

**Glen Oban Association  
Board Meeting Minutes**

**Meeting Date:** 25 May 2023  
**Location:** 191 Glen Oban Drive  
**Time of Day:** 7:00 pm

**1.0 Call to Order**

The meeting was called to order at 7:09 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 two prior special board meetings held on April 17, 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**

13 old action items were reviewed; 12 were closed and 1 remains in work.

1. GOA Amenity Survey. (J. Erwin) John submitted a draft survey for board review. This action is closed in light of a special committee chaired by J. Erwin, with F. Cullen, and S. Griffin as members See Section 5.1 for preliminary discussion. (CLOSED)
2. Bylaws Amendment(s). (K. O’Brien / J. Werner) Propose bylaws amendment to cover inclusion of board-approved procedures. This action is closed in light of special committee formed with C. Goodell, K. O’Brien as members. See Section 5.2 for preliminary discussion. (CLOSED)
3. Submit Pool Deck Quotes to LRPC. (C. Goudy / H. Dodd) Handover pool deck replacement quotes to Frank Cullen. Frank has received the quotes and notes they will become obsolete over time. (CLOSED)
4. GOA Credit Card. (J. Werner) Investigate and procure a GOA credit card through the business account at Truist for recurring charges. Investigation favors a debit card rather than a credit card but at this time the demand is not there to pursue further. No action. (CLOSED)
5. No Swimming Sign. (C. Goudy) Immediately hang an appropriate No Swimming Within 10 Feet of Pier sign. This action is closed and another is opened with S. Griffin as actionee. (CLOSED)
6. Marina Immediate Repairs. (C. Goudy) Determine those marina items in need of immediate repair for safety such as loose outlets (separate from a more comprehensive maintenance action). B. Hilliard worked with C. Goudy to get a quote from Wireworx for \$4,855. There was considerable discussion regarding identifying the scope difference from the earlier \$29k for

repairs approved at the annual meeting. The approx. \$5k repair is to be on-hold until more information is obtained. See Section 6.1.5. (CLOSED)

7. Homeowner Driveway Paving. (F. Cullen) Contact Cooper Paving for feasibility of grouping residents interested in driveway repair/reseal estimates and possibly grouping the work. F. Cullen contacted Cooper Paving about a group discount in Glen Oban and they are considering it. He will update us as they respond but stressed that the board should not be involved going further other than a single group communication. (OPEN)
8. Bylaws Review Committee. (C. Goodell) Consider appointing an ad hoc bylaws review committee chair. C. Goodell is standing up a Bylaws Review Committee with himself as chair, K. O'Brien as board volunteer and will ask for a nonboard volunteer member as well. (CLOSED)
9. Vegetation Overgrowth Removal Request. (A. Behrens) Contact vacant lot owners about removing vegetation overgrowth intruding the roadway. Secretary to provide mailing address. A. Behrens contacted the lot owners by letter but there has been no action or response. See also the discussion in Section 6.1.4.(CLOSED)
10. Spare Marina Road Remotes. (J. Werner) Order a few marina road gate remotes to have on hand. Webmaster to update web page. J. Werner ordered 4 remotes. (CLOSED)
11. Security Committee Guidelines. (K. O'Brien) Send the new security committee chair the committee description and well as past relevant minutes and past points of contact. K. O'Brien sent the material over to the new security chair. (CLOSED)
12. Resale Package Fee Clarification Message. (K. O'Brien, C. Goodell) Draft a clarification message to the community regarding resale package fees for board approval. This was drafted, approved by the board, and sent to the community. (CLOSED)
13. Marina Chair & Board Interface. (B. Hilliard) Act as the interface between the board and the marina chair to get several questions resolved regarding marina electrical upgrades. B. Hilliard worked with C. Goudy to get an electrical quote from Wireworx for approx. \$5K for the most pressing work that would not trigger code compliance issues. There is an email thread starting 20 May regarding this issue. (CLOSED)

#### 4.0 Officer / Standing Committee Reports

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

Other than items mentioned elsewhere in the minutes, there was nothing further to report.

