

**HSIA BOARD MEETING
KEY SCHOOL IN PERSON & VIRTUAL
September 28, 2023**

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

ADMINISTRATIVE STAFF: Jean Somers

GUESTS: Helene Raven, Robin Clark, Tom Schwallenberg, **Virtual:** Christy Hollywood

The meeting was called to order at 7:05 pm.

MINUTES:

1. **Steve Vanderbosch moved the Board approve the August Board Meeting minutes. Christian Elkington seconded the motion. Vote taken – unanimously approved.**
2. **Steve Vanderbosch moved the Board approve the August Closed Board Meeting minutes. Tim Cantor seconded the motion. Vote taken – unanimously approved.**

PRESIDENTS REPORT: Tom Anderson reported that the Board has made a selection for Property Manager. We had 11-12 candidates and then a short list of three candidates. The Board chose Robin Clark as our new Property Manager effective October 1. Tom, Claire Corcoran, and Robin will have a kick-off meeting on Monday. Tom reported that he is combining committees into super groups. After January 1, when the 2024-2025 Board is in place, Tom will assign each board member to a super group and the board member can report on any committees within their super group at each board meeting.

VICE PRESIDENT: Claire Corcoran – nothing to report.

TREASURER'S REPORT: Gene Gross reported that the audit is complete and has been submitted to the County. Currently, we have \$947,005.21 in the Operating Account, \$669,245.08 in the Special Tax Fund, for a grand total of \$1,616,250.29.

SECRETARY'S REPORT: Mike Wurst reminded everyone that the October Sea Breeze deadline is Monday. Bios will be included in this issue. We will also include the ballot because of the change of our deadline date – the November postal mailed issue may not be out before the election since we've changed our deadlines to after board meetings. Meet the Candidate Night is Thursday, October 12, 7 pm in the Barn Commons.

ADMINISTRATIVE REPORT: Jean Somers reported as follows:

1. Helene Raven will report on upcoming Events & Activities
2. Jean called State Farm to inquire about our claim for the beach sign. Our Claim Associate is Daniela Roda. Jean is waiting to hear back from her.
3. Jean will start looking into furniture for the office at the community house. Jean or Robin will check with Mike Waters about wifi at the community house.

4. Membership – anyone wishing to join HSIA in order to vote in the upcoming election, needs to have their membership into HSIA by November 3 in order to give time for records to be updated.

COMMITTEE GROUP REPORTS

A. ZONING & PERMITS

ZONING: Claire Corcoran reported on a zoning issue with 307 Hillsmere Drive, which was in contempt of a county court order. The Hearing was on October 5. The county asked the judge to force removal of heavy construction work related equipment; the homeowner was given a limited period of time to move all these items after which the county can force removal. Additionally, two sheds, one at 307 and the other at 305 Hillsmere were built against the fence line within the county setbacks with no county or HSIA permits.

PERMITS: Robin reported on the following:

1. Robin mentioned to the Board the understanding that she will not be Permits Chair while being the Property Manager. Robin is speaking with Bill Schrott, a member of the Building Permits Committee, on the possibility of Bill becoming the Permits Chair.
2. Live issues:
 - a. 102 Magnolia Lane – constructed a 6-foot privacy fence in the front yard.
 - b. 127 W. Bay View Drive – built up to the 15-foot setback, but recently added steps on the east side and a little landing. Robin reached out to the owner.
 - c. 608 Beach Drive – received plans for reducing the deck size.
3. Robin wanted to follow up on a question that was asked – “how do we get Real Estate agents to make sure new buyers are in compliance with our building permit rules?” Robin suggested we can get a pdf of documents to send to new homeowners when Jean answers Home Improvement Association questions from title companies and real estate agents.

B. PLANNING

EVENTS & ACTIVITIES: Helene Raven reported as follows:

1. Helene is hosting an Events meeting on Monday, October 2, at 7 pm at the community house, for the purpose of planning next year’s events. New ideas are welcomed.
2. The Halloween Parade will be coordinated by Crystal Monkman
3. Oyster Roast update – Mark Carroll is organizing.
4. We need a volunteer for this year’s Santa Caravan. The volunteer needs to be a Hillsmere resident. Advertisements need to be on the HSIA website, newsletter, and Facebook page. Helene wants to re-visit the caravan path.

BUDGET: Gene Gross – nothing to report.

MEMBERSHIP: Jean Somers – nothing to report.

