

**Glen Oban Association  
Board Meeting Minutes**

**Meeting Date:** 10 AUG 2023  
**Location:** 191 Glen Oban Drive  
**Time of Day:** 7:00 pm

**1.0 Call to Order**

The meeting was called to order at 7:06 pm, the President being in the chair and the Secretary being present.

**Attendees**

P = Present, A= Absent, V= Virtual

|   | <b>Voting Board Members</b>     |   | <b>GOA Members and Guests</b> |
|---|---------------------------------|---|-------------------------------|
| P | Charlie Goodell (President)     | A | Frank Cullen (LRPC Chair)     |
| P | Ann Behrens (Vice-President)    |   |                               |
| P | Jason Werner (Treasurer)        |   |                               |
| P | Kelly O'Brien (Secretary)       |   |                               |
| A | Sasha Griffin (Member at Large) |   |                               |
| A | John Erwin (Member at Large)    |   |                               |
| P | Paul Schratz (Member at Large)  |   |                               |

**2.0 Approval of Minutes**

The minutes of the prior board meeting held on May 25, 2023 and the special board meeting held on 27 June, 2023 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**

14 old action items were reviewed; 13 were closed and 1 remains in work.

1. Homeowner Driveway Paving. (F. Cullen) Contact Cooper Paving for feasibility of grouping residents interested in driveway repair/reseal estimates and possibly grouping the work. Frank coordinated with Cooper and a community-wide coupon went out on June 9<sup>th</sup>. (CLOSED)
2. No Swimming Signage. (S. Griffin) Immediately purchase four No Swimming signs and hang in appropriate places at the marina. Sacha purchased the signs and they were posted at the marina. (CLOSED)
3. Clarify Year-End Accountant Scope of Work. (F. Cullen / J. Werner) Contact Eric Keitz to clarify the scope of his contract. Frank coordinated with the CPA on Jun 15 and circulated his notes. See section 4.2 for details. (CLOSED)
4. Summarize 5-Year Capital Improvement Plan. (F. Cullen) Summarize the five-year plan for use in the preamble to the survey. Frank met with John to discuss the survey. (CLOSED)
5. Call for Volunteer on Bylaws Committee. (K. O'Brien) Send out a communication to the GOA membership looking for a volunteer bylaws committee member. This was sent out on June 23 and Jimm Rich volunteered. (CLOSED)
6. Format the Bylaws for Review. (K. O'Brien) Format the bylaws to a more review-friendly format. The bylaws were formatted into an excel spreadsheet on July 23. (CLOSED)
7. Follow-up Googlegroup Usage Guidelines and Rules of Decorum. (K. O'Brien) Follow-up with the board on adopting googlegroup usage guidelines and rules of decorum. The guidelines were

updated and converted to a draft procedure for enforcement and sent out on Aug 7. After discussion, P. Shratz moved (C. Goodell seconded) to adopt the Google Group usage guidelines and rules of decorum as well as the enforcement procedure. With all in favor, the motion was approved. (CLOSED)

8. Address Vegetation Overgrowth. (S. Griffin) Spray and/or string trim the vegetation overgrowth on Kinloch Circle. This was completed – thank you, Team Griffin! (CLOSED)
9. Marina Upgrade Comparison Bid. (J. Werner) Get the comparison bid that a nearby marina used to upgrade their electrical and also get the contractor information. The contractor was All In Electric; details available in minutes to special board meeting held on 27 Jun, 2023. (CLOSED)
10. Second Marina Electrical Quote (F. Cullen) Work with J. Werner and B. Hilliard to get a second quote before the board decides to approve the work in the Wireworx bid. This was completed; details available in minutes to special board meeting held on 27 Jun, 2023. (CLOSED)
11. Board Member Liaisons for All Committees. (C. Goodell) Contact board members to volunteer to act as committee liaisons. This was modified to select committees as many committee leads are also board members. See section 4.1.2 for details. (CLOSED)
12. Obtain second quote for marina electrical upgrades (Frank Cullen). Contact Bohlman Electric for a site visit and a comparable quote for electrical work, close to the \$29K target. This was completed; details available in minutes to special board meeting held on 27 Jun, 2023. (CLOSED)
13. Contact All IN for a revised quote (Jason Werner). Contact All IN for scope reduction close to the \$29K target. The revised quote has not yet been received but it is overcome by decisions at the August 10th board meeting. (CLOSED)
14. Obtain a professional evaluation of the pier useful life (J. Werner) Get an opinion on the pier useful life and recommendations for prolonging that period. One contractor came out to look at the pier but the estimate has not yet been received. At least one more contractor will be contacted to give an opinion / estimate. See section 4.1.1 for details. (OPEN)

