

**HSIA BOARD MEETING  
KEY SCHOOL IN PERSON & VIRTUAL  
October 26, 2023**

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

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

**GUESTS:** Sandra Brown, Mike Waters, Joanna Parkinson, Helene Raven, Maria Triandos **Virtual:** Donna Bacchi, Sharon Blugis

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

**MINUTES:** Christian Elkington moved the Board approve the September Board Meeting minutes as presented. Mike Wurst seconded the motion. Vote taken – unanimously approved.

**PRESIDENTS REPORT:** Tom Anderson mentioned that Lisa Rodvein will be a guest speaker at the November 9 General meeting and will also have a Q&A session. At this time, Tom introduced Robin Clark, the new HSIA Property Manager, to give a report to the Board.

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

1. Robin's first day on the job was October 1 and it has been a great 25 days. Everyone has been very helpful and welcoming. Robin has some experience with the current duties, but she is learning new things every day. Robin met with Tom Anderson and Claire Corcoran to get instructions for what RFP's to work on first. This has been the bulk of the work for the first three weeks. Robin is also driving around the neighborhood to keep track of dumpsters, pods, and any non-permitted activity.
2. The Groundskeeping RFP is ready to be released tomorrow. Next, Robin will work on the Stormwater BMP RFP, then the pool, etc. Discussion of the pool contract for 2024 – is there an interest to bid it out for 2024 and is there time for an RFP? The pool contract for 2024 with Anchor Aquatic is up for renewal December 1, 2023. Steve Vanderbosch feels we should periodically re-bid, although it is a burden for Robin to get all that done by December 1. It may be good to push off the RFP until the end of the 2024 season. Claire Corcoran mentioned she has heard some complaints, so if we renew, we may want to relay any issues before renewing. **Christian Elkington moved the Board have Robin Clark approve the contract with Anchor Aquatics for operations and maintenance for the 2024 season. Ray Sullivan seconded the motion. Vote taken – unanimously approved.**
3. Robin asked for guidance on who should be on the bidding/RFP Committees. Should it be a combination of board/committee members or expertise of residents? The Board agrees it should be a combination and approximately 3-5 members,
4. Robin is setting up a spreadsheet of current contractors.
5. Neighborhood monitoring continues.

**VICE PRESIDENT:** Claire Corcoran – nothing to report.

**TREASURER'S REPORT:** Jean Somers reported for Gene Gross that last month's Treasurer's Report at the September 28, 2023 Board Meeting was inaccurately reported. The Treasurer's Reports for Fiscal Year 2024, which include July, August, and September, have been emailed to all Board members and will be posted on the Hillsmere website. The Special Tax Budget for FY2025 has been finalized and was posted on the Hillsmere website on September 26, 2023. A vote for approval will be motioned at the November Board meeting. As of September 31, 2023, we have \$905,457.69 in the Operating Account, \$584,365.36 in the Special Tax Fund, for a grand total of \$1,489,823.05.

**SECRETARY'S REPORT:** Mike Wurst reminded everyone that Board member elections will take place at the November 9 General meeting. The floor will be opened for nominations. Ballots, both mailed and in-person, will be collected/validated and counted to include write-in votes.

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

1. Cassie Heckman has accepted an Admin Assistant position. Cassie's main focus will be incoming mail, issuing stickers, boat ramp keys, and processing pool memberships.
2. Ballots are being received via postal mail and community dropbox. Any ballots received before the November 9 meeting will be opened and validated on November 9 by the Administrator and Admin Assistant prior to the meeting.
3. Continuing to research office furniture for the community house.
4. Tasked with a possible change to our stickers.
5. Insurance update on beach sign area. Jean called State Farm numerous times to speak with our claim professional and is not hearing back. Jean contacted our local State Farm representative and was told the claim was closed due to inactivity. Jean will get the claim reopened and is gathering all receipts and wants to know how/who to submit receipts to. State Farm received our estimate on repair of the beach sign, but we haven't heard anything more. Just today, Jean received a voice mail call from our State Farm claim rep. We are playing phone tag.
6. Melissa Chrest sent an email that two people are at the beach smoking marijuana.

## **COMMITTEE GROUP REPORTS**

### **A. COMMUNICATIONS**

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

**COMMUNICATIONS** – Mike Wurst reported that the Permits email has been set up for Bill Schrott.

**ANPF REPRESENTATIVE** – Ray Sullivan reported that the plant sale went well but we were 25 orders less than usual, so HSIA provided Schott's Nursery with a check for a \$100 difference. Residents that ordered trees paid Schott's Nursery directly. The lease is still in effect for the Retreat at Quiet Waters Park. Ray submitted his name to represent Hillsmere in the Stakeholder group. There is a concern about grading at Peninsula Park. There is a public meeting at the Blue Heron room on November 9 from 6:00 to 7:30 pm.