##### 4.2 Treasurer's Report (J. Werner)

As of May 16, 2023

Income Category	Income \$	Expense Category	Expenses \$
Resale Package	450	Marina	1,029.29
Homeowner's Fees	86,100	Pool	29,959.57
Marina Fees	19,530	General	5,100.48
Late fees	0	Tennis	33,777.34
Investment Income	915.53		
Products/Services	80		
<b>Total Income YTD</b>	<b>\$107,075.53</b>	<b>Total Expenses YTD</b>	<b>\$69,866.68</b>

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

Current bank balances (on May 16, 2023):

Truist - \$75,787.14

Schwab - \$101,076.48

We have completed the following capital improvements this year:

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

J. Werner did not pull any money from Schwab for this as there was enough in the operating account to cover this. If necessary, he will have some transferred from Schwab.

As of May 25, there are 2 outstanding GOA dues and 1 outstanding marina fees. The board-approved procedure for late fees will go into effect at 30 days delinquent (60 days late before a late fee is imposed). It was suggested that the due dates for GOA fees and marina dues should be synched up in future years. It was also noted that several dues/fees payments had bypassed the GOA post office box and were directly given to the treasurer. This was improved from past years, but it is an essential check and balance to submit all dues/fees through the PO Box, which is accessed and logged by the secretary before being processed by the treasurer. It was suggested that homeowners be made aware of this next year.

C. Goodell asked about the periodicity of P&Ls. Currently J. Werner runs them in advance of board meetings (approx. quarterly). This seemed reasonable and perhaps would be revisited in the future if they are needed more often.

Tax preparation from CPA Eric Keitz is complete. J. Werner clarified that the work does not include year-end accounting as is stated in the bylaws. C. Goodell expressed concern that the two-person volunteer review of the fiscal records mentioned in section 4.7 of the bylaws was not rigorous enough without an outside independent accountant review. F. Cullen added that in the past Mr. Keitz did a year-end accounting review and did not think the two-person volunteer review was effective. F. Cullen and J. Werner took the action to sit with Eric Keitz to clarify the scope of his contract.

#### *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 (20230316) and special meetings 1 & 2 (20230417) to board for review.
- Sent revised agenda for board meeting to board (20230525)
- Sent the social chair an updated email list to be used for evites
- Sent treasurer list of residents who need USPS mailing of invoices
- Sent treasurer list of current resident email addresses for invoicing
- Provided treasurer with sample contract for HOA fiscal audit by CPA
- Provided the new security chair with security committee guidance
- Sent recent board meeting minutes to LRPC Chair

- Facilitated setting up a special board meeting to address the LRPC proposal to defer monument/fencing repairs and move ahead with pool parking lot repaving
- Forwarded the vacant lot homeowner's mailing address to A. Behrens in support of her action item
- Facilitated a second special meeting on 20230417 regarding approving a large group pool party (resident hosted)
- Facilitated board meeting date change coordination with the board
- Sent out an email on behalf of LRPC chair regarding temporary closure of pool parking lot for repairs
- Facilitated response for homeowner complaint about a neighbor's grass
- Facilitated response for homeowner complaint about tree down and roadway debris on Kinloch circle
- Forwarded a solicitation by an asphalt company to the LRPC Chair for follow-up
- At president's request, sent out an action item reminder well in advance of the next board meeting
- Updated treasurer on dues and marina fees payments that arrived on time
- Drafted and sent out to the board a proposed procedure for responding to resale package requests (and developed GOA Resale Package form) to be approved at the board meeting.
- Drafted and sent out to the board proposed usage guidelines and rules of decorum for googlegroup (as well as enforcement/appeals process)
- Met with President to synch up for board meeting and way ahead
- Invited marina chair to attend board meeting

#### 4.3.2 GOA Community-wide Communications

- Sent out 7-day meeting notice to GOA with agenda for special meeting (20230417) and board meeting (20230525)
- Sent community-wide message regarding new GOA officers and all committee chairs/ council reps and contact information
- Drafted and finalized a proposed resale package fee clarification message, socialized to board for approval, and sent out to the community
- Upon request by a homeowner, forwarded info regarding Rav-4 EV driver training in the neighborhood
- Sent out a googlegroup email policy reminder (as well as inform the community that rules of decorum for email will be on the agenda at the next board meeting)
- Upon request, forwarded an elected official's letter to the homeowners (note: since redistricting she is no longer our elected official so we are removed from distro)

