

**HSIA BOARD MEETING
COMMUNITY HOUSE IN PERSON & VIRTUAL
June 27, 2024**

BOARD MEMBERS PRESENT: In Person: Tom Anderson, Claire Corcoran, Mike Wurst, Gene Gross, Steve Vanderbosch, Geoff Werner, Bill Schrott, Helene Raven, Joanna Parkinson,
Absent: Maria Triandos, Ray Sullivan

CONTRACTURAL STAFF: Jean Somers, Robin Clark

GUESTS: Virtual attendance: Kevin Green, Teresa Sutherland, Cari Bower, Christy Hollywood, Heather Fitzsimons, Sharon Blugis, Ann Levelle, Nick Kyrizou, Rebecca Bitzer, Chris Polamalu

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

Tom Anderson announced that there will be no recording of this meeting in any form or fashion, to include anyone attending via zoom.

MINUTES:

1. **Bill Schrott moved the Board approve the May Board Meeting minutes. Joanna Parkinson seconded the motion. Vote taken – unanimously approved.**
2. **Steve Vanderbosch moved the Board approve the May Closed Board Meeting Minutes. Mike Wurst seconded the motion. Vote taken –unanimously approved.**

PRESIDENT’S REPORT: Tom Anderson commented as follows:

1. **Property Manager Contract** – Tom met with Robin Clark and made minor changes to the Property Manager contract. Robin has been in the job since the Fall and Robin is managing an ongoing effort for clarity of roles between herself and the Committee Chairs. Robin wants clear definitions of what the Chairs want and expect of her and Robin wants to create separation between herself and motions being made. Moving forward, Robin is not responsible for managing contracts – the Chairs are responsible for that. Robin will put the changes in writing and send to Tom, who will in turn, send to the Board & Chairs for input.
2. **Security** – Tom mentioned that he will call an offline discussion focused on Security to include himself, Cari, Robin, Claire, and anyone else that would like to attend. We have groups showing up at the beach of more than 8 without reserving the pavilion, drinking without a one-day liquor license, and many more issues that will be discussed. Tom also mentioned the speed camera that the County will be installing on Hillsmere Drive close to Key School. Many residents would like to see the camera moved to a part of Hillsmere Drive nearer the front of the community.
3. **Zoning** –
 - a. 102 Magnolia Lane – Our lawyer, Sarah Arthur, has a couple of ideas, to include scheduling a hearing
 - b. 418 Hillsmere Drive – Bill Schrott reported that this is a possible business violation. Bill needs to speak with the owner of the property. Bill has currently been speaking with the owner’s wife. Work done at the property needs an HSIA Building Permit and Bill is questioning the nature of the business run out of the home. Bill will send a summary of emails and conversations with the wife to Steve and Steve will consult with our lawyer.

- c. Carport letters – Robin reported that we are focusing on tented carports. Letters were sent in May to residents with tented carports. Two have removed the carport; 2 have not. There is 1 new carport that Robin has identified
- d. 111 Pinecrest Drive – Permit Chair and Property Manager both visited the property to make an effort to catch up on complaints about the backyard. No one answered.
- e. 109 Spring Valley Drive – complaint regarding an RV parked in the driveway with someone possibly living in it. Property Manager called – no response. Robin will call the County.

VICE-PRESIDENT’S REPORT: Nothing to report.

TREASURER’S REPORT: Gene Gross reported that the May books are not complete yet. Gene reported that our insurance policy, the Residential Community Association policy, has gone up from \$9800 to \$13,000/year. Gene has spoken with our State Farm agent and the price stands as is. Gene will shop around.

ADMINISTRATIVE REPORT: Jean Somers – nothing to report.

PROPERTY MANAGER: Robin Clark reported as follows:

