

**Glen Oban Association
Board Meeting Minutes**

Meeting Date: 08 NOV 2023
Location: 191 Glen Oban Drive
Time of Day: 7:00 pm

1.0 Call to Order

The meeting was called to order at 7:05 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	Charlie Goodell (President)	P	Frank Cullen (LRPC Chair)
P	Ann Behrens (Vice-President)		
P	Jason Werner (Treasurer)		
P	Kelly O'Brien (Secretary)		
P	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 10 AUG 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

7 old action items were reviewed; 5 were closed and 2 remain in work.

1. 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. An estimate from Heinsjohn came in for \$303,750, for a complete in-kind replacement of the pier (not including permitting, boat lifts, electrical or plumbing). An estimate from Dissen & Juhn was received on 11/10 for \$784,089 but included electrical, plumbing etc. This seemed quite high. More work to be done on marina replacement but this action is closed. (CLOSED)
2. Marina Electrical Maintenance. (J. Werner) Coordinate next steps with the marina chair to getting Wireworx under contract for marina electrical maintenance for \$4,855. The information was conveyed to Chet but it is unclear what the status is. Jason will reach out. (OPEN)
3. 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. Progress has been made on this action, see Section 4.5.1. (OPEN)
4. Floating Dock Option. (J. Werner and F. Cullen) Explore a floating dock replacement for the current traditional dock at the marina. Jason noted that marinas are increasing going to a floating dock solution. This item has been included in the pier estimate action. (CLOSED)
5. Board Liaison Communication. (Behrens, Goodell, Schratz, Werner) Reach out to your committee chair within the next 30 days. All reported that they had contacted their committee leads. (CLOSED)

6. Website Engagement. (K. O'Brien) Explore increasing engagement on the website, to include offering a tutorial before the next annual meeting. Kelly will send out an informative email encouraging users to engage with the website before the annual meeting. See discussion in Section 4.5.2. (CLOSED)
7. 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. Charlie drafted a letter with Ann's guidance and various board members also submitted letters during public comment to the zoning committee opposing the proposed rezoning. On SEP 30, GOA received a letter from the county zoning & planning committee that they rescinded their proposal and were currently planning to keep the community space zones as OS. Thanks to all who participated! (CLOSED)

4.0 Officer / Standing Committee Reports

4.1 President's Report (C. Goodell)

The effort for this reporting period is covered under Action 7. Open Space Rezoning, Section 4.6.1 Asquith Creek Charitable Trust, and Section 5.2 Bylaws Review Committee.

4.2 Treasurer's Report (J. Werner)

Note: Treasurer's report was received on Nov 10.

As of Nov 10, 2023:

Income Category	Income \$	Expense Category	Expenses \$
Resale Package	600	Marina	2,093.48
Homeowner's Fees*	87,240	Pool	46,928.95
Marina Fees	20,130	General	16,289.33
Late fees	0	Tennis	33,777.34
Investment Income	3,405.07		
Products/Services	80		
Total Income YTD	\$111,455.07	Total Expenses YTD	\$99,089.10

*= includes \$90 in pool rental fees

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

Current bank balances (on Nov 10, 2023):

- Truist – \$56,779.72
- Schwab (Reserve)-- \$103,566.02

We have completed the following capital improvements this year:

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

We will be able to move around \$25k to reserves. That will effectively mean we moved around \$69k to reserves this year since some costs came "out" of reserves but we paid them from the operating account.

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

4.3.1 Board & Committee Level Communications / Meetings

- Sent out prior board meeting minutes (20230810) to board and select committee chairs for review (20230813)
- Sent out action item reminders to board and select committee chairs (20231010)
- Sent proposed agenda/action item reminders/draft meeting minutes for board meeting to board and select committee chairs (20231101)
- Responded to inquiry about community feedback to google group rules of decorum. There were a few positive comments and no negative comments received and no one dropped from the group.
- Worked with GOA President Charlie Goodell on approach to county zoning authority requesting them to reconsider their proposed zoning change of GOA community property from OS to R1
- Sent out house bill 107 which details new MD reserve study law to board and select committee leads (20230926)
- Communicated with Bylaws review committee regarding reserve study statute (20230929)
- Sent out a condensed version of new reserve study law to board and select committee leads (20231102)
- Responded to request on how to search for MD business entities
- Requested treasurer's report for minutes
- Requested clarification for initial submitted treasurer's report
- Provided the social chairs a list of member email addresses in excel
- Notified the board and select committee leads that GOA received a letter from county zoning and that they were rescinding their rezoning recommendation (20231009)
- Sent scanned copy of zoning letter to President Charlie Goodell (20231020)
- Sent out proposed bylaws amendments on behalf of the committee to the board for review (20231022)
- Forwarded an email to board on behalf of pool chair regarding next year's pool management contract (20231023)
- Forwarded board email responses to pool chair
- Resent proposed bylaws amendments for board discussion at board meeting

