

**Glen Oban Association
Board Meeting Minutes**

Meeting Date: 14 Sep, 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)
P	John Erwin (Vice President)	P	Ben Hilliard* (departed after report)
P	Jason Werner (Treasurer)		
A	Eric Alexander (Member at Large)		
P	Ann Behrens (Member at Large)		
P	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 May 4, 2022, were distributed electronically with the draft agenda. With no changes during discussion, the minutes were approved as delivered electronically.

3.0 Old Business / Action Item Reports

Seven action items were reviewed; 3 were closed and 4 remain in work.

1. Draft Structure Committee Survey Comments (E. Dennis) Board comments were collected electronically. After discussion, the board determined that the amenities survey should be broadened to include other topics and should be sent out by the board. J. Erwin agreed to draft a more comprehensive survey for board review (separate action). (CLOSED)
2. Tennis Court Parking Repaving Estimates (J. Erwin) Calls to get estimates from Cooper paving were not successful initially but someone should be out on Sept 19. J. Erwin will continue to ideally get 3 estimates for the work. It was noted that pavers are extremely busy, and the work is seasonal. (OPEN)
3. Culvert Repair Estimate and Needs Assessment (A. Behrens) Tony Calabrese dropped off an estimate from Pastrana & Sons, while King's Cut Landscaping's estimate is due to A. Behrens this Friday. There is concurrence on the limited section of culvert in need of repair while the rest is sound. Note this repair was not listed in the reserve study. (OPEN)
4. Bylaws Revision based on Annual Meeting Resolution (K. O'Brien) The bylaws were revised and a copy sent electronically to the GOA members. (CLOSED)
5. Develop Candidate List (and Recommended Format) for Board Standard Operating Procedures (SOPs) (K. O'Brien) The candidate list, a proposed SOP format, and a sample SOP (Board Nominations and Elections) was sent out electronically on Sep 13 for review. Discussions indicated a need for written SOPs and a few candidates were added to the list (e.g., Treasurer

SOP, and Marina Slip Assignment). The board will pursue writing SOPs to be reviewed/approved at future meetings. (CLOSED)

6. Explore establishing a 501(c)3 (A. Behrens) There was discussion about setting up a stand-alone 501(c)3 Tax Exempt Non-Profit for GOA members to donate funds. This status is problematic for a homeowner’s association because 501(c)3 corporations must use funds for the common good and not be exclusive to a community. A. Behrens agreed to investigate this further; perhaps GOA members would be interested in donating to a fund even without the tax-exempt benefit. (OPEN)
7. Explore Asquith Creek Charitable Trust status and plans (A. Behrens) At the opening of the meeting, Ben Hilliard reported that the remaining funds in the trust amounted to about \$1,000 and departed. The trust is the combined funds of 3 communities for periodic dredging. A. Behrens agreed to find a new point of contact for Glen Oban (Charlie Goodell was mentioned) (OPEN)

4.0 Officer / Standing Committee Reports

4.1 President’s Report (E. Dennis)

There was no response to the invitation for the Severn River Keepers to present information to the board (who recently expressed a desire to do so). There was no reply from the Marina Chair to attend the board meeting and report out on marina status. Three board members’ terms will expire at the next annual meeting (E. Dennis, E. Alexander, A. McGeagh). A nominations and elections chair will need to be appointed. There was discussion and agreement of the need to get back on the 2-2-3 schedule of board member elections.

4.2 Treasurer’s Report (J. Werner)

The current YTD summary and profit/loss (income to expense) for the community were distributed electronically on Sep 12th. We are up to date on all submitted expenses based on these reports. There are 2 outstanding GOA community dues, and no known Marina fees outstanding. The BB&T checking account balance was \$96,783.61. The Schwab brokerage account was \$56,160.95.

Income Category	Income	Expense Category	Expenses
Homeowner’s Fees	87,150.00	Marina	7178.50
Marina Fees	21,759.50	Pool	31,900.09
		General	10,643.44
		Misc (Landscaping)	1,785.00
Total Income YTD	\$108,909.50	Total Expenses YTD	\$51,507.03

J. Werner noted that moving forward, the social budget may need to be increased (it is currently \$2,700) and the social chairs should be invited to the next meeting. (E. Dennis took an action to extend an invite).

4.3 Secretary’s Report (K. O’Brien)

K. O’Brien sent out the 7-day meeting notice to GOA with reformatted agenda as well as the prior board meeting minutes to the board for review.

Progress to date included sending out county mosquito control notices / opt out info for residents and compiling 3 Realtor Resale Packages (1354 & 1378 Kinloch, 201 GO Dr). She developed an informative welcome email to new residents and updated the electronic notification newsletter. She updated the resident map and distributed to the residents. She developed a Resident Database, to include contacts for googlegroup and website, as well as new resident process columns. She shared info with social chair for evite synch-up. After being added as a google group manager, she cleaned up google group email addresses. After being added as website admin, she cleaned up website directory contacts. She developed an incoming mail spreadsheet to document weekly mailbox visits. She forwarded courtesy communications regarding city sewer hook-up. She ordered / received Articles of Incorporation and filled out paperwork for state of Maryland change of Resident Agent.