#### **4.0 Officer / Standing Committee Reports**

##### *4.1 President's Report (C. Goodell)*

The primary issue to be addressed is the status of the pier and its electrical system. Through the good work of several community and Board members, we have received quotes for repairs for the electric system at the marina. The question has become whether to make major electric repairs in light of the limited remaining life of the pier itself. An estimate of the useful life of the pier has now been obtained, although it does not clearly answer the question above. In addition, the Board and the community must begin to address the cost of major repairs/replacement of the pier in the coming years. The Board will begin these discussions in preparation for presentation of its initial conclusions to this year's Annual Meeting. Otherwise, there are no significant issues to report this quarter.

##### 4.1.1 Discussion of Pier Useful Life and Marina Electrical Repairs

J. Werner met with a pier contractor whose estimate is pending. The expert agreed that the pilings were near the end of useful life but was hesitant to set a firm replacement date. He observed that the pilings were probably not set deep enough for current best practices and the dock replacement would require a code compliant height adjustment of 12" or so. He added that all electrical would be ripped out during dock replacement. Jason has reached out to CPP for a second estimate; this is pending. In light of this new information, Jason recommends that we conduct limited electrical maintenance for now, with the caveat that the pier replacement (with full electrical upgrades) not be deferred further than the planned dock replacement date in the reserve study (2029). After discussion, C. Goodell moved (P. Schratz seconded) that in light of received quotes, to contract with Wireworx for their limited electrical maintenance scope and estimate for \$4,855. Note, this sets aside a previous board decision from the 27

Jun special board meeting. Jason took the action to coordinate next steps with the marina chair. J. Werner and F. Cullen took the action to determine a proposed glideslope of dues that is sufficient to meet the capital improvements costs as well as the operating costs. C. Goodell requested that marina discussions be added as a regular agenda item at the annual meeting to keep GOA members aware of the issues going forward.

During discussions with the pier contractor, the option of moving to a floating dock system was mentioned. There are many advantages to a floating dock system. The initial cost is less expensive than a traditional dock but the maintenance is higher – leading to about the same cost over time. J. Werner and F. Cullen took the action to explore a floating dock replacement for the current traditional dock.

**4.1.2 Board Member Liaisons to Select Committees**

C. Goodell proposes that select committees be assigned board member liaisons. The liaisons will be in regular communication with their committee chair and will act as an advocate / resource for the chair. The following liaisons were assigned:

| Committee    | Chair                             | Board Member Liaison |
|--------------|-----------------------------------|----------------------|
| L-R Planning | Frank Cullen                      | Paul Schratz         |
| Marina       | Chet Goudy                        | Jason Werner         |
| Pool         | Heather Dodd                      | Charlie Goodell      |
| Social       | Aly Goudy /<br>Aimee Pasquariello | Ann Behrens          |

The liaisons took the action to reach out to their committee chair within the next 30 days.

**4.2 Treasurer’s Report (J. Werner)**

As of Aug 10, 2023:

| Income Category         | Income \$           | Expense Category          | Expenses \$        |
|-------------------------|---------------------|---------------------------|--------------------|
| Resale Package          | 600                 | Marina                    | 1,630.26           |
| Homeowner’s Fees*       | 86,190              | Pool                      | 45,211.09          |
| Marina Fees             | 20,130              | General                   | 13,406.01          |
| Late fees               | 0                   | Tennis                    | 33,777.34          |
| Investment Income       | 1,688.61            |                           |                    |
| Products/Services       | 80                  |                           |                    |
| <b>Total Income YTD</b> | <b>\$108,688.61</b> | <b>Total Expenses YTD</b> | <b>\$94,024.70</b> |

\*= includes \$90 in pool rental fees

Attached is the standard P&L sheet. Balance sheet available on request.