1. The role of the Property Manager in management of selected contractors is currently under review by the HSIA Board. The Property Manager has recommended policies that would place primary responsibility of management on the Board and Committee Chairs, especially for larger contracts.
2. **Medians** – Welspryng LLC will conduct site prep, planting, and mulching of more than 50 new shrubs and trees in the Hillsmere Drive median, to include watering throughout the summer. Median planting will start Tuesday and Wednesday of next week. The plan is to remove dead trees, but leave healthy plants and trees. Also remove anything impairing line of site.
3. **Beach** – The Property Manager is confirming permitting requirements for a handicap ramp at the Walker Pavilion and is providing examples of picnic tables, pavilion lighting, and Adirondack chairs to the Beach Committee for review. Blue Star will remedy paint issues to complete their work on the contract to paint the beach pavilion, bike rack, grills, and shower.
4. **Environment** – The Property Manager asked a resident for a planting plan for planted beds of low shrubs and grasses north of the County’s stormwater outlet along Harbor Drive, towards Great Lake Drive.
5. **Pool** – The Property Manager offered to have a sign of Pool Rules posted in Spanish and English at the pool. Rules violations observed this far include eating food on the pool deck, spouting pool water, and wearing street clothes in the pool. Lifeguards need to be more proactive in managing rules. Joanna Parkinson mentioned that Danielle Franz, Pool Chair, wants to go over the rules with the lifeguards.
6. **Security** – The Property Manager reached out to the Security Chair to support any needed changes to the Post Orders for Chesapeake Protective Services. Resident complaints regarding violations of Beach Rules prompted the Property Manager to ask whether Beach Rules enforcement is within the scope of Chesapeake’s services.
7. **Community Park** – Several issues with Mid-Atlantic’s recycling enclosure fence and dumpster gate installation; working with the Recreation Chair to correct.
8. **Groundskeeping** – Lopez Landscape LLC is mowing community properties as of June 1. Also weeding the playground’s swingset and volleyball court. Welspryng LLC and Blue Heron Property Services watered the front entrance garden throughout the dry spells.

Environmental Landcare will perform weed removal and suppression along the bulkhead at the Marina.

9. **Pet Waste Station** – Max Penn is continuing as lead for Pet Waste Station maintenance and Davey Ward is the back-up.
10. **Neighborhood Monitoring** – Carport letters sent in May and resulted in 50% compliance. One more carport identified.
11. **Reserve Study** – Superior Reserve is under contract to develop a reserve study for Hillsmere. They plan to set an inspection/initial site visit for late September or early October with report delivery planned within 2-3 weeks of inspection.

SECRETARY: Mike Wurst reported as follows:

1. Nominations Chair – we need a Nominations Chair. A call for nominations for HSIA officers will be in the July/August and September Sea Breezes and nominations are due September 14.
2. Postage costs – Mike has set up the printer at the Community House for postage label printing. We can now mail our padded envelopes cheaper and the mailings are trackable. We cannot do certified mail from the printer. That will still need to be done at the USPS counter.
3. **Mike Wurst moved the Board approve the expenditure of up to \$1800 to purchase and install a large flat screen TV/monitor at the community house. This would include wiring and other installation requirements to support the video conferencing equipment. The setup would allow for meetings and committees to use the TV for presentations or viewing. Steve Vanderbosch seconded the motion. Vote taken – unanimously approved.**

PIERS & HARBOR: Steve Vanderbosch reported as follows:

1. **Sand Spit Living Shoreline/Coastal Resiliency Project** -- ARMY CORPS OF ENGINEERS PERMIT APPROVED! On June 21, 2024, the U.S. Army Corps of Engineers issued its Approved Permit to HSIA for the Hillsmere Living Shoreline Project. At our request, ACE revised the Special Condition to protect overwintering sturgeon to prohibit work starting November 15 to align with MDE's work prohibition dates to protect migratory waterfowl. We have applied to the US Coast Guard for approval to install small buoys as private aids to navigation to mark where reef balls will be installed. On July 9, 2024, we will be conducting a walkthrough with the contractor RRG, the Federation, ESA, and HSIA representatives to discuss mobilization, site preparation, staging and construction sequence and schedule. We will continue working with the Federation and RRG to obtain an Anne Arundel County Grading Permit. On June 10, 2024, we transferred HSIA's second matching fund installment of \$20,000 to the Federation. As previously reported, the major grants for the Project do not cover permitting fees, which HSIA has agreed to fund.
2. **P&H Operations:**
 - As previously reported, we have engaged a new electrician to address various electrical problems at the Marina. A significant amount of work has been accomplished, including wiring the new pump out motor, replacing 3 malfunctioning circuit breakers, repairing gfci receptacle in the pump house for the camera system, troubleshooting apparent current leakage at Slip 48, replacing 12 faulty gfci receptacles at various locations, repairing lights at Poles 8 and 9, rewiring shore power pedestal at Slip 61/62, troubleshooting reported lack of power at Slip 60, and

troubleshooting reported circuit breaker tripping at Slip 54. See Electrical Current Leakage discussion below.