In the near term she will send in the Resident Agent paperwork. She took an action to research into whether bylaws need to be registered with county and/or state. She took an action to research whether HOA's typically charge fees as allowed by law for resale packages and give a recommendation to the board.

4.4 Webmaster's Report (TBD)

This is a placeholder for the webmaster's report, to commence at the next board meeting.

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

Marina (C. Goudy)-Marina Revenue and Slip Availability

The marina chair did not attend the board meeting and sent no report. There were conflicting reports of either one or two slips currently available. All checks received were deposited. Of note, no checks were received through the GOA mailbox. Discussions included a need for increased visibility into slip availability and slip assignments as well as marina fee collections. There were a few concepts discussed for possibly simplifying the fee assessment based on slip size vice vessel size. E. Dennis took an action to contact C. Goudy to determine his level of interest in continuing as chair. E. Dennis took an action to have someone inspect the power distribution at the marina (both safety and sufficiency).

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. Past due HOA dues, next steps (J. Werner). There are two members with outstanding HOA fees due. The bylaws do not currently state any late fees or penalties for late payment of dues, other than no ability to vote. J. Werner proposed late fees in accordance with Maryland law after a 60-day grace period and repeated warnings. There was discussion that if a member is not in

good standing, they would not be able to participate in social activities or use amenities (in addition to no voting privileges). J. Werner took an action to research the lawful remedies and write an SOP on this topic for a board vote.

2. Need for Webmaster, potential website overhaul (K. O'Brien). K. O'Brien chaired a discussion involving the current website in order to make it more meaningful to residents. She handed out some initial website thoughts to include considerations, goals/objectives, and sample pages (list form). She recommended that a content webmaster be named, and a new website be developed/demonstrated to the board before publishing a new website. The webmaster will report out status at future board meetings. E. Dennis moved to nominate K. O'Brien as webmaster. It was seconded by J. Werner. All were in favor and the motion passed.
3. Pool Deck Repairs as found in Reserve Study (TBD). There was discussion of the need for replacement of one portion of the pool deck as well as repair of other portions. The pool committee lead, H. Dodd, has reached out to the pool company Ace Aquatics for guidance. E. Dennis took an action to approach C. Goudy for a recommendation as well. There was a discussion of the need for a Capital Improvements Committee chair or perhaps a re-naming of the Long-Range Planning Committee to shepherd the Reserve Study replacements, etc.
4. Political signage. There was discussion of clarity needed for the community regarding posting of political signs on homeowner lots (allowed) versus common property (not allowed). K. O'Brien took an action to research county regulations and other governing documents and come up with a community message.
5. Potential Legal Matter involving GOA Members. E. Dennis, after consulting the Maryland HOA act, determined that the session should be closed to protect the privacy or reputation of individuals *in matters not related to association business*. The chair moved at 9:05pm at 140 Glen Oban Drive and for the purpose of discussing a potential legal matter, that the session should be closed. J. Werner seconded and all board members present (Dennis, Erwin, Werner, Behrens, McGeagh, Schratz) voted in the affirmative; motion carried. The session was reopened at 9:15pm.
6. Limiting alcohol provided by GOA at GOA events. Board members discussed the potential liability to GOA if, at an event with GOA-provided alcohol, an attendee causes injury to himself or others or damage to property, etc. A. Behrens moved and A. McGeagh seconded to limit alcohol provided by GOA to only those events where children are not included (such as the adult holiday party). For family events, a 'bring your own alcohol policy' would be permitted. The motion passed with a unanimous board vote.

6.2 New Action Items

1. Develop a comprehensive survey regarding amenity usage and more for GOA residents for board review (J. Erwin).
2. Contact C. Goudy to determine his level of interest to serve as marina chair (E. Dennis).
3. Devise method to get back on the 2-2-3 schedule of board member elections (Unassigned).
4. Invite the social chairs to the next board meeting to discuss budget matters (E. Dennis).
5. Research into whether bylaws need to be registered with county and/or state (K. O'Brien).
6. Research whether HOA's typically charge fees as allowed by law for resale packages and give a recommendation to the board (K. O'Brien).

7. Contact someone to inspect the power distribution at the marina (both safety and sufficiency) (E. Dennis).
8. Research the lawful remedies for HOA late fees and write an SOP for a board vote (J. Werner).
9. Develop/demonstrate to the board a new website before publishing (K. O'Brien).
10. Contact C. Goudy for a pool deck repair contractor recommendation (E. Dennis).
11. Appoint a Capital Improvements Committee chair or perhaps a re-name the Long-Range Planning Committee to shepherd the Reserve Study replacements, etc. (Unassigned)
12. Research county regulations and other governing documents and come up with a community message for political signage (K. O'Brien).

7.0 Documentation of Main Motions

1. E. Dennis moved to nominate K. O'Brien as webmaster. It was seconded by J. Werner. All were in favor and the motion passed.
2. A. Behrens moved and A. McGeagh seconded to limit alcohol provided by GOA to only those events where children are not included (such as the adult holiday party). For family events, a bring your own alcohol policy would be permitted. The motion passed with a unanimous board vote.

8.0 Announcements

None

9.0 Adjourn

There being no further business, the president adjourned the meeting at 9:26pm.