

**Glen Oban Association
Board Meeting Minutes**

Meeting Date: 16 Mar 2023
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
V	Charlie Goodell (President-elect)	P	Eric Dennis (Past-President)
P	Ann Behrens (Vice-President-elect)	P	Eric Alexander (Past-Member)
P	Jason Werner (Treasurer)		
P	Kelly O'Brien (Secretary)		
P	Sasha Griffin (Board-elect)		
P	John Erwin (Member)		
P	Paul Schratz (Member)		

2.0 Approval of Minutes

The minutes of the prior special board meeting held on January 18, 2023, and the minutes to the annual meeting held on February 23, 2023, were distributed electronically with the draft agenda. With no changes during discussion, the minutes were approved as delivered electronically. Of note, the annual meeting minutes remain draft (though board-approved) until they are adopted at the next annual meeting.

3.0 Old Business / Action Item Reports

11 action items were reviewed; 6 were closed and 5 remain in work.

1. GOA Amenity Survey. (J. Erwin) John investigated several survey development tools and recommends google survey be used. He intends to work with Frank Cullen on this to be assured of adequate long-range coverage. Sash Griffin volunteered to assist as she has survey development experience. John intends to have a survey submitted for board approval in March. (OPEN)
2. Marina Power Distribution Inspection (E. Dennis) The preliminary estimate from Chet's electrician is \$26,000. If work is to be done, wiring would need to be brought up to code (e.g., pedestals would be required to be installed - minimum of 6 on the right side of the pier). There would be adequate power for any future lifts. During discussion two new action items were spawned: Chet to immediately hang an appropriate No Swimming Within 10 Feet of Pier sign; Chet to determine those electrical items in need of immediate repair for safety such as loose outlets (separate from a more comprehensive maintenance action). (OPEN)
3. Access to Schwab Account (J. Werner) Access to the Schwab account was updated to Frank Cullen & Jason Werner. (CLOSED)
4. Bylaws Amendment(s). (K. O'Brien / J. Werner) Propose bylaws amendment to cover inclusion of board-approved procedures. No progress to report. Of note, there was discussion to create an

ad hoc bylaws review committee and perhaps this item would close in the context of the broader bylaws review (OPEN)

5. LRPC Guidance. (K. O'Brien/E. Dennis) Generate guidance for Long-Range Planning Committee Chair and send to Frank Cullen. The guidance was sent to Frank on Jan 18. (CLOSED)
6. Submit Parking Lot Quotes to LRPC. (J. Erwin) Handover Tennis Court parking lot / pool parking lot Cooper Paving quotes to Frank Cullen for day-to-day management. Frank obtained these from Cooper. Of note the pool parking lot repairs quote of \$1380 was mis-applied. The pool parking lot repairs were not quoted or accomplished. Discussion spawned a new action item regarding interested residents requesting driveway repair/reseal quotes en masse. (CLOSED)
7. Submit Pool Deck Quotes to LRPC. (C. Goudy / H. Dodd) Handover pool deck replacement quotes to Frank Cullen. (OPEN)
8. Asquith Creek Charitable Trust Representative. (K. O'Brien/A. Behrens) Follow up with Charlie Goodell on Asquith Creek Charitable Trust rep decision and way ahead. This was accomplished on Jan 14; Charlie has since taken the lead and produced a report to be included in the annual meeting minutes and has an update in section 4.6. (CLOSED)
9. GOA Credit Card. (J. Werner) Investigate and procure a GOA credit card through the business account at Truist for recurring charges. No progress to report. (OPEN)
10. Invest Schwab Account. (J. Werner with F. Cullen) Investigate possibility of getting a greater return on investment for the Schwab account. Frank Cullen moved the reserve fund from a cash account into a money market account, which will generate additional income. (CLOSED)
11. Marina Fee Structure. (J. Werner with C. Goudy) Propose a simplified fee structure at marina. Chet intended to modify fees to perhaps a three-or-four-tiered system instead of based on actual vessel length (by the foot). Jason suggests no change is needed due to the recent change in process where the treasurer will invoice all marina fees, based on a spreadsheet Chet will provide. (CLOSED)

4.0 Officer / Standing Committee Reports

4.1 President's Report (E. Dennis)

Past-President Dennis is grateful to the board for this opportunity to serve over the past 4 years. He is enthusiastic about the new board and is looking forward to chairing the officer elections later in the meeting. Editor's note: THANK YOU, ERIC!!!!