4.3.2 GOA Community-wide Communications

- Sent out 7-day meeting notice to GOA with agenda for board meeting (20231108)
- Forwarded the Arnold Preservation Council newsletter (SEP, NOV)
- Sent out Notice of GOA Google Group Usage Guidelines & Rules of Decorum (20230820)
- Sent Bylaws Review Committee welcomes input message (20230829) and two other occasions.
- Forwarded a lost and found item at the request of a lot owner (20230903)

4.3.3 Individual GOA Member Communications / Database Updates

- Responded to update to a member directory listing X1
- Responded to request for website password X1
- Responded to lot owner's request for the revision statute for reserve studies to go out to board and select committee leads (20230923)
- Responded to lot owner's estate executor / trustee regarding notice of death of lot owner and next steps regarding points of contact (20231102)
- Responded to lot owner's request for draft Aug board meeting minutes and followed up with info about the proposed rezoning (20231102)

- Notified three lot owners that their manager status had been changed to member status in google group due to the board taking a more active role.

4.3.4 External Communications

- Sent feedback via public commenting website for county rezoning proposition. (20230823)
- Mailed comments to county zoning office regarding proposed Glen Oban community area rezoning from OS to R1 (20230823)
- Emailed comments to county zoning office regarding proposed Glen Oban community area rezoning from OS to R1 (20230823)
- Received a letter from county zoning and that they were rescinding their rezoning recommendation (20231009)
- Received a copy of letter sent by Charlie Goodell as thank you to zoning committee

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

- NA

4.3.7 Resale Package Preparations

- Prepared 0 Resale Packages this reporting period (total of 4 year to date)

4.3.8 Miscellaneous

- NA

4.3.9 Document Archive

- Continued populating relevant docs in google workspace

4.3.10 Near Term Future Items

- Send out 20231108 board meeting minutes for review
- Continue populating google workspace
- Work on assigned action items
- Draft more candidate SOPs
- Reserve annual meeting space
- Prep for annual meeting

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 reviewed his emailed LPRC Recommendations for 2024 dated Oct 31, with some notable changes in light of the new reserve study law in Maryland. See attachment 1 for a summary of the new reserve study law. The two LRPC members (F. Cullen & B. Hilliard) reviewed the latest Reserve Study and

other needs to make recommendations for what the community should consider spending to preserve the community assets for year 2024.

1. The wood fence and guard rail replacement by the pool parking lot for \$5.6K can wait for a later year.
2. The playground replacement for \$34K should be considered for 2024. The \$34K might be on the high side. Safety is a big concern. We recommend a review or an assessment be performed by a qualified person to develop a replacement plan for an estimated cost of \$600 first.
3. Renovation for the entrance signage and monuments for \$5.5K should be considered for 2024. The side walls that are to the south and north of the entrance may not need to be touched at this time.
4. There is a line item for the repaving of the pool parking lot and access drive for \$60.3K in 2026 that is no longer needed because it was done this year. This cost item can be utilized for the community pier replacement.
5. Please refer to the email from Jason Werner dated 10/11/23 that should be discussed relating to the replacement of the community pier. Based on the latest estimate for the community pier replacement which was missing certain components such as electrical and plumbing, we are assuming a replacement cost of around \$500K.

For 2023, the funds required to be set aside for reserves in the Reserve study is \$123,758. Since the Schwab reserve account currently has \$103,566.02, Frank requests the Treasurer (Jason) shift \$20,192 from the Truist operating account to the Schwab account. Contributions to reserves for 2024 are required at \$52,500. To remain compliant to the new reserve study law, it is believed that no dues increase is required. HOWEVER, there is general consensus that the approx. \$225,000 to partially replace the pier in 2029 is not adequate and the entire pier will need replacement at that time, potentially costing up to \$500,000. In that case, we will have a shortfall of about \$200,000 to raise. If that is divided by 83 lots, that is \$2,400 each, over the next 5 years, that is approx. \$500 per lot per year. This could go to \$475 per year if the marina slip fees were also raised. Effects of inflation would need to be adjusted each year. This information is provided to the Board for their consideration and direction.

During discussion, an action item was assigned to the playground committee chairs (Sarah and Steve Broadwater) to get a safety assessment for playground equipment replacements. Additionally, the board invites the playground committee chairs to lead the playground equipment replacement effort. An action item was assigned to J. Werner to transfer funds of \$20,192 to the Schwab account.