C. SECURITY

SECURITY: No Security Chair – nothing to report

TRAFFIC: No Traffic Chair – nothing to report

D. COMMUNITY

BEACH: Maureen Sherer not present, but submitted the following report:

1. Sign Embankment Repair - PayDirt, LLC replaced the guard rail and repaired damage to supports on September 18. The company said the pressure treated lumber used should be exposed to air before it is painted. They will complete the painting soon. Gene Gross donated one gallon of “Hillsmere Green” Paint for the job, and PayDirt has the gallon. After the painting is completed, a landscape company has been lined up.
2. Trees -- All the trees seemed to have survived the summer, notably the seven saplings planted in the fall of 2020 and the struggling, middle-aged linden near the west playground. We are very grateful to volunteers from the Beach Committee who carried water to trees during our very dry summer.
3. Phragmites -- Phragmites is infesting the eastern natural shoreline and the central swale. Also, there are a number of volunteer trees growing in the swale. Only low-growing vegetation is supposed to be growing in the swale. Additionally, there is extensive phragmites in the natural shoreline at the terminus of the central swale, which reportedly has no contract for its maintenance.

FIELD: Committee is currently closed.

POOL: Danielle Franz – nothing to report.

COMMUNITY HOUSE: Tom Schwallenberg – nothing to report.

E. MARINE

ENVIRONMENTAL: Kevin Green reported as follows:

1. Kevin is planning for November planting and checking on utilities (sanitary sewer line). Kevin is compiling a list of appropriate native trees and shrubs. Lisa Zimmerman is working up a plant list and planting plan. The design will incorporate canopy and understory trees and shrubs. Several declining trees and shrubs were identified for possible removal. Some were planted too high and others are struggling to take root. Areas of possible bio retention (curb cuts to enable drainage) were identified.
2. Stormwater BMP – the Stormwater BMP is up for renewal. Kevin would still like to do a contract for 3 years.

SHORELINE CONSERVATION: Kevin asked Maureen Sherer, Beach Chair, to share the county Vegetation Management Plan.

PIERS & HARBOR: Steve Vanderbosch reported as follows:

1. **Sand Spit Living Shoreline/Coastal Resiliency Project** - On September 1, 2023, Maryland Department of Natural Resources (“DNR”) officially awarded \$669,191 to the Arundel Rivers Federation (“Federation”) for the Hillsmere Sand Spit Shoreline Restoration project, culminating several years of effort by HSIA and the Federation to obtain funding for the Sand

Spit Living Shoreline project. DNR's announcement was for a grant to "Arundel Rivers Federation – To construct a living shoreline along the Hillsmere Sand Spit and install conservation plantings to increase climate resilience of a community marina." The next step in the process is obtaining a Joint Federal/State Wetlands Permit for the project. The application was submitted in early September, starting what could be a year-long approval process.

2. **Marina Security Camera System** - Camera system work has resumed, and Mike Waters continues to oversee the installation work. Ten (10) cameras are installed and are operational, three (3) more installed cameras need to be hooked up, and two (2) cameras still need to be installed. We will be requesting additional spending authorization for two contract amendments, one for the necessary equipment and installations to extend WiFi throughout the Marina, and the second to install a camera and wireless remote connection at the Sunset Drive Boat Ramp, as well as for local (HSIA) expenses. **Steve Vanderbosch moved the Board approve the additional expenditure of up to \$10,000 for the Security Camera System to include: (1) amending the contract with Custom Access & Security (CA&S) to provide a camera and remote wireless connections for Sunset Ramp coverage (\$2,000 for 1 camera; \$3,000 for 2 cameras); (2) amending the contract with CA&S to provide Wi-Fi coverage throughout the Marina (\$4,800); and (3) reimbursing in-house expenses for uninterruptible power supplies, video monitor and miscellaneous expenses (NTE \$2,200). Mike Wurst seconded the motion. Vote taken – unanimously approved.**
3. **P&H Operations**
 - a. The required 5-year hydrostatic test of the standpipe system was completed by Heidler Plumbing on September 19, 2023. We will be seeking approval to pay their invoice. The AACo Fire Department inspection will be re-scheduled. **Steve Vanderbosch moved the Board approve payment of an invoice from Heidler Plumbing in the amount of \$2,540 for the inspection, repair, 5-year hydrostatic testing and certification of the Standpipe Firefighting system at the Marina, meeting an NFPA code requirement enforced by the AACo Fire Department. Claire Corcoran seconded the motion. Discussion and explanation of the price. Vote taken – unanimously approved.**
 - b. The new boat lifts are tentatively planned to be installed starting October 15, 2023, though that may be delayed. Slip holders in the affected slips will be relocated to other vacant slips as they become available.
 - c. Five (5) new curb stops were installed at the end of the parking lot in the "20 Minute Loading Zone" area to replace deteriorating ones.
 - d. Tropical Storm Ophelia threatened the area with high winds and high tides.
 - (1) While a few slip holders hauled their boats, most chose to ride out the storm in their slips. Many took appropriate precautions by doubling up lines and deploying fenders. About a dozen slip holders were contacted and responded to make adjustments to their lines and positions.
 - (2) Marina power was turned off from Saturday night at 10:30 pm to Sunday afternoon at 2:30 pm as high tides overtopped to outer docks and bulkhead seawall by a few inches. The Marina suffered minor damage, limited to debris washing up on the Sand Spit and docks, and a few dock boards coming loose.
 - e. Two kayaks were reported missing from their rack at the 609 Beach Drive Boat Ramp.
 - f. Last spring the Board approved replacing 13 old electrical pedestals on A and C Docks. The supplier, Eaton, was seriously backlogged, but now reports a shipping date of September 29. Installation is expected next month.

