

**Glen Oban Association
Board Meeting Minutes**

Meeting Date: 14 Dec 2022
Location: 140 Glen Oban Drive
Time of Day: 7:00 pm

1.0 Call to Order

The meeting was called to order at 7 pm, the President being in the chair and the Secretary being present.

Attendees

P = Present, A= Absent, V= Virtual

	Voting Board Members		GOA Members and Guests
P	Eric Dennis (President)	P	Kelly O'Brien (Secretary)
A	John Erwin (Vice President)	P	Josh Pasquariello (Resident)
P	Jason Werner (Treasurer)	P	Phelps Kelley (Tennis Chair)
P	Eric Alexander (Member at Large)		
P	Ann Behrens (Member at Large)		
A	Ashley McGeagh (Member at Large)		
P	Paul Schratz (Member at Large)		

2.0 Approval of Minutes

The minutes of the prior board meeting held on Sep 14, 2022, were distributed electronically with the draft agenda. With no changes during discussion, the minutes were approved as delivered electronically. In addition, the minutes to the closed meeting held on Sep 14, 2022, were approved as delivered electronically.

3.0 Old Business / Action Item Reports

16 action items were reviewed; 9 were closed and 7 remain in work.

1. Tennis Court Parking Repaving Estimates (J. Erwin) John emailed the board on Dec 5 that he received the estimate for the tennis court parking lot repair from Cooper as well as an additional quote for a pool parking lot repair. The estimates were not provided to the board at the time of the meeting. (OPEN)
2. Culvert Repair Estimate and Needs Assessment (A. Behrens) Ann sent out an informative email to the board on Oct 18, outlining the repair need and providing estimates for 3 contractors for culvert repair. The board approved Concrete Slab Jacking for approx. \$4k. The work was completed on Nov 10. Special thanks to resident Tony Calabrese. (CLOSED)
3. Explore establishing a 501(c)3 (A. Behrens) Ann had a discussion with resident Charlie Goodell, who expressed an interest in exploring a 501(c)3 for the community. He also might be interested in a board position. (CLOSED)
4. Explore Asquith Creek Charitable Trust status and plans (A. Behrens) Charlie Goodell expressed an interest in being the point of contact for Glen Oban. (CLOSED)
5. Political Signage. (K. O'Brien) Research county regulations and other governing documents and come up with a community message for political signage. The board-approved email with associated regs was sent out to the membership on Oct 21. (CLOSED)

6. GOA Amenity Survey. (J. Erwin) Develop a comprehensive survey regarding amenity usage and more for GOA residents for board review. (OPEN).
7. Marina Chair. (E. Dennis) Contact C. Goudy to determine his level of interest to serve as marina chair. Chet was contacted and he is willing to continue serving as marina chair. (CLOSED)
8. Board Elections Schedule. (J. Werner) Devise method to get back on the 2-2-3 schedule of board member elections. (OPEN)
9. Invite the Social Chairs to the next board meeting to discuss budget matters (E. Dennis). This was closed in favor of inviting all committee leads to the Jan 8 Board meeting. (CLOSED)
10. Bylaws Filings. (K. O'Brien) Research into whether bylaws need to be registered with county and/or state. While county requirements to file in the HOA Depository exist on the books, the county circuit court does not require it, nor do they have a record of Glen Oban Association in the depository. The board agreed that no further action was required. (CLOSED)
11. Resale Package Fees. (K. O'Brien) Research whether HOA's typically charge fees as allowed by law for resale packages and give a recommendation to the board. Typical fees range from zero to \$500 for electronic files. Recommend GOA start charging \$150 for resale packages (expect up to 5 per year). Eric D. moved (Paul S. seconded) and the board unanimously decided in favor of taking this recommendation to the membership for a vote. (CLOSED)
12. Marina Power Distribution Inspection (E. Dennis) Contact someone to inspect the power distribution at the marina (both safety and sufficiency). This is in process. (OPEN)
13. HOA Late Fees. (J. Werner) Research the lawful remedies for HOA late fees and write an SOP for a board vote. The MD HOA Act allows a one-time 10% late fee penalty after 15 days delinquent. Jason recommends a 30-day grace period and the 10% late fee. This also applies to marina fees. Failure to pay fees on time will result in a late fee plus the homeowners will be prohibited from voting and excluded from community property. This needs to be written as an SOP and communicated to the residents. (OPEN)
14. Revised Website. (K. O'Brien) Develop/demonstrate to the board a new website before publishing. The revised website link was sent out to the board for early feedback on Oct 11. The general look & feel was approved by Eric A., Ashley, Jason, and Paul. This action item will be closed in lieu of regular reports by the webmaster. (CLOSED)
15. Pool Deck Contractor. (E. Dennis) Contact C. Goudy for a pool deck repair contractor recommendation (OPEN).
16. Need For L-R Planning Committee Chair. (E. Dennis) Appoint a Capital Improvements Committee chair or perhaps a re-name the Long-Range Planning Committee to shepherd the Reserve Study replacements, etc. Eric agreed to approach Frank Cullen and/or Mel Weissberg for interest before placing a community-wide request. (OPEN)