4.2 Treasurer's Report (J. Werner)

2023

Income Category	Income	Expense Category	Expenses
Homeowner's Fees	0	Marina	655.93
Marina Fees	0	Pool	10459.14
Late fees	0	General	1155.04
Investment Income	183.29	Tennis	0
Total Income YTD	\$183.29	Total Expenses YTD	26900.11

Current Balances:

Schwab – \$100,344.24

Truist - \$20,918.71

The account balance discrepancy of approx. \$670 noted in the annual meeting report has been resolved. They were due to four outstanding checks from prior to 2020 that were never cashed. These have since been voided.

The year-end accounting and tax preparation from CPA Eric Keitz is not yet complete.

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

- 1) Sent out 7-day meeting notice to GOA with agenda for special budget meeting (20230118), annual meeting, and organizational board meeting (20230316).
- 2) Sent out prior board meeting minutes (20230118) and annual meeting minutes (2023023) to board for review.
- 3) Progress this reporting period
 - a. Weekly mailbox visits
 - i. Filled out incoming mail spreadsheet
 - ii. Shared invoices / checks with treasurer
 - iii. Mail delivered to others as appropriate
 - b. Invited officers and committee leads to submit annual reports
 - c. Invited local council reps to submit annual reports
 - d. Reformatted budget spreadsheet to be more user-friendly
 - e. Responded to homeowner request for past meeting minutes
 - f. Coordinated with GO rep to Severn River Association on his zoom meeting request
 - g. Annual Meeting preparation and support
 - i. Emailed meeting notice with agenda, proposed budget, proxy, minutes
 - ii. Mailed by USPS meeting notice to nonwaived with agenda, proposed budget, proxy
 - iii. Coordinated with Woods Church / room layout
 - iv. Sent out committee and local council reports
 - v. Sent out president's report & meeting reminders
 - vi. Updated and processed proxy forms
 - vii. Updated roll call sheet
 - viii. Coordinated with president on conducting the annual meeting
 - ix. Coordinated with committee chairs & civic reps re the annual meeting
 - x. Coordinated with other presenters on annual meeting expectations
 - xi. Coordinated with nominations & elections committee chair & assistant
 - xii. Purchased name tags and set out on sign-in table
 - xiii. Created agenda/committee lead handout & made copies
 - xiv. Attended meeting and performed secretary duties
 - xv. Coordinated with treasurer on \$100 donation to Woods Church
 - xvi. Drafted minutes and sent to board for review
 - h. Coordinated with treasurer on internal/external fiscal inspection/review
 - i. Responded to a resident's request for annual meeting minutes
 - j. Forwarded a message for a community planning survey at the request of a resident
 - k. Coordinated with treasurer on 'approved' budget and reformatted
 - l. Coordinated with president on a member's virtual attendance at march board meeting
 - m. Converted marina use agreement to 'pages' at request of marina chair

- n. Signed the county mosquito control application and returned it
 - o. Sent out a call for volunteer for GO rep for Arnold Preservation Council
 - p. Responded to resident request for info on channel dredging
 - q. Offered to add a resident's concerns regarding capital budget reporting and resale fee to board meeting agenda under new business but he declined (Hilliard email to officers dated Mar 9)
 - r. Continued populating relevant docs in google workspace
 - s. Prepared 3 Resale Packages this reporting period
 - i. 131 Dalkeith Glen (Feb 21)
 - ii. 100 Glen Oban Drive (Feb 21)
 - iii. 200 Glen Oban Drive (Mar 10)
 - t. Action Item Progress
 - i. Generate guidance for Long-Range Planning Committee Chair and send to Frank Cullen (K. O'Brien/E. Dennis)
 - ii. Follow up with Charlie Goodell on Asquith Creek Charitable Trust rep decision and way ahead (K. O'Brien/A. Behrens)
- 4) Near term items
- a. Send out 20230316 board meeting minutes for review
 - b. Send treasurer list of residents who need USPS mailing of invoices
 - c. Send treasurer list of resident email addresses?
 - d. Provide treasurer with sample contract for HOA fiscal audit by CPA
 - e. Continue populating google workspace
 - f. Investigate physical GOA mailbox installation at community pool
 - g. Work on assigned action items
 - h. Draft more candidate SOPs