- All Wet Slips and Lift Slips have been assigned. There are 10 people on the Wet Slip Active Waiting List and 13 people on the Lift Slip Active Waiting List. One slip was vacated after the Slip Permit was terminated due to neglect and non-use of boat for two years.
 - All 132 Kayak Rack spaces have been assigned. There are 29 people on the Racks Waiting List.
 - After Boat Park offers were sent to 18 people on the Boat Park Waiting List, 10 people responded to effectively fill up the Boat Park. Major re-positioning of trailers took place to maximize parking spaces. The annual removal of new bamboo growth is still to be scheduled.
 - We are still looking into constructing a shower/foot-wash station at the Marina at the beginning of the Main Dock.
 - Various loose dock boards have been re-screwed in place.
 - Hose hangers have been installed at various locations.
 - Vegetation overgrowth along the bulkhead is scheduled for removal by Environmental Landcare.
 - The blue-coated steel picnic table at the end of the Sand Spit is rusting out at the legs and needs to be replaced. We have a price quote from PlayGO Co. for an 8' ADA table for \$1,776.56 delivered. **Steve Vanderbosch moved the Board approve the expenditure of up to \$2000 for the acquisition of a replacement picnic table at the Marina. PlayGo Company distributor of the existing table (a hand-me-down from the Pool) has quoted a price of \$1,776.56 (delivered) for an 8' Rolled Portable ADA table with a green thermoplastic-coated top and the black powder-coated frame. Claire Corcoran seconded the motion. Vote taken – unanimously approved.**
3. **Electrical Current Leakage** -- In response to suspected current leakage from the Marina electrical system, suspected by 3 slip holders due to rapid attrition of their boat zincs, our new electrician acquired a current leakage tester and fabricated a current leakage extension yolk to facilitate testing. It appears that rather than the Marina, the boat in Slip 48 was leaking electrical current into the water, and the owner is taking steps to address the issue. Similarly, in response to a report of a tripping breaker, it appeared the boat in Slip 54 was leaking electrical current, and the owner has also taken steps to address the issue. We became aware that in 2023 AACo adopted a revision to the National Electrical Code (NEC) that, among other things, requires at Section 555.35(B) that marinas have current leakage detectors, recommends annual testing of all boats using shore power at the marina, and recommends not allowing boats that are leaking current to use the shore power system until repairs are made. We have ordered a current leakage detector for the Marina. We have not yet undertaken a testing program, but plan to do so in July after giving proper notice to all slipholders. This raises an important issue for discussion: should HSIA attempt to ban swimming at the Marina? Electric Shock Drowning (ESD) is a term that encompasses all in-water shock casualties and fatalities. The majority of ESD deaths occur in public and private marinas and docks, and typically the victims are children swimming in or around a marina or dock where electricity is present. These deaths occur because of boat and marina wiring problems, component failures or the use of improperly wired household appliances run by AC shore power. The P&H Committee will consider this issue, along with the results of electrical leakage testing, and make recommendations.

4. **Dog Attack at the Marina** -- On Saturday June 15, 2024, at approximately 7:54 pm, a resident walking his leashed dog into the Marina had his dog attacked by two unleashed, "running-at-large" dogs, in violation of both AACo Code and Marina regulations. The owner of the two attacking dogs is unknown. HSIA Security was called and responded. We are still trying to identify the dogs' owner in order to file a complaint with AACo Animal Control.

SECURITY: Cari Bower reported the following statistics:

- 32 parking violations (beach, marina, boat ramps)
- 16 trespassing violations
- 1 domestic abuse

WELCOMING: Christy Hollywood reported welcome packages were delivered to 3 new neighbors and 2 new members are on the committee.

MEMBERSHIP: Jean Somers reported that we have 698 members to date.

QWP & ANPF: Ray Sullivan not present – nothing to report.

TRAFFIC: Maria Triandos not present – nothing to report.

PERMITS: Bill Schrott reported as follows:

Approved Permits in June:

- 98 Spring Valley – Fence Installation
- 320 Cedar --- Deck Construction
- 290 Cedar – Replace existing chain link fence, in kind.

Pending Requests

- 513 Harbor – Fence Installation
- 423 Beach – Deck Construction
- 117 Green Spring – House Addition (possible variance request)
- 415 Hillsmere Drive – Deck Construction (replace in kind)

Update on 418 Hillsmere Drive

- October 2023 – Violation Letter sent concerning complaints about shed and fencing installations without a permit. Visit by Property manager- Yet no action taken by homeowner. Complaints about possible business operating on site received.
- June 3 – Follow up with another certified letter sent to registered homeowner reiterating our issues and asking for action.
- June 18 – Received an email response from wife of owner stating that AA County told them no permit was needed since they conformed to set back requirements. They also said that their business either moved or is planning a move. The wife stated that she and her husband were separated. He is registered as the sole owner of the property. Bill Schrott believed that it was important to communicate directly with the homeowner due to the uncertainty of their marital situation.
- June 21 – sent another email to the husband (including a copy of the June 3 violation letter) since to this point, we had not heard from him.
- Next Steps – TBD

RECREATION / FIELD COMMITTEE: Joanna Parkinson reported as follows:

1. **Sports Activities**

- **Pick up Soccer games:** To be organized by Ed Mauer and Al Parkinson. Dates TBD
- **Volleyball:** New net and volleyballs have been ordered and the net has been installed. Big Thanks to Cassie and Brian Heckman for installing the net. Storage bin for balls to be installed soon.
- **Lacrosse Goal:** The Arnolds have offered to donate a goal.
- **Tetherball:** Have been replaced for the summer.
- **Gaga Ball pit:** Has been ordered. Ship date TBD. Installation will be Amber Ripple Size: Octagon 30H wall x 8 foot, and 20-foot diameter. *Field committee will take responsibility for moving, maintaining, or removing from the field.

