

**HSIA BOARD MEETING
COMMUNITY HOUSE IN PERSON & VIRTUAL
December 18, 2025**

BOARD MEMBERS PRESENT: In Person: Claire Corcoran, Romeo Santos, Tom Anderson, Joanna Parkinson, Steve Vanderbosch, Ray Sullivan, Geoff Werner, Helene Raven, Danielle Franz **Absent:** Gene Gross, Maria Triandos

CONTRACTURAL STAFF: Jean Somers, Cassie Heckman, Ann Levelle

GUESTS: In Person: Jim Collatz, Crystal Monkman, Carol Olsen, Lee Black **Virtual attendance:** Marilyn Hunter

The meeting was called to order at 7:01 pm. Quorum present.

Claire Corcoran announced that there will be no recording of this meeting in any form or fashion, including anyone attending via zoom. This is a Board meeting. Anyone attending in person or via zoom, that is not a board member, must be recognized by the President before speaking. If recognized, state your name and address.

MINUTES: Romeo Santos moved the Board approve the November Board Meeting minutes. Helene Raven seconded the motion. Vote taken – 6 approved (Romeo Santos, Tom Anderson, Steve Vanderbosch, Ray Sullivan, Helene Raven, Danielle Franz); 2 abstained (Geoff Werner, Joanna Parkinson); Motion passed.

PRESIDENT’S REPORT: Claire Corcoran wants residents to consider getting the Sea Breeze via emailed link instead of postal mail. It will help save Special Tax dollars. Jean Somers and Ann Levelle reported that we’ve had about 30 people change to emailed link after our request in the December Sea Breeze. Jean Somers suggested we repeat this in the Sea Breeze for the next couple of issues. Considering this is peak holiday season, 30 residents changing to emailed link seems like a good start.

VICE PRESIDENT’S REPORT: Romeo Santos reported as follows:

1. Romeo is Interim Permits Chair and reported that 11 building permits have been issued since September. The Permit system we have is antiquated and Romeo is working on a new HSIA platform which includes Building Permits.
2. Romeo is working on a new platform for membership. This will be through the current website and will be a link to go to a new site, complete the membership by adding items into a cart, and then paying through Quickbooks. Jean Somers asked Romeo if he could meet with her, and with the HSIA Treasurer and Accountant, to discuss the site and make sure this works for all involved. Jean will schedule a meeting.

SECRETARY’S REPORT: Helene Raven – nothing to report.

TREASURER’S REPORT: Gene Gross not present, but submitted the following report:

- As of October 31, 2025, there is \$1,034,625.06 in the Operating Account and \$382,560.63 in the Special Tax Account for a Total Combined Funds of \$1,417,185.69.
- As of the date of this meeting, no comments or questions about the SCBD Proposed Budget have been submitted to the Treasurer by any community property owners. Draft

SCBD Budgets were posted on the website in late September and October. There were comments from a few property owners at the November General Meeting regarding cuts to the Sea Breeze and Security. A Final Proposed SCBD Budget was posted on the Hillsmere website upon Board approval at the November Board Meeting. **Steve Vanderbosch moved the Board ratify the SCBD Budget in the amount of \$661,706 based on 1215 taxable lots at a tax rate of \$285 per taxable lot. Total Budget submitted to the County includes the \$359,275 Operating Budget plus Reserve Funds of \$302,431 for a total of \$661,706. Joanna Parkinson seconded the motion. Vote taken -- unanimously approved.**

ADMINISTRATIVE: Jean Somers reported as follows:

- We have 848 members to date
- Based on conversation with Romeo Santos during his Vice President's Report, Jean will schedule a meeting with Gene Gross, HSIA Treasurer, and the HSIA Accountant, to discuss Romeo's new website design for online membership and payment. The group will also discuss Zelle payments for our upcoming Come And Get It Day.