Current bank balances (on Aug 10, 2023):

- Truist - \$60,254.15 (includes \$539.97 BGE bills which will be paid on 8/14)
- Schwab - \$101,849.56

YTD expenses

- \$94,564.67 (includes \$539.97 BGE bills which will be paid on 8/14)

We have completed the following capital improvements this year:

- Pool Parking Lot - \$11,750
- Tennis Court Resurface and Tennis Parking Lot - \$32,981.40

As of July 1, all *invoiced* GOA dues and marina dues are paid. One new lot owner was inadvertently not invoiced for GOA dues; this was just discovered and Jason will reach out for payment with no late fee. Jason mentioned that although the procedure for late fee notices worked well, it would be 60 days before a fee was imposed and this did not sufficiently incentivize certain lot owners to pay their dues in a timely manner. He mentioned that he might propose a change to the procedure (consistent with the MD HOA Act) that could impose late fees after 15 days delinquent. This would require board approval.

With regard to the scope of work that the CPA Eric Keitz has been doing for GOA in the recent past, it was found to not fulfill the intent of the bylaws for year-end accounting. The scope will be increased in future years with an increased cost from approx. \$900 annually to \$1300 annually (a plus-up of \$400) to meet the bylaws intent. In addition, the bylaws review committee will consider clarifying this requirement as well as propose a one-person community volunteer review.

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

##### 4.3.1 Board & Committee Level Communications / Meetings

- Sent out prior board meeting minutes/action item reminders (20230525) and special meeting minutes (20230627) to board and select committee chairs for review (2X)
- Sent proposed agenda/action item reminders for board meeting to board and select committee chairs (20230803)
- Sent out proposed agenda for special meeting to the board and select committee chairs (20230627)
- Informed the marina chair that the S. Griffin would purchase the no swimming signs
- Forwarded to the board a concern from the pool chair regarding replacing the hot water heater at the pool.
- Communicated with security chair several times about crafting an advisory message to the community regarding solicitors (this did not bear fruit)
- Sent the treasurer the approved SOP for late fees
- Forwarded a found set of google group usage guidelines to P. Schratz for background info
- Consulted select board members on any HOA restrictions to fences
- Sent the board the relevant bylaws for the CPA annual review and also my recommendations moving forward
- Facilitated the information flow for the marina electrical quote action items
- Facilitated social chair with options for replacing the evite "what to bring" feature, which was deleted
- Drafted a bylaws committee volunteer member recruitment message upon request of the chair
- Met with president to discuss status and open items
- Facilitated special meeting regarding marina electrical upgrades
- Reviewed draft late payment notice and sent comments to treasurer
- Sent the welcome committee the relevant info for new neighbors
- Sent the social committee the relevant info for new neighbors and removal of info for old neighbors
- Facilitated getting an unassigned action item assigned to a board member
- Contacted marina chair about potential malfunction with marina gate arm (false alarm)
- Updated the president on two regular board meeting attendees who will be absent this Aug

- Sent action item response for proposed google group usage guidelines and rules of decorum as well as draft SOP for enforcement
- Sent information to the Asquith Creek Charitable Trust chair (C. Goodell) regarding the availability of Maryland Waterway Grants to possibly cover the expense of dredging.

#### 4.3.2 GOA Community-wide Communications

- Sent out 7-day meeting notice to GOA with agenda for special meeting (20230417) and board meeting (20230810)
- Upon request, forwarded a message regarding a group discount for driveway resealing
- Forwarded a zoning meeting announcement at the request of the Arnold Preservation Council
- Sent out a welcome new neighbors message to GOA
- Forwarded an Arnold Preservation Council newsletter (X2)

#### 4.3.3 Individual GOA Member Communications / Database Updates

- Responded to lot owner who requested clarification regarding HOA restrictions on fences
- Responded to a lot owner who requested background info on the marina road culvert repair due to runoff concerns
- Sent notices to prior lot owners that their emails were being removed from google group
- Attempted to assist a lot owner with unsending an email to the google group (not successful)
- Responded to request for marina gate remote information
- Requested cell phone numbers for a new owner's directory listing
- Responded to update to a member directory listing X2
- Sent out welcome new neighbor letter with lots of Glen Oban info to one new homeowners
- Processed new homeowner directory info, googlegroup, evites, master directory, authorization for electronic notices, welcome committee referral, etc. (deactivated old resident info as needed)
- Responded to request for website password X2
- Forwarded a member concern about pool wiring and pool lighting outage to the pool manager and followed up