4.0 Officer / Standing Committee Reports

4.1 President's Report (E. Dennis)

Three board members' terms will expire at the next annual meeting (E. Dennis, E. Alexander, A. McGeagh). Eric Dennis appointed Sarah Broadwater (with assistance by Cara Lanigan) to be the nominations and elections committee chair. K. O'Brien will forward materials from the last election to the new chair.

There is a tree down on Fenwick Garth. It is not blocking traffic but is an eyesore and may be a hazard to snowplows, etc. Eric Dennis agreed to contact Lance Curran and the community of chainsaw owners to

kindly consider removing the trunk. Failing that, he will contact the community landscapers (Chris's) to remove for a fee.

There was a homeowner complaint about boats on trailers that were visible from the street. A notice went out to the community about moving the boats in a timely manner. As of this meeting, all were in compliance with the covenants. Of note, there does not seem to be a mechanism to enforce covenant violations.

The broken curb at the community entrance was most likely caused by the county heavy equipment that came through to repair the streets. The damage has been reported several times to the county; they have a work order in place and set out the traffic cone in the interim.

4.2 Treasurer's Report (J. Werner)

Attached is the current YTD profit/loss statement. Our current bank balance is \$88637.65, and Schwab is showing \$56160.95 (though that has not been updated for a while). The bank balance does include a 3150 payment to Ace aquatics for 2023, which is not represented in the profit/loss picture above. The general expenses also include 4018.65 for the concrete repair. The road repair (Cooper Paving) is under the Marina repairs. I probably could move that to Capital projects as well.

I also have to investigate the Misc (Landscaping) as that was done prior to me taking that on. I think they just got miscategorized.

Income Category	Income	Expense Category	Expenses
Homeowner's Fees	87,150.00	Marina	7497.75
Marina Fees	21,759.50	Pool	32000.17
Late fees	100	General	18569.79
		Misc (Landscaping)	1,785.00
Total Income YTD	\$109009.50	Total Expenses YTD	\$59852.71

There was a question of who has access to the Schwab account. Jason does not currently have access and it is believed that Ben Hilliard and/or Frank Cullen have access.

Preliminary budget preparation work has begun; at this point it looks like it will be about \$15k over last year's budget.

4.3 Secretary's Report (K. O'Brien)

- 1) Sent out 7-day meeting notice to GOA with agenda.
- 2) Sent out prior board meeting minutes (0914) and closed meeting minutes (0914) to board for review.
- 3) Progress to date
 - a. Weekly mailbox visits / incoming mail spreadsheet / distributed mail
 - b. Sent out courtesy communications regarding city sewer hook-up
 - c. Completed paperwork for Change of Resident Agent on SDAT
 - d. Sent out revised bylaws to residents
 - e. Forwarded civic organization info as requested

- f. Began populating relevant docs in google workspace
 - g. Sent out message regarding boat trailers
 - h. Gathered relevant materials for Nominations and Elections Committee
 - i. Reported Action Item Progress on 4 items
- 4) Near term items
- a. Send out 1214 board meeting minutes for review
 - b. Reserve meeting space for annual meeting (note \$85/hr. for Woods Church so we will explore other venues)
 - c. Prepare for annual meeting
 - d. Investigate physical GOA mailbox installation in community (pool)
 - e. Send out materials to Nominations & Elections Committee
 - f. Get remaining resident approval to receive electronic notices
 - g. Complete draft SOP: Board Decisions without Meeting
 - h. Continue populating google workspace

Jason moved (Eric Dennis seconded) and the board unanimously approved \$6/month for google workspace as a document repository, among other features.