PROPERTY MANAGER: Cassie Heckman reported as follows:

1. Cassie went back to all the fence companies who had originally bid on the beach gate project, and reached out to 2 additional companies. Cassie only received ONE bid that was able to edit to allow for RFID / sticker technology. This bid came from Fence and Deck connection, and includes the first 2400 windshield stickers, along with 50 guest tags (hanging). We can issue these to regular contractors (Jose most notably). We can also design / come up with a system to give one of these to people who book a party at the beach for use to let their guests in. They will have to stand at the operator in order to do this.
 - Total bid is \$52,309.00 which is a one-time payment. Once this is paid, we will only be paying maintenance and for additional window stickers as needed.
 - We will need to make a downpayment of \$17,436.00 once the contract is signed.
 - Fence and Deck connection is a well-established company with a long history in Anne Arundel County. They have been in business for 34 years, and have an A+ BBB rating. They will be a good partner for this project.

Geoff Werner moved that the Board authorize a NTE amount of \$55,000 for the procurement and installation of a gate access system at the community beach, including associated equipment, materials, and professional services, excluding electrical service installation, subject to final vendor selection and execution in accordance with HSIA procurement and financial policies. Romeo Santos seconded the motion. Vote taken – unanimously approved.

2. Additional updates: Downed speed limit sign on Great Lake has been reported to county, Cassie reported it, and another resident reported it this week as well. The county is SLOW. The traffic control Chevrons have been replaced at Duvall and Hillsmere. They were partially taken down for the repaving project, and Cassie had to report them down 3 times for the county to come and deal with them.
3. Cassie will be doing a community drive through tomorrow. She wanted to complete this earlier this week, but with the snow, decided to wait to get a better look at what is going on.
4. Questions/Concerns: Discussion of stickers, guest passes, beach reservations, vendors. Question regarding maintenance cost of gate? Cassie was only given the price of \$200 for software and is not aware of any maintenance costs.

PIERS & HARBOR: Steve Vanderbosch reported as follows:

1. Sand Spit Living Shoreline/Coastal Resiliency Project

- As previously reported, the Arundel Rivers Federation, design contractor ESA and construction contractor RRG proposed erecting sand fencing along the concrete cap of the old retaining wall along the Living Shoreline using remaining grant funds before they expired in December.
- After some spirited discussion and negotiation, on December 10th RRG installed about 850 linear feet of sand fencing, cut down to about 28-30” in height, and offset 2-3’ seaward into the Living Shoreline. In addition, about every 50’ there is a break or offset gap in the fencing to allow passage by shoreline wildlife (terrapins, ducks, etc.).
- We will monitor performance of the sand fence throughout the winter and spring and consider making adjustments. During installation of the sand fence portions of the string goose fencing were damaged, and HSIA will undertake repairs as weather permits.
- Hillsmere resident Phyllis Saroff has completed the final artwork for four large informational signs that will be installed at the Project. We have received draft text for 2 signs but are still awaiting additional text from the Federation.

2. Dredging.

- The Kayak Dock area was dredged on November 4th. The Marina Bulkhead reduced dredging from slips 1 to 47 to a depth of -6’ began on November 12th and ended on November 19th. The total cost was \$335,186 from P&H Reserve Funds. We also allowed Crandell to moor two work boats and park two trucks at the Marina to facilitate their access to the dredges and barges.
- Crandell completed all Duvall Creek dredging by the end of November. We asked Crandell for pricing to install pilings for marking the Duvall Creek entrance channel in place of the green floating buoys and are awaiting a proposal. They advised such work could not be done until the Spring due to wintering waterfowl restrictions.

3. P&H Operations

- Four dock boards were replaced on A Dock after being damaged by an improperly moored boat. The slip holder will be charged for repairs.
- Ice eaters were tested and prepared for deployment, anticipated to take place Saturday December 20th. The Maryland manufacturer of 23 of HSIA’s units (originally Power House, later Bearon Aquatics) was sold/acquired twice in the last two years and relocated to Michigan. We have identified a company in Easton called LakeSource, LLC, qualified to service these units and will be taking two units there for repair.

