and no associated building permits
3. Special Projects

**Committee Chair Requests**

  - Debris removal at the Marina
  - Plumbing shut-off at Beach
  - Addressing drainage around Community House
  - Mulching 35 trees planted by Watershed Stewards along Harbor and Great Lake Drives
4. Internet at Community House -- Gathered info from Mike Waters, Tom Schwallenberg, Administrator, Treasurer and Verizon. Meeting with Secretary and will proceed with his plan for hard wiring House to support virtual participation at meetings and Property Manager working at the House.

**From Tom Anderson, HSIA President (Reported by Property Manager):**

**Permits and Security Committees** -- President is reforming committees with a team approach so as not to have burden of administration fall entirely on Chairs.

**Police Reports** -- Regarding recent public safety issues in the community: President was in touch with Council Member Rodvien, who was very responsive and promises a meeting with County Public Safety leadership. Sergeant for Hillsmere's District has called President already.

**ADMINISTRATIVE REPORT:** Jean Somers reported as follows:

1. Due to a request from a few residents, Jean was tasked with possibly creating a new HSIA vehicle & marina sticker for 2024. A Sicker Committee was established to consider this request. Members of the Committee were Steve Vanderbosch, Maria Triandos, and Jean Somers. The request is for security reasons, to create a sticker that does not identify Hillsmere to the greater Annapolis community and beyond. The Sticker Committee made a recommendation to the Board for a different graphic, which is the same graphic used on the Sea Breeze, our letterhead, and our

signage throughout the community. This graphic can still be identified as Hillsmere, but does not have the words “Hillsmere Shores” on the graphic. After much discussion, the Board decided to keep the same ship’s wheel that we’ve used for years, on our stickers. If there is someone that does not want to display a Hillsmere sticker on their car for security reasons, they can contact the Administrator and she can let them know what to do.

2. Jean requested 2024 general meeting dates and a date for Come And Get It Day from Key School. Board meetings and Committee meetings will be held at the community house.
3. Jean submitted receipts to State Farm for the car accident at our beach sign. Jean has not heard anything from State Farm yet.

## **COMMITTEE GROUP REPORTS**

### **A. ORGANIZATONAL**

**BYLAWS & RULES:** Nothing to report.

**LEGALS & CONTRACTS** – Christian Elkington – nothing to report.

**NOMINATIONS:** Mike Wurst – nothing to report.

### **B. COMMUNICATIONS**

**WELCOMING** – Christy Hollywood not present – nothing to report.

**COMMUNICATIONS** – Mike Wurst reported that he will be switching distribution for new board members in December.

**ANPF REPRESENTATIVE** – Ray Sullivan – nothing to report.

### **C. ZONING & PERMITS**

**PERMITS:** Bill Schrott reported on activity since November 9 as follows:

- 514 Beach Drive – replacement fence
- Some permits pending for other projects
- Violation notice – 102 Magnolia Lane & 418 Hillsmere Drive
- 121 Lee Drive – house fire – building has begun. Bill is working with the owners to get all their permits in order.
- 107 E. Bay View Drive – pending variance request submitted at tonight’s meeting.
- 601 Harbor Drive – fence was constructed yesterday without a permit.

At this time, Bill introduced Geoffrey Baker, the architect for construction at 107 E. Bay View Drive. The owner of 107 E. Bay View Drive, not present, is requesting a variance on his 50 year old split foyer home. A foyer is being added which is within the front foot setback. However, steps extending from the foyer are within the setback, therefore the owner is requesting a variance for the steps (4 treads). Drawings have been submitted to all board members prior to this meeting. Much discussion and questions and answers were ongoing. The Board has one month to review the request and a vote will be taken at the December Board meeting.

**ZONING:** Claire Corcoran – nothing to report.

### **D. PLANNING**

**EVENTS & ACTIVITIES:** Helene Raven reported that her Committee is working on a schedule of events for next year. Helene received an email today from Sandra Brown regarding the need for a parade permit for the Santa Caravan for this Saturday evening. Sandra Brown, attending the meeting virtually, was recognized and explained the situation. A week or two before the Caravan, Sandra requested a fire truck to lead the Caravan. The Fire Department came back to Sandra and said they could not provide a fire truck without a parade permit. Discussion of whether a parade permit is really needed. Mike Wurst found language on the County website that a “parade” is blocking off the road so no traffic can come through. That is not the case with our Santa Caravan. We are not closing any roads; there are no floats; no one is walking. The fire truck was cancelled, so as long as we are not utilizing any County owned vehicles, the Board agrees that a parade permit is not needed and agrees to go forward with the Santa Caravan happening in two days from the date of this meeting.