4.4 Webmaster's Report (K. O'Brien)

- 1) Progress to date:
- a. Set up free wix account -- website design environment; will upgrade to paid account
 - b. Downloaded relevant documents and images from the existing site
 - c. Set up free skedda account for tennis court reservations
 - d. Developed new GOA logo
 - e. Set up draft GOA website
 - f. Requested look & feel feedback from board (incorporating feedback) (Oct 11)
 - g. Set up google workspace account to be integrated with website plus other features such as repository of GOA documents, etc.
 - h. Coordinated with other committee leads and residents such as Phelps Kelley, Heather Dodd, Laurie Dennis, Jimm Rich, Chet Goudy, Mike Calabrese
- 2) Near term items:
- a. Continue to adjudicate comments
 - b. Coordinate with treasurer on posting of budget / financial materials
 - c. Compose communication letter to notify residents about a week in advance of the cutover; opportunity to opt out of directory
 - d. Coordinate with treasurer on transferring the domain name over to wix
 - e. Review website across chrome, safari, and firefox browsers both desktop and mobile formats and make changes
 - f. Complete website and send out to board for final approval
 - g. Send out a go-live message
- 3) Seeking board approval for budget structure, either annually or every 3 years for a significant cost savings (must use credit card)
- Combo plan \$23/month if monthly = \$276 / yr (\$828 for 3 yrs)
- 1 year at \$16/mo (save \$84) = \$192 / yr
- 2 years at \$13/mo (save \$240) = \$312 (\$156 / yr)
- 3 years at \$11/mo (save \$432) = \$396 (\$132 / yr)

Jason moved (Eric Dennis seconded) and the board unanimously approved the website hosting fee 3-year plan at \$396 amortized over 3 years. This is a large savings from our current website fee, which is \$625/year.

4) Seeking board guidance on planned cutover date (preference to complete before annual meeting)

4.5 Standing Comte Reports (Pool, Tennis, Marina, Landscape, Playground, Social, L-R Planning, Welcome, Security) (as needed)

Tennis Courts – Phelps Kelley reported progress on quotes for tennis court surface repairs that are planned for 2023. He received 4 quotes, and the recommended vendor was TruSeal at \$14,980. He noted that there was a larger surface repair planned in 5 years for around \$75K. His work is still in progress. He noted that both courts would be painted for pickleball as well.

Pool – Jason (for Heather Dodd) noted that Ace Aquatics contract was increasing for next year by about \$10K due to personnel costs (lifeguards). She will reach out for other quotes. She is looking at pool deck repairs (coping near the grills) and will ask for Chet Goudy to give a recommendation.

Landscaping – Ann Behrens is projecting that next year’s budget for the landscaper will increase by \$20/month. Phelps requested a quick-growing tree to be planted by the tennis courts to provide shade (a Giant Arbor?). Ann agreed to include this in her plans and stated that the county sometimes has free trees but the cost for more mature Giant Arbors is not too high.

Welcome – Laurie Dennis popped in to say that the welcome committee is doing fine with no issues 😊

Board Discussion on Annual Committee Reports – they are often received too late to affect the annual budget. The board decided to invite the committee leads to the next board meeting (tentative Jan 11) to report out on status and communicate any budget requests in time for the annual meeting. Eric Dennis took the action to invite the committee leads.

4.6 Local Civic Chapter Representative Reports (as needed)

Nothing to Report

5.0 Special Committee Reports (as needed)

Nothing to Report

6.0 New Business / New Action Items

6.1 New Business

1. Tennis Court Use Discussion (B. Hilliard email request dated 11/14/2022) (all) Ben requested to use the tennis courts for volleyball serve practice in a non-interference way that will not damage the courts. With a motion by Eric Dennis (second by Eric Alexander) the board unanimously approved the request with the following caveats:
 - Protect the courts from damage as described in the request

- Reserve the courts through the tennis reservation system
 - Attachments to the fence or the tennis nets are prohibited
- Any requests from other residents to use the courts for anything other than tennis/pickleball will be considered by the board on a case-by-case basis.
2. Discuss outdoor volleyball net/court (Broadwater email request dated 12/7/2022) (all) The playground committee requested looking into placing a volleyball net in the greenspace behind the tennis courts, possibly with a plan to make a sand court in the future. Ann Behrens moved (Eric Dennis seconded) and the board unanimously approved the playground committee to investigate the feasibility of a volleyball court with costs and bring that to the board. Advised to coordinate with Ben Hilliard as well.
 3. Discuss tennis court repair / repaint estimate (P. Kelley email dated 09/28/2022) (all) This was discussed in section 4.5 Standing Committee Reports.
 4. Discuss Draft SOP – Board Decisions Without Meeting (K. O'Brien) There have been board decisions made via email, but it is not clear what decisions can/should be made this way, how to capture in the minutes, etc. It was agreed that this was an issue (especially regarding transparency) and Kelly O'Brien took an action to draft a standard operating procedure for making board decisions between board meetings.
 5. QuickBooks subscription for GOA (J. Werner) Jason moved, Eric Dennis seconded, and the board unanimously approved a \$25 monthly fee for basic QuickBooks for the treasurer duties for GOA. This will be added to the proposed budget.