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

- 1) Progress to date:
 - a. Posted board meeting approved minutes (20230525) and special meeting minutes (20230627)
 - b. Updated next meeting box and events box on home page as needed
 - c. Posted approved SOP –enforcement of goggle group usage guidelines and rules of decorum procedure
 - d. Added a page regarding googlegroup rules of decorum, link to post a message
 - e. Metrics:
 - i. Tennis Reservation (Skedda) member accounts: 17 + owner (increase 3 in past 90 days)
 - ii. Glen Oban Website Since May 12 (last 90 days): 256 site sessions, 162 unique visitors (20% returning)
 - f. Responded to request to add a vendor to the vendor list & posted

- g. Responded to action item Website Engagement. (K. O'Brien) Explore increasing engagement on the website, to include offering a tutorial before the next annual meeting.

2) Near term future items:

- a. Post approved minutes (20230810)
- b. Post approved SOP – Bylaws Revision Procedure
- c. Update next meeting and events box on home page
- d. Add new pic to home page rotation
- e. Work with treasurer to set up automatic payment for google workspace
- f. Investigate updating contact emails to @glenoban.com

Action Item:

Website Engagement. (K. O'Brien) Explore increasing engagement on the website, to include offering a tutorial before the next annual meeting.

Response:

The website has two primary target audiences: visitors who are curious about our community, and GOA members who are looking for specific information, such as meeting minutes or a copy of the bylaws. Many GOA members have utilized the universal password-protected Members page, but some have never logged on. How to engage these users? Options include:

- Live Tutorial (before/after the annual meeting)
- Virtual Demo (zoom meeting)
- Demonstration Video
- Slideshow Presentation (e.g., PowerPoint)
- Informative email

Each option has benefits/drawbacks. The live tutorial is interactive, and the webmaster can respond to questions in real-time. But it is a one-shot deal and resource intensive (secretary/webmaster is very busy during this time); there is no guarantee the people who are interested will be in attendance at the meeting. A virtual demo zoom meeting will probably not be effective for people who are not comfortable with exploring a website. This is also a one-shot deal and there could be tech challenges. The demonstration video will have upfront production work but can be done in advance. It may go out of date if the website changes. The link would need to be sent out a few times a year. A slideshow presentation (saved as a PDF) will also require upfront production work but can be saved by the GOA members and referred to periodically on demand. It would not have animations. An informative email is the least resource intensive and least production work and could be easily updated as the website evolves. This would successfully reach the target audience of naïve web users.

Webmaster Recommendation:

Develop an informative email that gives an overview of the members portion of the website. Goal to release it before the next annual meeting. K. O'Brien took an action to develop an informative email about navigating the members page of the website.

4.6 Local Civic Chapter Representative Reports (as needed)

4.6.1 Asquith Creek Charitable Trust (C. Goodell)

C. Goodell reported continuing progress for reviving the ACCT. He has good points of contact in neighboring communities, and an estimate of over \$200k to dredge the creek. He will be exploring grant opportunities for dredging but needs to get the trust paperwork up to date before pursuing. He added GOA resident Jimm Rich to the committee as he has 30 years of experience with dredging projects through the Army Corps of Engineers.

5.0 Special Committee Reports (as needed)

5.1 Community Survey Committee (J. Erwin)

John Erwin was not in attendance; there was no status report submitted by the chair at this time. Due to the lack of progress and the diminishing utility of a community survey, it was recommended by the President that the survey development be placed on indefinite hold and the ad hoc committee be disbanded. All board members present were in agreement.

5.2 Bylaws Review Committee (C. Goodell)

The committee (C. Goodell, K. O'Brien, Jimm Rich) met on Aug 3, Sep 7, and Oct 18. The resulting proposed bylaws revisions spreadsheet is a result of several reviews of best practices, sample bylaws, as well as state HOA statutes and represents our consensus opinion. Community input was invited, though none was received.

Each member of the Board was provided a complete copy of the bylaws with the recommended changes before the meeting and any change a board member wished to discuss or revise was evaluated. As a result of discussion, three updates were made. Section 4.7 related to year end independent review by an accountant, Section 6.3 f related to authorized purchases by board with an approved budget, and Section 7.2 o related board approval for change of vendors over \$10K. After discussion, P. Schratz moved (A. Behrens seconded) to approve the proposed bylaws with changes for consideration by the community for adoption. With all in favor, the motion carried.