**BUDGET:** Gene Gross - nothing to report.

**MEMBERSHIP:** Jean Somers – nothing to report.

#### **E. SECURITY**

**SECURITY:** Claire Corcoran reported that she receives emails with crime related information for our community. There was a rape on Carroll Drive, but not random; it was domestic. A robbery in the 200 block of Hillsmere Drive around midnight. A theft was reported near the shopping center. Tom Anderson told Claire we need to do something about security in our community. Claire mentioned that all these crimes were committed at night when we wouldn’t normally have security patrols for Hillsmere. Also, any security company or rent-a-cop we hire would not be able to provide enforcement, but could call the police if they were in the right place at the right time. Claire suggested to Tom Anderson he get with Lisa Rodvien to see if we could get action from the police department. Tim Cantor said the police force is down in numbers. Tim said a private security force is a deterrent.

**TRAFFIC:** No Traffic Chair – nothing to report

#### **F. COMMUNITY**

**BEACH:** Maureen Sherer reported as follows:

These are some notes about the management of the Beach property and its assets.

1. Yearly (at least) inspection of the shoreline, generally in the spring, for signs of weathering such as rip rap slippage.
2. Yearly inspection of trees by an arborist, and maintaining a system of needed pruning, mulching, and treatments
3. Regular weeding delegated during the growing season.
4. Regular monitoring of the east and central natural shorelines and the central swale to prevent phragmites and other invasive and inappropriate volunteer vegetation.
5. Regular inspection of playground equipment. Repairs performed and replacements purchased as needed.
6. Regular inspection of benches, picnic tables, grills, and pavilions. Repairs performed and replacements purchased as needed.
7. Winterizing the plumbing of the rinse station in the autumn. In the spring, inspecting plumbing for corrosion and turning the water on. Regular inspection of operation during the summer.
8. Roping replaced as needed.
9. Jellyfish nets purchased for the protected swim area.

10. Resident geese discouraged from congregating during the summer at the Beach according to guidelines of the Maryland Department of Natural Resources.
11. Regular inspection of parking lot for development of potholes. Investigate desirable paving systems for future needs.
12. Volleyball court requires sand replenishment about every 5 years. Needs to be mason sand. Net needs to be taken in for the winter and needs to be periodically replaced.
13. Investigate gate options.

**FIELD:** Committee is currently closed.

**POOL:** Danielle Franz reported that the 2024 contract with Anchor Aquatics has been renewed. Looking at our budget, membership fees for our pool have not increased since 2016, but pool costs have gone up. Danielle is suggesting a raise in membership fees. Discussion followed as to how much to raise pool membership fees. Question as to how much is the pool making? Gene Gross responded that the pool operates at a deficit of a few thousand dollars. No retained earnings at this time. Danielle will have a proposed fee structure for the December meeting. Danielle will work on the pool budget and purchases needed in December and January.

**COMMUNITY HOUSE:** Tom Schwallenberg is resigning as Chair of the House Committee. The renovations are done. The Board has to set up use of the house and maintenance and cleaning of the house. Tom is willing to help, but a committee is no longer needed.

#### **G. MARINE**

**ENVIRONMENTAL & SHORELINE PROTECTION:** Kevin Green reported as follows:

- Environmental -- plant order is in for some of the plants for the median.
- Shoreline – nothing to report.

**PIERS & HARBOR:** Steve Vanderbosch reported as follows:

1. **Sand Spit Living Shoreline/Coastal Resiliency Project** -- ESA has received some questions/comments from Maryland Department of the Environment (MDE) and US Army Corps of Engineers (USACE) on the wetland permit application. The comments are straightforward, primarily asking for more measurements of the proposed elements shown on the plans, and ESA is working on a response. ESA submitted the form that starts the Water Quality Certification (WQC) process, and in December or January, ESA will submit the design plans to the County for review and for issuance of a Grading Permit and a Building Permit.
2. **Marina Video Camera System** -- Camera system installation has been completed, with two cameras and a Wi-Fi point added to the Sunset Ramp, for a total of 16 cameras. We are reviewing and will be adjusting camera views. testing system reliability, and reviewing final billing and punch list items with the contractor. Additional system upgrades are under review, and the P&H Committee is requesting limited additional spending authority for those upgrades. When ready, initial WiFi access will be for slip holders only and be password protected. Mike Waters continues to oversee the project work. **Steve Vanderbosch moved the Board approve the additional expenditure of up to \$5,000 Special Tax funds for the Video Camera System to include upgrading the Network Video Recorder and expenses for uninterruptible power supplies, video monitor and other miscellaneous items. Claire Corcoran seconded the motion. Vote taken – unanimously approved.**
3. **Boat Lifts** -- The 8 new boat lifts were installed on A Dock during the first two weeks of November by Boat Lifts Unlimited. Electrical connections were completed by Leight Electric on November 29. Both contractors will be returning to complete punch list items, but the lifts are operational now.