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

- 1) Progress to date:
- a. Completed initial website elements
 - b. Reviewed website across chrome, safari, and firefox browsers both desktop and mobile formats and made changes
 - c. Coordinated with previous admins on transferring the domain name
 - d. Sent out a 'new website coming soon' message to the community
 - e. Reformatted resident-supplied vendor list to be more user friendly
 - f. Coordinated with Jason about the glenoban.com cutover
 - g. Posted info for annual meeting
 - h. Posted board meeting approved minutes
 - i. Sent out 'go-live' message
 - j. Updated directory based on resident updates
 - k. Responded to a resident's question about password
 - l. Responded to a resident's question about tennis reservations
 - m. Tennis Reservation (Skedda) member accounts: 8
 - n. Since Feb 15: 174 site sessions, 122 unique visitors
- 2) Near term items:
- a. Post approved minutes
 - b. Update new officers, committee leads

- c. Investigate updating contact emails to @glenoban.com

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

Nothing to report.

4.6 Local Civic Chapter Representative Reports (as needed)

Asquith Creek Charitable Trust (C. Goodell) Charlie gave an update on the channel dredging trust, which has about \$4k currently. The last dredging was accomplished in 2005 and lasts 15-17 years which makes it time to consider dredging again. The trust was funded in the past by private donations. Options are being considered to develop local community interest and a detailed plan is quite a way off. Progress to be reported on a regular basis. Of note, Eric Alexander is interested in using any dredged materials if possible.

5.0 Special Committee Reports (as needed)

Nothing to report.

6.0 New Business / New Action Items

6.1 New Business

1. Officer Nominations & Elections (E. Dennis) Past-President Dennis opened the floor for officer nominations. Kelly O'Brien nominated Charlie Goodell for President. For Vice-President, Ann Behrens self-nominated. For Treasurer, Kelly O'Brien nominated Jason Werner. For Secretary, John Erwin nominated Kelly O'Brien. All nominees expressed a willingness to serve. There being no more nominations, Past-President Dennis closed the floor and asked the board if they would consent to a voice vote of the slate. All consented to a voice vote. Past-President Dennis moved, Sasha Griffin seconded, that all officer nominees be elected to stated officer positions. All were in favor and the motion carried.
2. Appointment of Committee Chairs and Local Council Representatives (C. Goodell) In his first act as GOA President, Charlie appointed the following committee chairs and local council representatives (the board approved by voice vote):
 - Landscaping: Ann Behrens
 - Long-Range Planning: Frank Cullen
 - Marina: Chet Goudy
 - Playground: Sarah & Steve Broadwater
 - Pool: Heather Dodd
 - Security: Sasha Griffin
 - Social: Aly Goudy
 - Tennis: Phelps Kelley
 - Webmaster: Kelly O'Brien
 - Welcome: Laurie Dennis & Lisa Kennedy
 - Arnold Preservation Council: Vacant
 - Asquith Creek Charitable Trust: Charlie Goodell

- Greater Severna Park Council: Michael Bates
 - Growth Action Network: Ann Fligsten
 - Severn River Association: Val Culotta & Jimm Rich
3. Board Transition Planning (K. O'Brien) Kelly O'Brien, using a handout, familiarized new members to the board. The following 'housekeeping' items were discussed/decided:
- a. No materials to transition since secretary and treasurer are continuing to serve.
 - b. Frequency of meetings (decided: quarterly plus more for lead-up to annual meeting, desire for scheduled dates)
 - c. Location (decided: Ann Behrens will host)
 - d. Meetings open to all homeowners (except closed meetings)
 - e. Meeting communications include: Draft & Final Agenda/ Meeting Notices / Draft and board-approved Minutes.
 - f. Officer Reports – helpful if written prior to the meeting; send to secretary after meeting.
 - g. Action Items – assignees work on these between meetings, report out to close.
 - h. Decisions made during meetings via Robert's Rules (motion/ second/ discussion/ vote/ capture in minutes)
 - i. Decisions Via Email are similar but according to approved SOP.
 - j. Standard Operating Procedures: 3 are complete, working through the list.
 - k. Reimbursements via form and receipts sent to treasurer– form posted on website.