Next steps include the bylaws review committee hosting a community comment and discussion session, to be scheduled in early January. As a reminder, the board-approved proposed bylaw amendments will be sent out 30 days prior to the annual meeting (usually in Feb) and be put to a vote by the GOA members (simple majority vote needed to adopt).

During discussion there was a question about whether our association liability insurance covers Officers and Directors and J. Werner took an action to confirm this.

6.0 New Business / New Action Items

6.1 New Business

6.1.1 Independent marina survey

There was discussion about whether to get an independent marina survey from an engineer (as recommended in the reserve study) since pier replacement will be a large expense. Jason took the action to get a cost estimate on an independent survey for possibly putting into a separate line item for the budget for next year.

6.1.2 Kayak storage

There was a question about kayak storage issues, difficulty of access, etc. This should be a separate line item for next year's budget. An action item was generated to get an estimate for kayak rack repairs / improvements.

6.1.3 Slip fee structure

There was general agreement that the GOA slip fees are 'a bargain.' There was discussion about how slip fees are assessed. Currently there is a flat rate up to 24 ft and then increases from there. Jason recommends simplifying to a cost per foot fee structure going forward, specifically \$30 per foot for next year. This approach should capture increased funding in an equitable manner. S. Griffin moved (C. Goodell seconded) a \$30 per foot fee structure for marina slips be put into the budget. With all in favor, the motion carried. Note, this requires community approval as part of the budget vote at the annual meeting.

6.1.4 Uncollected / unassessed marina fees

Jason noted that there are two boats on the marina parking pavement as well as a dinghy on a trailer that have not paid storage fees. There have been no fees collected for kayak storage. The current marina use agreement mentions a winter storage fee for pulled boats. J. Werner took the action to work with marina chair Chet Goudy to review the fees in the marina agreement and recommend updates and/or collection of fees moving forward.

6.1.5 Decide on pool management contractor / way ahead (H. Dodd)

As provided to the Secretary and distributed to the board on Oct 23, the pool committee chair (Heather Dodd) obtained 3 pool management estimates for next year. Our existing vendor, Ace Aquatics, had the highest rate (with steep fee increases year over year) and there was disappointing service this past season. She provided a thorough assessment of fees for the 3 vendors and recommended American Pool going forward at \$31,690 (a savings of \$4,450 compared to Ace). Prior to the meeting, the board reached consensus via email to suspend the auto-renew contract for ACE with a decision on the 2024 vendor to take place at the current board meeting. H. Dodd also provided an update to her progress to the board on Nov 8. With all information in hand and after discussion, C. Goodell moved (S. Griffin seconded) to select American Pool as the 2024 pool management vendor. With all in favor, the motion carried.

6.1.6 Set date for special meeting: committee chair reports

The date for a special board meeting for the sole purpose of receiving committee lead reports and budget requests is Jan 4 at 7 pm.

6.1.7 Discuss upcoming board member elections / getting back to 2-2-3

A decision on this topic was tabled due to the late hour. For info:

GOA holds elections for the open board of directors seats every year. Each director serves a 3-year term and to keep continuity year-over-year, the elections are staggered. Over a 3-year period, we elect 2 directors, 2 directors, and 3 directors (2-2-3 for short). We had two mishaps in the 2019 and 2020 election cycles which left 4 open seats to be filled for the 2021 cycle. The 4 directors are now facing the end of their 3-year terms such that 4 seats will be open for the 2024 cycle. This is not something we want to continue because:

- a) it is typically difficult to find even two community members willing to run for the board, and
- b) we potentially would be replacing more than half the board with new members in one fell swoop (bad for continuity).

K. O'Brien suggests the following remedy:

- a) Hold a regular election for 2 open seats for 2024
- b) Since there would be 2 vacant seats, we can have two 'sunsetting' directors fill a 1-yr term by following section 6.5 Vacancies of the bylaws.

Section 6.5. Vacancies: Vacancies in the Board of Directors caused by any reason other than removal of a Director by a vote of the Association shall be filled by a vote of the majority of the remaining Directors, even though they may constitute less than a quorum of said Board; and each person so elected shall be a director until a successor is elected at the next annual meeting of the Members of the Association.

(another option would be to have 2 seats up for a 1-yr term election - but that doesn't exist)

This would result in being back to the desired 2-2-3 schedule by 2025. We would need to communicate it to the GOA Membership during the normal nominations and elections cycle (30 days prior to the annual meeting).