2. **Events**

- **Parking swim meets:** Meets are June and July.
- **Movie nights:** TBD Combine with the Pool and Events committee. *As long as we are not charging a fee, there is no cost or requirement to get movie rights. Showing old movies that are family friendly. Using pool restrooms while the pool is closed.
- **4th of July with legal fireworks:** an organized event
- **Bring back dumpster days:** Joanna has not heard from the county if they have had any cancellations.

3. **Upgrades/permanent additions**

- **Landscape Designer:** Joanna is meeting with Chris Moore on Friday June 28, to go over ideas for the field. Looking for ideas on mosquito plants, bench locations.
- **Storage Units:** Sams Club has a storage/bench that locks for \$139.98. Would like to purchase one for now. NTE \$150.00
- **Pool Fence and gate has been installed.** There are some punch list items that need to be addressed before final payment is made. Joanna sent Dave with Mid Atlantic photos and notes of items that need to be replaced/fixed.

BEACH: Geoff Werner reported as follows:

1. **Introduction** -- A big thank you to our Hillsmere Shores volunteers! Thank you to the participants in the beach cleanup this month- it was hard work! Thank you to all the respondents to the community survey- your feedback is essential and will help focus our efforts in the future.
2. **Accomplishments of the Previous Month**
 - **Community Beach Cleanup:** Cleared a large amount of trash and seaweed; Chesapeake Protective Services signs added; Next event is planned for 20 JUL 24
 - **Pavilion, Wash Station, Grills, Bike Rack Painting:** Complete
 - **Landscaping:** Lopez Landscaping to weed/edge swingset, playgrounds and volleyball court
 - **Managing Nuisance Geese and E Coli Hazards:**
 - Passive mitigation measures are in place- monitoring effectiveness and coordinating with volunteers to move decoys.
 - Coordinating with environmental committee for signage
 - Observed an increased presence of geese in May -- Confirmed by Elle Bassett of Arundel Rivers Federation that dogs would be an effective mitigation measure.
 - **Playground Safety Inspection-** Complete. Suspension Bridge- will repair as recommended by inspector.

- Community Survey: Survey disseminated via email, social media, Seabreeze; 123 responses as of 27 JUNE 24- working with Beach Committee volunteer to analyze results.

3. Future Focus Areas

- Safety/Accessibility: Wheelchair Ramp to Bruce Walker Pavilion – pending permit approval from county for footing; Confirm insurance coverage/liability for Playground.
- Maintenance: Rip Rap/ Sinkhole Repairs- pending permit requirements, will contract w/ Paydirt LLC; Boy Scout Cleanup Service- \$50/week to pick up trash; Increase frequency of trash pick up; Increase frequency of Port-o-Potty service
- Improvements: Lighting Repair at Bruce Walker Pavilion; Kayak Rack: Permit not required, will continue coordination with P&H Committee to design and propose motion; Shoreline erosion protections: continued coordination with Environmental Committee to develop proposed solutions to protect beachfront from shoreline erosion.

POOL: Joanna Parkinson moved the Board approve \$1650 of budgeted funds for the July 4th Holiday Pool party. Catering will be provided by Chick-fil-a – nuggets and mac and cheese with pool members bringing sides. Included in this fee will be decorations/tablewares. Steve Vanderbosch seconded the motion. Vote taken – unanimously approved.

EVENTS: Helene Raven reported as follows:

- July 4th Parade and Celebration is in the works with Stacie May. Watch for details on the bulletin board and newsletter.
- July 12th Happy Hour is on track. This is 5:30-7:30 at the Beach.
- August 10th Ice Cream Social starts at 6 and goes until we run out of ice cream.
- September 14th Happy Hour is scheduled.
- October 12th Oyster Boys Duo and Volunteer Recognition is in the works.
- Notes: A separate volunteer recognition event is not scheduled. 2024 will be the last year for happy hours. These will be replaced with an early summer event (band) and a fall event (band) because these get higher turnouts.

NEW BUSINESS: None

There being no further business, the meeting adjourned at 8:45 pm.

Respectfully submitted,

Jean Somers
Administrator