- g. We have been contacted by BayLand Consultants regarding AACo's maintenance dredging of Duvall and Kitty Creeks, and have allowed BayLand to use HSIA boat ramps as they conduct bathymetric surveys of the Creeks.

4. **Financial**

- a. P&H ended FY 2023 with Income of \$71,103* and Retained Earnings of \$51,103* following the \$20,000 transfer of a Community Support Fee. While these Retained Earnings are less than the \$87,500 recommended by the Reserve Study, they were reduced by extraordinary expenses for the Security Camera System, the new boat lift pilings, and electrical upgrades on Piers A and C. The Reserve Balance of \$674,947* exceeds the Reserve Study balance recommendation by a healthy margin.
- b. The P&H Committee has recommended a FY2025 Budget to the Budget Committee, and is recommending to the Board a revised schedule of fees for CY2024 including an increased fee of \$250 for joining the Slips Waiting List and projected fees for the new boat lifts of \$2,600 per year. **Steve Vanderbosch moved the Board approve the Piers & Harbor CY2024 Fees schedule. Christian Elkington seconded the motion. Vote taken – unanimously approved.**

* = unaudited.

- 5. **Regulation Changes** - The P&H Committee is recommending changes to Marina Regulations 3 and 4, regarding and clarifying Slip Waiting Lists (Regulation 3.1) and Slip Assignments, offers and rejections (Regulations 4.2, 4.3 and 4.4). **Steve Vanderbosch moved the Board approve changes to Marina Regulations 3.1 concerning Slip Waiting Lists, and 4.2, 4.3 and 4.4 concerning slip assignments, offers and responses. Christian Elkington seconded the motion. Vote taken – unanimously approved.**

F. **ORGANIZATIONAL**

BYLAWS & RULES: Steve Vanderbosch moved the Board approve a new HSIA General Rule 2.12 under "Residential Lots" concerning carports, and renumbering all subsequent rules. Claire Corcoran seconded the motion. Vote taken – unanimously approved.

LEGALS & CONTRACTS – Christian Elkington looked at the vegetation plan contract at the beach. Addendum was added, but it was unclear what it was adding. Kevin Green said the central swale down to the shoreline was added. Christian Elkington will coordinate with Kevin Green.

NOMINATIONS: Mike Wurst reported as follows:

- 1. Bios in the October Sea Breeze
- 2. Ballots in the October Sea Breeze
- 3. We won't be pairing down any bios. Next year, we will give a character limit.

G. **COMMUNICATIONS**

WELCOMING: Christy Hollywood reported that the Welcoming Committee has assembled packages, with half going out last weekend and the other half going out this weekend. The packets include a welcome letter, link to the Bylaws, membership form, pool membership form, and a copy of the Sea Breeze.

COMMUNICATION: Mike Wurst reported that the Property Manager email account is active.

ANPF REPRESENTATIVE: Ray Sullivan not present. Christian Elkington reported that the Board recommended Ray tell the County QWP Stakeholder Group that someone from Hillsmere will be joining.

NEW BUSINESS: Christian Elkington brought up a new idea for beach gate security for the future. Everyone can have a code on their phone for the marina gate and the beach gate. If the resident moves, we disable their code. Discussion for the future.

There being no further business, the meeting adjourned at 8:40 pm.

Respectfully submitted,

Jean Somers
Administrator