6.2 New Action Items

1. Safety Assessment for Playground Equipment. (Sara and Steve Broadwater) Identify a playground safety expert and their rates and/or safety requirements in support of playground equipment replacement.
2. Transfer Funds to Reserve Account. (J. Werner) Transfer minimum funds of \$20,192 to the Schwab account.
3. Develop Website Email. (K. O'Brien) Develop an informative email about navigating the members page of the website.
4. Confirm Liability Insurance Coverage. (J. Werner) Confirm our association liability insurance coverage includes Officers and Directors.
5. Cost Estimate for Independent Marina Survey. (J. Werner) Get a cost estimate on an independent marina survey for possibly putting into a separate line item for the budget for next year.
6. Kayak Rack Repairs Estimate. (UNASSIGNED) Get an estimate for kayak rack repairs / improvements.
7. Review Marina Use Agreement for Fees. (J. Werner) Work with marina chair Chet Goudy to review the fees in the marina agreement and recommend updates and/or collection of fees moving forward.

7.0 Documentation of Main Motions

7.1 Decisions Made During the Board Meeting

1. P. Schratz moved (A. Behrens seconded) to approve the proposed bylaws with changes for consideration by the community for adoption. With all in favor, the motion carried.
2. S. Griffin moved (C. Goodell seconded) a \$30 per foot fee structure for marina slips be put into the budget. With all in favor, the motion carried.
3. C. Goodell moved (S. Griffin seconded) to select American Pool as the 2024 pool management vendor. With all in favor, the motion carried.

7.2 Decisions Made via Email since Last Board Meeting (AUG 08)

Board consensus reached via email due to the time-sensitive nature on not auto-renewing the Ace Aquatics pool contract (30 October).

8.0 Announcements

1. Adult Holiday Party: Saturday DEC 9, at Siekmans
2. Children's Holiday Party: TBD
3. Special Board Meeting (Committee Leads): Jan 4, 7 pm, location TBD
4. Next Board Meeting: Jan 25, 7pm, 191 Glen Oban Drive

5. Annual Meeting: tentative Feb 15, 7 pm Woods Church

9.0 Adjourn

There being no further business, the president adjourned the meeting at 9:41 pm.

Attachment 1: Statewide Reserve Study Law Summary

Effective October 1, 2022.

In response to the 2021 Surfside, Florida condominium collapse, the existing reserve study law, which applied only to Montgomery County and Prince George's County, has been expanded to Maryland community associations statewide with some new changes. The new law will require all condominium associations, cooperatives, and homeowners associations to obtain a reserve study and budget for reserves in the amount recommended in the most recent reserve study.

Maryland community associations in counties other than Prince George's County or Montgomery County that do not have reserve studies, or have reserve studies conducted prior to October 1, 2018, must obtain a reserve study by October 1, 2023. Thereafter, an updated reserve study must be conducted/updated every five years.

Each community association will also be required to budget for reserves in accordance with the annual reserve funding amounts recommended in their current reserve study. A community association obtaining an initial reserve study under this law will have three fiscal years to attain the annual reserve funding level recommended in the study.

The board of directors has the power to increase assessments to cover the reserve study funding recommendations regardless of any provision of the governing documents restricting or capping assessment increases in a fiscal year.

§§ 11B-106.1, 11B-112.2, 11B-112.3, and 11B-117 of the Maryland Homeowners Association Act

Attachment 2 (P&L Sheet dated Nov 10, 2023) Next Page

Glen Oban Association

Profit and Loss

January - December 2023

	TOTAL
Income	
HOA resale package	600.00
Homeowners Fees	87,240.00
Invest Inc	3,405.07
Marina Fees	20,130.00
Sales of Product Income	30.00
Services	50.00
Unapplied Cash Payment Income-1	0.00
Total Income	\$111,455.07
GROSS PROFIT	\$111,455.07
Expenses	
Expenses - Tennis Courts	
Tennis Courts - Capital Project	32,981.40
Tennis Courts - Maint/Repairs	795.94
Total Expenses - Tennis Courts	33,777.34
Expenses Marina	
Marina electric - x60000	1,466.81
Marina Supplies	71.28
Marina water	555.39
Total Expenses Marina	2,093.48
Expenses Pool	
Pool - Capital Projects	11,750.00
Pool electric - x40000	1,851.02
Pool Management	30,640.00
Pool permits and inspection fee	350.00
Pool repairs	1,015.00
Pool supplies	916.90
Telephone	406.03
Total Expenses Pool	46,928.95
Expenses- General	604.95
Accounting and tax	895.00
Administrative	184.27
Donations	225.00
Insurance	2,513.00
Landscaping - Contract	5,970.00
Playground	664.15
Property Taxes	2,627.03
Social	1,637.24
Water & Electric at entrance	274.80
Website	598.49