#### 4.3.4 External Communications

- Followed up with county about the status of our community mosquito spray request (had not heard anything since the form was submitted on 13 March)
- Followed up again after not getting a reply. Finally heard on 12 Jun. Apparently, we are not the list for spraying this year. The slots filled up in 2 days. On the plus side, butterflies ☺
- Letter from county regarding rezoning (see section 6.1.2)

#### 4.3.5 Mailbox Visits

- Updated incoming mail spreadsheet (weekly)
- Delivered invoices / checks to treasurer (weekly)
- Delivered mail to other addressees (as needed)

#### 4.3.6 Action Item Progress

- Call for Volunteer on Bylaws Committee. (K. O'Brien) Send out a communication to the GOA membership looking for a volunteer bylaws committee member.
- Format the Bylaws for Review. (K. O'Brien) Format the bylaws to a more review-friendly format.

- Follow-up Googlegroup Usage Guidelines and Rules of Decorum. (K. O'Brien) Follow-up with the board on adopting googlegroup usage guidelines and rules of decorum.

#### 4.3.7 Resale Package Preparations

- Prepared 1 Resale Package this reporting period (total of 4 year to date)

#### 4.3.8 Miscellaneous

- Joined county council weekly newsletter distribution list
- Updated the GOA Secretary description of duties document with new points of contact for community engagement & constituent services

#### 4.3.9 Document Archive

- Continued populating relevant docs in google workspace

#### 4.3.10 Near Term Future Items

- Send out 20230810 board meeting minutes for review
- Continue populating google workspace
- Investigate physical GOA mailbox installation at community pool
- Work on assigned action items
- Draft more candidate SOPs

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

#### 4.5.1 L-R Planning Committee (F. Cullen)

F. Cullen was not in attendance. Other than items mentioned elsewhere in the minutes, there was nothing further to report.

#### 4.5.2 Webmaster's Report (K. O'Brien)

1) Progress to date:

- a. Posted board meeting approved minutes (board meeting 20230316, special board meetings 1&2 20230417))
- b. Updated next meeting box on home page as needed
- c. Posted approved SOP – Resale Package Preparation
- d. Posted directory updates
- e. Posted map update
- f. Posted preferred vendor list update
- g. Responded to residents' questions about password
- h. Added new members to google group; deleted old members
- i. Updated tennis page to include pickleball verbiage and new court pic
- j. Sent email to skedda users regarding work-around for showing name on reservation
- k. Metrics:
  - i. Tennis Reservation (Skedda) member accounts: 14 + owner
  - ii. Glen Oban Website Since May 12 (last 90 days): 335 site sessions, 208 unique visitors (16% returning)

2) Near term future items:

- a. Post approved minutes (20230525) and special meeting minutes (20230627)

- b. Post approved SOP –enforcement of goggle group usage guidelines and rules of decorum procedure
- c. Update next meeting and events box on home page
- d. Add a page regarding googlegroup rules of decorum, link to post a message
- e. Post revised vendor recommendation list
- f. Add new pic to home page rotation
- g. Work with treasurer to set up automatic payment for google workspace
- h. Investigate updating contact emails to @glenoban.com

- 3) Discussion: There was a sense by the board that the website might be underutilized by the GOA members because they are not familiar with it. Perhaps consideration should be given to increasing community engagement on the website. K. O'Brien took an action to explore increasing engagement on the website, to include offering a tutorial before the next annual meeting.

#### 4.5.3 Pool Report (H. Dodd)

As provided to Secretary prior to meeting: Ace Aquatics has started repairing the conduit on the 2 junction boxes at the pool that have been damaged over the years. In addition to the repair, they will be bracing them so they will be more protected in the future. I know there was some concern about using the lights before the conduit is repaired, but this is what I received from Ace "There is not an electrical or grounding issue present with this. The circuit is still grounded and on a GFCI breaker which would trip and shut off the electric if any problem were detected." They will also look to see if any pool bulbs need to be replaced.