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

- Provided homeowner with contact information for new security chair after she reported vandalism on her tram
- Sent out welcome new neighbor letters with lots of Glen Oban info to three 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)
- Updated a homeowner's email address in googlegroup upon request
- Coordinated with 4 homeowners and social chair on preferred email addresses for evites; updated spreadsheets

- Updated a resident's cell phone number in directory upon request (x2)
- Added secretary email to googlegroup

#### 4.3.4 External Communications

- Requested buyer contact information for three buyers from the title companies
- Responded to Arnold Preservation Council membership renewal (see new business)
- Requested an elected official remove us from her constituent list since redistricting she is no longer our elected official

#### 4.3.5 Mailbox Visits

- Updated incoming mail spreadsheet
- Delivered invoices / checks to treasurer
- Delivered mail to other addressees

#### 4.3.6 Action Item Progress

- Security Committee Guidelines. (K. O'Brien) Send the new security committee chair the committee description and well as past relevant minutes and past points of contact.
- Resale Package Fee Clarification Message. (K. O'Brien, C. Goodell) Draft a clarification message to the community regarding resale package fees for board approval.

#### 4.3.7 Resale Package Preparations

- Prepared 0 Resale Packages this reporting period (total of 3 year-to-date)

#### 4.3.8 Miscellaneous

- Reported to the president and treasurer an unprovoked hostile exchange from a recent homeowner/current renter on the street regarding resale package fees
- Prepped for and participated in meeting with president & treasurer on way ahead for resale package fee clarification message
- As a googlegroup manager, implemented a 24 hour shutdown of googlegroup due to increasingly hostile email exchanges (mainly between two residents)
- Coordinated with googlegroup owner P. Kelley to search for any existing googlegroup rules and was able to find a single sentence reminder
- Participated in discussions with board and P. Kelley regarding way ahead for googlegroup
- Turned google group back on, locked the hostile thread, and sent out an email policy reminder (as well as inform the community that rules of decorum for email will be on the agenda at the next board meeting)
- Submitted receipts for printer ink and paper and was reimbursed

#### 4.3.9 Document Archive

- Continued populating relevant docs in google workspace

#### 4.3.10 Near Term Future Items

- Send out 20230525 board meeting minutes for review
- Forward county mosquito spraying information as well as opt-out instructions
- Continue populating google workspace
- Investigate physical GOA mailbox installation at community pool
- Work on assigned action items

- Draft more candidate SOPs

K. O'Brien moved (C. Goodell seconded) to approve the procedure for responding to resale package requests. With all in favor, the motion was approved.

#### *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 announced that B. Hilliard was a member of the LRPC. 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 (Annual Meeting draft 20230223, board meeting 20230316)
- b. Updated next meeting box on home page as needed
- c. Updated directory based on resident updates
- d. Responded to residents questions about password
- e. Responded to resident question about tennis reservations
- f. Updated skedda account to accommodate pickleball reservations
- g. Apply for reimbursement for wix website (annual) and google workspace (monthly)
- h. Remove one of two 'users' to keep google workspace cost down to approx. \$6/month
- i. Metrics:
  - i. Tennis Reservation (Skedda) member accounts: 10 + owner
    1. Last 90 days: 65% util; 144 bookings; 58 users (note repave added bookings)
    - ii. Since Feb 25 (last 90 days): 345 site sessions, 201 unique visitors (11% returning)

###### 2) Near term future items:

- a. Post approved minutes
- b. Post approved SOP – resale package prep procedure
- c. Update next meeting and events box on home page
- d. Update or add a page regarding googlegroup rules of decorum
- e. Update marina road remote page to check with Jason for spare remote
- f. Post revised vendor recommendation list
- g. Post revised tennis rules
- h. Post pool season hours and revised pool rules
- i. Update tennis page to include pickleball verbiage and new court pic
- j. Add new pic to home page rotation
- k. Work with treasurer to set up automatic payment for google workspace
- l. Investigate updating contact emails to @glenoban.com