The following New Business items were raised throughout the meeting and are noted here:

4. Ad Hoc Bylaws Review Committee. A number of questions came up in passing that might be served well with bylaws amendments. This included the ability to set late fees and the use of board-approved procedures. There was agreement that a comprehensive review and recommended amendments is preferable to separate amendment efforts. In general, the board favored the ad hoc committee approach and discussion is ongoing. Charlie Goodell took an action to consider appointing a bylaws review committee chair. Of note, there is an identified procedure as yet unauthored to address the bylaws revision process.
5. Process for Getting Repair/Maintenance Estimates. The question was asked regarding how many estimates were normally gathered before a contractor was selected. The response was 2-3 was the norm but sometimes there was only one estimate received. It was noted there is a proposed Standard Operating Procedure on this topic (Professional Services Contracts, as yet unauthored) and there was agreement that the LRPC Chair should be included in the discussion.
6. Landscaping at Front Entrance (J. Erwin) John is interested in planting flowers near the Glen Oban entrance and was curious about budget/permission for that. He also raised concerns about the need to replace the pear trees soon. Landscaping Chair Ann Behrens welcomed John to the Landscaping committee and said her committee has budget and they will work on these concerns in committee.
7. Offer of Growth Action Network to address the board. (K. O'Brien) The president of local civic group Growth Action Network (GAN), Matt Minahan, has offered to address the board at a regular board meeting about their recent projects and plans for the year. After discussion, the

board respectfully declined this offer due to the fact that the agenda is already full at the quarterly meetings.

8. Vegetation Overgrowth on the Roadway (A. Behrens) A homeowner has a complaint about vegetation overgrowth from the vacant lot that is intruding the roadway on Kinloch Circle and is a hazard. Ann recalls that the vacant lot owners have in the past been good about moving vegetation debris and she agreed to reach out to them via mail. Secretary to provide mailing address.
9. Spare Marina Road Gate Remotes (C. Goodell) Charlie suggested as we head into boating season that we have some spare marina road gate remotes on hand. Jason Werner took the action to order a few to have on hand. Kelly O'Brien mentioned the remote ordering information was on the website and this could be updated to include 'contact Jason first' information.
10. Security Committee Chair Responsibilities (S. Griffin) Sasha Griffin, as the new Security Committee Chair, is interested in guidance about what that entails. After discussion, Kelly took the action to send her that committee description and well as past relevant minutes and points of contact.
11. Clarification of Resale Package Fees. (K. O'Brien) Recent googlegroup email traffic demonstrates that resale package fees are a source of confusion for some homeowners. Kelly recommends a clarification communication from the board be issued. Kelly & Charlie took the action to draft such a message for board approval.

6.2 New Action Items

1. Immediately hang an appropriate No Swimming Within 10 Feet of Pier sign (C. Goudy)
2. Determine those marina items in need of immediate repair for safety such as loose outlets (separate from a more comprehensive maintenance action) (C. Goudy)
3. Contact Cooper Paving for feasibility of grouping residents interested in driveway repair/reseal estimates and possibly grouping the work. If feasible, webmaster can develop a sign-up form. (F. Cullen)
4. Consider appointing an ad hoc bylaws review committee chair (C. Goodell)
5. Contact vacant lot owners about removing vegetation overgrowth intruding the roadway. Secretary to provide mailing address. (A. Behrens)
6. Order a few marina road gate remotes to have on hand. Webmaster to update web page. (J. Werner)
7. Send the new security committee chair the committee description and well as past relevant minutes and past points of contact. (K. O'Brien)
8. Draft a clarification message to the community regarding resale package fees for board approval. (K. O'Brien, C. Goodell)

7.0 Documentation of Main Motions

7.1 Decisions Made During the Board Meeting

1. Past-President Dennis moved (Sasha Griffin seconded) that all officer nominees be elected to stated officer positions. All were in favor and the motion carried.

2. President Goodell appointed the committee chairs and local council representatives listed in Section 6.1.2 (the board approved by voice vote)

7.2 Decisions Made via Email since Last Board Meeting (Jan 18)

None

8.0 Announcements

1. (Updated to add) Egg Hunt & Happy Hour: April 8, 2 pm, Gilligan residence
2. Next Meeting: TBD, 7pm, 191 Glen Oban Drive

9.0 Adjourn

There being no further business, the president adjourned the meeting at 8:33 pm.

Attachments (None)