#### *4.6 Local Civic Chapter Representative Reports (as needed)*

##### 4.6.1 Asquith Creek Charitable Trust (C. Goodell)

C. Goodell is pursuing an opportunity to secure a grant for dredging by the Maryland Waterway Improvement Fund. He has identified a GO member who has grant-writing expertise with whom he will consult. The due date for the application is 18 Sep. If the ACCT can secure a grant, we may not have to raise additional funding from GOA and/or individual boatowners for dredging.

### **5.0 Special Committee Reports (as needed)**

#### *5.1 Community Survey Committee (J. Erwin)*

John Erwin was not in attendance. Other than Frank Cullen meeting with John to discuss the summary preamble, there was no status report submitted by the chair at this time.

#### *5.2 Bylaws Review Committee (C. Goodell)*

The committee's kickoff meeting was held on 3 Aug. C. Goodell welcomed volunteer community member Jimm Rich, and reviewed a proposed plan of action. K. O'Brien reviewed the spreadsheet format for future commenting. K. O'Brien also searched through last year's meeting minutes to capture any mentions of proposed bylaws amendments. The following committee actions were assigned:

1. Seek & share national HOA best practices. (Jimm)
2. Share links to the current Maryland HOA Act. (Kelly)
3. Maintain a master copy of committee proposed changes. (Kelly)
4. Periodically seek community input for bylaws amendments (Charlie)
5. Perform individual scrub of the bylaws for proposed changes (all)

The next meeting is scheduled for 7 Sep, where we will review proposed substantive changes to take to the board for approval.

## **6.0 New Business / New Action Items**

### *6.1 New Business*

#### 6.1.1 Reserve Study to be Required Part of Resale Packages (A. Behrens)

Ann Behrens notified the board that the current community reserve study as well as the current amount held in reserves would soon be required to be sent as part of resale packages. There was no action required.

#### 6.1.2 County Rezoning Letter (K. O'Brien)

The secretary received a detailed letter from AACo Office of Planning and Zoning notifying Glen Oban that the property listed at 1222 Fenwick Garth (i.e., the pool & tennis court area down to the marina area) was proposed to change zoning from OS (open space) to R1 (residential). This county-wide review is done every 10 years when updating land use maps. There is an ongoing public comment period til 28 Aug as well as a contact number and email. C. Goodell took the action to reach out to Glen Oban resident Ann Fligsten for her expert opinion on the implications regarding the proposed rezoning.

### *6.2 New Action Items*

1. Marina Electrical Maintenance. (J. Werner) Coordinate next steps with the marina chair to getting Wireworx under contract for marina electrical maintenance for \$4,855.
2. Dues Approach. (J. Werner and F. Cullen) Determine a proposed glideslope of dues that is sufficient to meet the capital improvements costs as well as the operating costs for future years.
3. Floating Dock Option. (J. Werner and F. Cullen) Explore a floating dock replacement for the current traditional dock at the marina.
4. Board Liaison Communication. (Behrens, Goodell, Schratz, Werner) Reach out to your committee chair within the next 30 days.
5. Website Engagement. (K. O'Brien) Explore increasing engagement on the website, to include offering a tutorial before the next annual meeting.
6. Open Space Rezoning. (C. Goodell) Reach out to Glen Oban resident Ann Fligsten for her expert opinion on the implications regarding the county proposed rezoning of 1222 Fenwick Garth from OS to R1.

## **7.0 Documentation of Main Motions**

### *7.1 Decisions Made During the Board Meeting*

1. P. Schratz moved (C. Goodell seconded) to adopt the Google Group usage guidelines and rules of decorum as well as the enforcement procedure. With all in favor, the motion was approved.
2. C. Goodell moved (P. Schratz seconded) that in light of received quotes, to contract with Wireworx for their limited electrical maintenance scope and estimate for \$4,855. With all in favor, the motion was approved.

### *7.2 Decisions Made via Email since Last Board Meeting (May 25)*

None

## **8.0 Announcements**

1. Labor BBQ and Pool Closing: September 4<sup>th</sup> (time TBD), Pool
2. Next Meeting: Nov 8, 7pm, 191 Glen Oban Drive

## **9.0 Adjourn**

There being no further business, the president adjourned the meeting at 8:23 pm.