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

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

Patrick Thompson of Severn View currently retains all of the documents from the dredging of Asquith Creek that was performed in 2005. I communicated with him several months ago about the potential of

the four neighboring communities or individuals within those communities contributing to dredging the creek in the not too distant future. Because he was very busy with professional engagements, I volunteered to contact representatives of the other communities to gauge their interest. I have been able to reach Dave Bergman of Rugby Hall and Jeff Labrier of Severn View to discuss the issues. Dave reported that Rugby Hall has its community pier at a location outside Asquith Creek and did not think that the community as a whole would be interested in contributing to the dredging, although the several individual homeowners on the Creek may well contribute. Jeff reported that he had raised the issue at the Board meeting of Severn View and learned that a community member has a relationship with a marine dredger. We agreed that he should get a quote for the dredging work to see what the total cost is before approaching the his community about contributing. So far I have not been able to identify anyone in Wroxeter to discuss this with. I would like to add this issue to the agenda of our Board meeting to begin the discussion of whether or not our community believes a navigable channel is of sufficient value to the community as a whole to contribute to the cost of dredging or if it should be left up to the individual boat owners and others who have an interest to make individual contributions.

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

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

The Community Survey Committee, chaired by J. Erwin, and supported by board member S. Griffin and nonboard member F. Cullen, was established by C. Goodell at this board meeting. This committee will develop a GOA community survey by first defining the scope and purpose, followed by developing the survey and the data collection and analytic approach (to include results reporting). It is important for respondents to understand the current state of GOA finances and long-term planning commitments as they provide feedback regarding preferences and future community enhancements (to include possible pavilion and/or clubhouse). F. Cullen took an action to summarize the five-year plan for use in the preamble to the survey. The goal is to have a draft survey ready for board approval prior to the next board meeting (Aug).

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

The Bylaws Review Committee, chaired by C. Goodell, and supported by board member K. O'Brien and nonboard member TBD, was established by C. Goodell at this board meeting. This committee will review the bylaws dated April 19, 2022 and recommend changes to be voted on by the GOA membership at the next annual meeting. It should be noted this is not an overhaul of the bylaws, just a periodic review. K. O'Brien took an action to send out a communication to the GOA membership looking for a volunteer committee member. She also took an action to format the bylaws to a more review-friendly format.

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

### *6.1 New Business*

#### 6.1.1 Proposed Usage Guidelines & Rules of Decorum for googlegroup (K. O'Brien)

Discussion points were sent out to the board for review on 22 May. Topics that were addressed included:

- Background information
- Recommendations from the google group owner going forward
- Membership in the google group
- Proposed Usage Guidelines
- Proposed Rules of Decorum

- Enforcement of Usage Guidelines & Rules of Decorum
- Next Steps

Since the board meeting was running long, the group decided to take more time to review the discussion points and continue the discussion via email. K. O'Brien took the action to follow-up with the board on adopting google group usage guidelines and rules of decorum.

#### 6.1.2 Select Civic Organization Membership Fees (J. Werner)

There is funding set aside in the budget for membership fees in donations (\$400). J. Werner plans to use some of the funds to renew memberships in Arnold Preservation Council, Greater Severna Park Council, Growth Action Network, and Severn River Association. All were in agreement that this was the proper use of the donation budget line.

#### 6.1.3 Arnold Volunteer Fire Department Donation (J. Werner)

There is funding set aside in the budget for donations (\$400). J. Werner plans to use some of the funds to support the fire department (the same department that supports the fire truck for Santa). In addition, there is funding to donate to Woods Church for use of the space for the GOA annual meeting. All were in agreement that this was the proper use of the donation budget line.

#### 6.1.4 Lot Owner Property Appearance / Care / Cost (A. Behrens)

There have been a few recent complaints by homeowners about other homeowner's lawns and/or vegetation overgrowth (and construction silt) onto the street. A. Behrens, as landscape committee chair, has diplomatically approached the homeowners with varying degrees of success. It should be noted that policing homeowner lawns is not the landscape committee's responsibility. Neither the Covenants nor the Bylaws directly address lawn care standards. A. Behrens reminded the board that the landscape budget does not fund any maintenance of private property. The county will remove debris from the road only if it impedes traffic. In general, the board was not interested in providing maintenance to private property. No motions were put to the board. S. Griffin took the action to spray and/or string trim the vegetation overgrowth on Kinloch Circle.