## **B. ZONING & PERMITS**

**PERMITS:** Robin Clark reported for Bill Schrott that six properties currently have permits in process.

**ZONING:** Claire Corcoran reported on 307 Hillsmere Drive – October 5 court date, 30 days to remove equipment and 90 days to pay \$1000 fine within a 30-day window. We will take a picture after 30 days and if not removed, will call the County. The County recommends we reach out to the entire community in both English and Spanish with Permit rules, so that moving forward lawyers cannot claim that residents are unaware of HSIA permit rules. We will have done our due diligence, since Tom requested Robin draft a letter to residents introducing herself, could this be included with Robin's letter? Tom doesn't think this is the right approach. Robin asked if the Zoning or Permits Chair would be better drafting the letter? Discussion of communication.

## **C. PLANNING**

**EVENTS & ACTIVITIES:** Helene Raven reported that no one has volunteered to organize the Santa Caravan. Sandra Brown, in attendance at tonight's meeting, volunteered. Discussion of what needs to be done. Helene is proposing an event to recognize our volunteers.

**BUDGET:** Nothing to report.

**MEMBERSHIP:** Jean Somers reported that anyone that is not a current member, but wants to vote in the upcoming election, needs to have their membership to HSIA by November 3.

## **D. SECURITY**

**SECURITY:** Claire Corcoran and Robin Clark are working on an RFP for a security company. Discussion – goal is how to move forward by next month.

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

## **E. COMMUNITY**

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

1. Beach Sign embankment repair -- As reported at the September 2023 meeting, PayDirt, LLC replaced the guard rail and repaired damage to the supports on September 18. PayDirt subsequently painted the pressure treated lumber October 3, completing the repair job at the cost of their approved proposal, \$4,833.91. Jose Lopez Landscape weeded and mulched the area on October 11 for \$180.
2. Property information for Property Manager – Maureen has been giving information to the manager, such as tree maintenance, the approved Vegetation Management Plan for the eastern natural shoreline, and equipment vendors, to facilitate the transition.

**FIELD:** Committee is currently closed.

**POOL:** Danielle Franz not present – nothing to report. Mike Wurst mentioned the apron to the pool parking lot has a huge pothole and needs repair.

**COMMUNITY HOUSE:** Tom Schwallenberg not present, but would like approval for the final invoice for Dean Home Improvement. Dean Home Improvement has completed the renovation on the house as per contract with the added expenses of (1) attic insulation approved by the Board; (2) drywall and fire-resistant lights in storage area required by County Code, the county is concerned that HSIA will store flammable fluid in storage area, cost not included in contract; and (3) revised permit required by County. **Steve Vanderbosch moved the Board approve the final payment of \$19,030 payable to Dean Home Improvement. Ray Sullivan seconded the motion. Vote taken – unanimously approved.**

## **F. MARINE**

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

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.
2. Oyster spat on Duvall Creek reef – partners at CBF – 4 volunteers put out 140,000 baby oysters on the reef on Duvall Creek.

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

1. **Sand Spit Living Shoreline/Coastal Resiliency Project** -- The Joint Federal/State Wetlands Permit for the Project was submitted on September 12, but not acknowledged by MDE until October 20, 2023, and by ACE on October 23, 2023. MDE has initially classified the Project as requiring a General Permit (as opposed to an Individual Permit), which could shorten the approval time by as much as 6 months if ACE agrees. The reviewers assigned by both MDE and ACE have previously visited the Project site and are familiar with the Project, which is a positive factor.
2. **Marina Security Camera System** -- Camera system work is moving toward completion. Eleven (11) cameras are installed and working, 3 more await configuration, and 2 more are installed at the Sunset Ramp awaiting configuration and wireless set-up. Three (3) wireless access points have been installed and one (1) awaits installation at the Sunset Ramp. Verizon visited the site to repair a failed Internet connection, caused by a pinched fiber optic cable. Mike Waters continues to oversee the installation work, and is hopeful that work can be completed by November 3, 2023.
3. **Boat Lifts** - The new boat lifts are tentatively planned to be installed starting November 1, 2023, a mutually agreed delay of about 2 weeks to allow HSIA more time to relocate boats and allow the contractor to complete other work. Leight Electric is planning on replacing 13 old electrical pedestals on A and C Docks in conjunction with connection of the new boat lift motors, beginning in November.
4. **Dredging** -- We have been in touch with BayLand Consultants regarding AACo's maintenance dredging of Duvall and Kitty Creeks and participated in an informational Zoom meeting. Applications for dredging are due to BayLand by December 15, 2023, along with a \$750 application fee. HSIA must decide whether and where it wants to dredge spurs: (1)

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. Discussion of zoom meeting with BayLand and removal of dredging material.

5. **P&H Operations** -- Maintenance work has begun on the 26 ice eaters in preparation for the Winter season. P&H Committee will be considering whether and when to install the ice eaters since they had minimal use for the past two years.

## **ORGANIZATONAL**

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

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

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

There being no further business, the meeting adjourned at 8:57 pm.

Respectfully submitted,

Jean Somers  
Administrator