The Slips Committee has been making offers of the new lifts to people on the Lift Slip Wait List in accordance with the new rules for occupancy beginning now, or starting on April 1, 2024. Piers & Harbor will recover costs for the lifts over 10 years.

4. **Dredging** -- Applications to participate in AACo's maintenance dredging of Duvall and Kitty Creeks dredging are due to BayLand by December 15, 2023, along with a \$750 application fee. The P&H Chair will be preparing an application for dredging spurs at: (1) the Marina; (2) Sunset Drive Boat Ramp; (3) Beach Drive Boat Ramp; (4) Kayak Pier; and (5) Boat Park shoreline (for a future kayak pier). In addition, we plan to seek renewal of a permit to install Duvall Creek channel pilings in lieu of the floating green buoys.

5. **P&H Operations**

- Maintenance work was completed on the 26 ice eaters in preparation for the Winter season. The P&H Committee is considering whether and when to install the ice eaters since they had minimal use for the past two years.
- Leight Electric is under contract to replace 13 old electrical pedestals on A and C Docks, but supply chain issues at Eaton Electric have delayed the work. Leight Electric also has been asked for a quote to install light shields at the street lights on the Beach Drive Boat Ramp and dock, in response to neighbors' complaints of light pollution.
- A combination of a storm with high winds and an unusually high tide overnight on Tuesday November 21, 2023, caused significant damage at the Marina, which flooded over portions of the Sand Spit and the docks.
  - Six (6) dock boards washed away, and an additional four (4) boards and a light stanchion were badly damaged by a sailboat whose spring lines broke. All boards have been replaced and a light stanchion fixture is on order.
  - Coir logs around three (3) pine trees washed out and disintegrated, leading to serious erosion at one tree. Pay Dirt LLC, which installed the logs several years ago, was asked for a quote to replace the coir logs and soil.
  - Considerable amounts of debris were deposited on the Sand Spit and on the docks. The docks were cleared and the Property Manager hired a firm to rake debris from the Sand Spit.
  - A fairly large sink hole in the vicinity of the Porta-potty re-opened. The hole was filled with about 8 cubic feet of material (concrete rubble, pea pebbles, and topsoil).
  - **Steve Vanderbosch moved the Board approve award of a contract to Pay Dirt, LLC, in an amount not to exceed \$1,800 Special Tax funds for removing old coir logs and stakes at 3 Marina black pine trees and installing 6 new coir logs with 48 stakes and fiber roping, and providing and spreading sandy soil as needed to backfill eroded areas. Christian Elkington seconded the motion. Vote taken – unanimously approved.**
- The Marina water and pump out systems are scheduled to be winterized on November 30, 2023. During the two overnight freezes 11/28 and 11/29, the water system was set up with a healthy trickle of water to forestall having pipes freeze.

6. **Preparing for Next Season**

- The P&H Committee is requesting spending authority for the annual acquisition of locks and keys for the Boat Ramps and the Boat Park. **Steve Vanderbosch moved the Board approve the expenditure of funds not to exceed \$4,000 to Bastion Security for the annual re-keying of lock cylinders for locks at the boat/kayak ramps and the boat park, and the annual purchase, cutting and stamping of 320 restricted keyway (Do Not Duplicate) keys for the boat/kayak ramps and the boat park. Gene Gross seconded the motion. Vote taken – unanimously approved.**
- The P&H Committee is also requesting spending authority for the acquisition of Guest Passes for the Marina. **Steve Vanderbosch moved the Board approve the expenditure of funds for**

**the purchase of 2024-2025 Guest Parking Permits for the Marina and for the Beach, in an amount not to exceed \$1,000, from MyParkingPermits.com. 500 hanging tag Guest Parking Permits will be purchased for the Marina, similar in design to past Guest Parking Permits, but in a different color, good for two years of use. Christian Elkington seconded the motion. Vote taken – unanimously approved.**

There being no further business, the meeting adjourned at 9:15 pm.

Respectfully submitted,

Jean Somers  
Administrator