4. Locks & Keys

- Bastion Security has provided lock and key services for the past five years and has done a superior job. We wish to renew the services with Bastion Security for 2026. **Steve Vanderbosch moved the Board approve an expenditure in the amount of \$4,059.78 to Bastion Security for:**
 - **the purchase of 12 new restricted keyway cylinders,**
 - **keying the cylinders for use at the boat/kayak ramps, the boat park, and the Marina, and**
 - **the annual purchase, cutting and stamping of 300 restricted keyway (Do Not Duplicate) keys for use at the boat/kayak ramps and the boat park.**

In addition to the annual purchase, cutting and stamping of 300 keys, and re-keying 6 cylinders for the Ramps and Boat Park, this also includes the purchase and keying of 6 new spare cylinders for use in Ramp and Boat Park padlocks,

and 6 new cylinders for use in Marina padlocks, completing the replacement of all cylinders that have been in use for over 20 years. Deferring the Marina cylinders would save \$529.14. Romeo Santos seconded the motion. Vote taken – unanimously approved.

COMMUNITY HOUSE: Helene Raven reported as follows:

1. Electrical outlets at the community house are repaired. The electrician recommended we split the circuits.
2. The Garden Club asked to borrow tables and chairs from the house for their annual Christmas party. If anyone asks to borrow anything from the house, after coordinating with Helene, an email should be sent to advise the Board of what/when items are being borrowed.
3. Helene received a request for the House to be reserved on December 23 from 2:00 to 8:00 pm for 10 Boy Scouts and two adults making tee shirts. This is outside the normal reservation hours. Helene asked the sponsor multiple questions about room size, additional equipment, opening and closing the facility, etc. Previously, four others asked to use the House and decided that it's too small and/or difficult for those with mobility issues. Helene is bringing this to the Board for review because it raises multiple issues about use of the House , including security and staffing for processing requests, monitoring and cleaning. Discussion followed. The House Rules are very restrictive and should we consider not reserving the House to residents? The House was paid with community residents' tax dollars. We have insurance for the House. The Board agrees we should continue to allow residents to reserve the House. This request for December 23 is approved. Helene will notify the resident. Helene will revise the House Rules and bring them for discussion and approval to the January Board meeting.

SECURITY: Claire Corcoran reported that we discontinued service with Chesapeake Protective Services as of January 1. The guard was sitting in the car at the beach even after we asked Chesapeake Protective Services, and the guard, to drive around the community in the winter, and not just sit at the beach.

TRAFFIC: Claire Corcoran asked residents to please keep an eye on their roads as we go through the winter. Since the County paving job, residents are seeing cracks in the roads. We need residents with cameras to put together a portfolio and report to the County. Claire noticed many cracks during the paving and contacted the County, although paving continued.

BYLAWS COMMITTEE: Tom Anderson is the new Chair of our Bylaws Committee. Tom will be holding regular meetings. He is looking for people willing to commit time, knock on doors, attend meetings, review the current Bylaws, identify what we want to add, delete or change. Tom will prepare an announcement about his new Committee.

POOL: Crystal Monkman and Danielle Franz reported as follows:

The Pool Committee met on December 10 to discuss Rules & Policies. Discussed were:

- Music
- Guests-- small changes – limit 8 guests at any one time
- Parties – anytime a member has 9 guests or more
- Swim diapers – rules are not changing
- Pool Pass software – The Pool Committee is looking into different software purchases for pool membership and check in. We currently pay \$2,000 a year for our software. The

Pool Committee has found a better management software for our needs. **Danielle Franz moved the Board approve NTE \$2000 for the purchase and implementation of pool management software. Ray Sullivan seconded the motion. Vote taken – unanimously approved.**

KEY SCHOOL DEVELOPMENT: At this time, Claire Corcoran opened the floor to Carol Olsen and Lee Black to discuss the recent meeting they attended regarding the Key School Development Plan. Much discussion of the plans and the possible increase in school enrollment and traffic. Carol sent Claire pictures of Key School parents' cars parked along Huse Drive at Key School pickup time. Claire shared these pictures with Kate Austin, Key School liaison. Claire is inviting Key School to attend our January 15 General Meeting at the Barn Commons at Key School at 7 pm. Claire will make sure this meeting is communicated to the community in the January/February Sea Breeze so residents can attend and hear from Key School directly.

OLD BUSINESS / NEW BUSINESS: None.

There being no further business, the meeting adjourned at 9:25 pm.

Respectfully submitted,

Jean Somers
Administrator, HSIA