6.2 New Action Items

1. Invite Committee Leads to next board meeting (E. Dennis)
2. Approach Frank Cullen and/or Mel Weissberg for interest in chairing LR Planning Committee before placing a community-wide request. (E. Dennis)
3. Draft an SOP - board decisions without meeting (K. O'Brien)
4. Follow-up with Charlie Goodell on 501(c)3 formation and representative for Asquith Creek Charitable Trust (K. O'Brien)
5. Determine way ahead on membership vote for resale package fee (proposed \$150). (K. O'Brien)
6. Prior Nominations & Elections Chair to handover materials to the new chair (K. O'Brien)
7. Contact Lance Curran about completing the tree removal on Fenwick Garth (preferred solution), or approach the community landscaper about getting it done (E. Dennis)
8. Allow J. Werner access to the Schwab account and remove those who no longer require access (J. Werner)

7.0 Documentation of Main Motions

7.1 Decisions Made During the Board Meeting

1. Eric D. moved (Paul S. seconded) and the board unanimously decided in favor of taking the proposed \$150 resale package fee to the membership for a vote.
2. Jason moved (Eric Dennis seconded) and the board unanimously approved \$6/month for google workspace as a document repository, among other features.

3. Jason moved (Eric Dennis seconded) and the board unanimously approved the website hosting fee 3-year plan at \$396 amortized over 3 years.
4. With a motion by Eric Dennis (second by Eric Alexander) the board unanimously approved Ben Hilliard's tennis court use request with caveats.
5. Ann Behrens moved (Eric Dennis seconded) and the board unanimously approved the playground committee to investigate the feasibility of a volleyball court with costs and bring that to the board.
6. Jason moved, Eric Dennis seconded, and the board unanimously approved a \$25 monthly fee for basic QuickBooks for the treasurer duties for GOA.

7.2 Decisions Made via Email since Last Board Meeting (Sep 14)

1. Sept 29 Glen Oban Community Survey (AACo Watershed Stewards Academy); request to forward a survey to GOA members (approved by Ashley, Eric A, Ann, John)
2. Oct 11 Preview of proposed Glen Oban website / feedback (approved by Eric A, Ashley, Jason, Paul)
3. Oct 18 Repairs to storm water culvert – bids and recommendation (approved by Ann, Eric A., Jason, Paul, Ashley, Eric D)
4. Oct 20 Campaign Sign research and send out community message (approved Eric, John, Ashley, Jason)
5. Nov 4 Reminder to GOA members of 6th covenant: *Cars under repair, boats, trailers, and recreational vehicles shall be in a garage or screened from view as effectively as possible...* (request of Eric D in response to homeowner complaint)

8.0 Announcements

1. Adult Holiday Party: Dec 17, 3-6 pm, Baggett residence
2. Next board meeting: tentatively Jan 11, 7pm, 140 Glen Oban Drive
3. Annual Meeting: fourth week in February, location TBD

9.0 Adjourn

There being no further business, the president adjourned the meeting at 9:07pm.

Attachment (next page)

Glen Oban Association

Profit and Loss

January 1 - September 12, 2022

	TOTAL
Income	
Homeowners Fees	87,150.00
Marina Fees	21,759.50
Total Income	\$108,909.50
GROSS PROFIT	\$108,909.50
Expenses	
Expenses Marina	1,906.86
Marina electric - x60000	1,317.14
Marina water	64.50
Marine repairs	3,890.00
Total Expenses Marina	7,178.50
Expenses Pool	1,097.10
Pool electric - x40000	1,470.20
Pool Maintenance Expenses	350.00
Pool Management	27,755.00
Pool permits and inspection fee	350.00
Pool supplies	328.58
Pool water	230.99
Telephone	318.22
Total Expenses Pool	31,900.09
Expenses- General	510.00
Accounting and tax	895.00
Administrative	604.00
Donations	80.00
Landscaping - Contract	3,217.00
Playground	351.75
Property Taxes	2,505.33
Social	1,610.15
Water & Electric at entrance	245.21
Website	625.00
Total Expenses- General	10,643.44
Landscaping,new	1,785.00
Total Expenses	\$51,507.03
NET OPERATING INCOME	\$57,402.47
NET INCOME	\$57,402.47