#### 6.1.5 Board Oversight of Marina (C. Goodell)

C. Goodell appreciates the time and effort it takes to be Marina Chair and the willingness of fellow homeowner Ben Hilliard to assist in getting the electrical repairs scoped and estimated. There was some general discussion of the Wireworx bid scope and what the timing would be for a greater electrical upgrade that was code compliant. J. Werner took the action to get a comparison bid from a nearby marina to upgrade their electrical and also get the contractor information. F. Cullen mentioned that all wiring should be in conduit. F. Cullen took the action to work with J. Werner and B. Hilliard to get a second quote before the board decides to approve the work in the Wireworx bid.

Because the marina is such a valuable asset to the community and upcoming repairs will be costly, C. Goodell recommends someone from the board act as liaison to the marina chair. Hopefully this board liaison will be able to take the extra time to understand the marina concerns so that progress can be made more efficiently at the board meetings. Upon further discussion, he recommends that all committee chairs have a board member liaison. C. Goodell took the action to contact board members to volunteer to act as committee liaisons.

#### *6.2 New Action Items*

1. No Swimming Signage. (S. Griffin) Immediately purchase four No Swimming signs and hang in appropriate places at the marina.



2. Clarify Year-End Accountant Scope of Work. (F. Cullen / J. Werner) Contact Eric Keitz to clarify the scope of his contract.
3. Summarize 5-Year Capital Improvement Plan. (F. Cullen) Summarize the five-year plan for use in the preamble to the survey.
4. Call for Volunteer on Bylaws Committee. (K. O'Brien) Send out a communication to the GOA membership looking for a volunteer bylaws committee member.
5. Format the Bylaws for Review. (K. O'Brien) Format the bylaws to a more review-friendly format.
6. 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.
7. Address Vegetation Overgrowth. (S. Griffin) Spray and/or string trim the vegetation overgrowth on Kinloch Circle.
8. 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.
9. 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.
10. Board Member Liaisons for All Committees. (C. Goodell) Contact board members to volunteer to act as committee liaisons.

## **7.0 Documentation of Main Motions**

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

1. K. O'Brien moved (C. Goodell seconded) to approve the procedure for responding to resale package requests. With all in favor, the motion was approved.

### *7.2 Decisions Made via Email since Last Board Meeting (Mar 16)*

None

## **8.0 Announcements**

1. Memorial Day BBQ: May 29, 12-4 pm, Pool
2. July 4<sup>th</sup> Bike Parade and Pool Party: July 4<sup>th</sup> (time TBD), Pool
3. Next Meeting: Aug 10, 7pm, 191 Glen Oban Drive

## **9.0 Adjourn**

There being no further business, the president adjourned the meeting at 9:03 pm.

**Attachment (P&L Sheet dated 16 May 2023)**

**Glen Oban Association**

**Profit and Loss**

January 1 - May 16, 2023

	TOTAL
Income	
HOA resale package	450.00
Homeowners Fees	86,100.00
Invest Inc	915.53
Marina Fees	19,530.00
Sales of Product Income	30.00
Services	50.00
<b>Total Income</b>	<b>\$107,075.53</b>
GROSS PROFIT	<b>\$107,075.53</b>
Expenses	
Expenses - Tennis Courts	0.00
Tennis Courts - Capital Project	32,981.40
Tennis Courts - Maint/Repairs	795.94
<b>Total Expenses - Tennis Courts</b>	<b>33,777.34</b>
Expenses Marina	0.00
Marina electric - x60000	659.14
Marina Supplies	71.28
Marina water	298.87
<b>Total Expenses Marina</b>	<b>1,029.29</b>
Expenses Pool	0.00
Pool - Capital Projects	11,750.00
Pool electric - x40000	330.78
Pool Management	17,350.00
Pool permits and inspection fee	350.00
Telephone	178.79
<b>Total Expenses Pool</b>	<b>29,959.57</b>
Expenses- General	355.35
Accounting and tax	895.00
Administrative	18.27
Donations	225.00
Landscaping - Contract	1,950.00
Playground	664.15
Social	233.15
Water & Electric at entrance	137.03
Website	548.33
Welcoming Comittee	74.20
<b>Total Expenses- General</b>	<b>5,100.48</b>
<b>Total Expenses</b>	<b>\$69,866.68</b>
NET OPERATING INCOME	<b>\$37,208.85</b>
NET INCOME	<b>\$37,208.85</b>