

**Glen Oban Association  
Board Special Meeting Minutes  
Committee Leads Year End Reports and Budget Requests**

**Meeting Date:** 04 Jan 2024  
**Location:** 191 Glen Oban Drive  
**Time of Day:** 7:00 pm

**1.0 Call to Order**

The special meeting for Committee Leads Year End Reports and Budget Requests 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)	P	Aly Goudy
P	Ann Behrens (Vice President)		
A	Jason Werner (Treasurer)		
P	Kelly O'Brien (Secretary)		
A	John Erwin (Member at Large)		
P	Sasha Griffin (Member at Large)		
P	Paul Schratz (Member at Large)		

**2.0 Approval of Minutes**

There were no draft minutes distributed for approval at the meeting.

**3.0 Committee Leads Year End Reports and Budget Requests**

The sole agenda item was to discuss committee leads year end reports and budget requests in order to inform the 2024 proposed budget. Specifically, the board was interested in accomplishments for the year 2023, plans for 2024, and what committee budget requests may be. No votes by the board were expected.

The following reports were received prior to the meeting and formed the basis for review (in alphabetical order):

- Landscaping (Ann Behrens, Chair)
- Marina (Chet Goudy, Chair)
- Playground (Steve Broadwater, Co-Chair)
- Pool (Heather Dodd, Chair)
- Social (Aly Goudy, Co-Chair)
- Tennis (Phelps Kelley, Char)
- Webmaster (Kelly O'Brien, Chair)
- Welcome (Laurie Dennis, Co-Chair)

In addition, the following Committee Chairs were present to respond to questions and provide clarifications: Aly Goudy, Ann Behrens, Kelly O'Brien, Sasha Griffin. Frank Cullen was available by phone if needed.

Reports not received included:

- Long-Range Planning (Frank Cullen, Chair)
- Security (Sasha Griffin, Chair)

Of note, Frank Cullen has been submitting LRPC reports at each regular board meeting so the secretary will coordinate to see if there was any further reporting intended to be submitted for the Annual Meeting. Typically, the LRPC does not require a budget. Sasha Griffin took an action to submit a report for the security committee.

The board is deeply appreciative of the ongoing efforts of all the Committee Chairs. Glen Oban is a great place to live because of the tireless efforts of so many volunteers in our community. The following subsections highlight each report submitted and board discussion (if any).

### *3.1 Landscaping*

#### 3.1.1 Report Submitted (Ann Behrens, Chair)

2023 was another quiet calm year for this committee. Just the usual maintenance of lawn, gardens and replacements of plants as needed. The Glen Oban spring workday is a significant day for us as a neighborhood to volunteer and provide clearing, weeding, mulching, and planting around the community entrance, tennis court and playground areas.

Once a year Anne Arundel County provides us with a dumpster for disposal of bulk items. In 2023 we were assigned a fall pickup. Details are posted online when we receive them.

Outdoorscapes continues to do our mowing, mulching, and cleaning; Freestate Irrigation is maintaining the irrigation systems with the winterizing and spring opening.

Landscape contacts are Ann Behrens, John Moghtader, and John Erwin. We are always looking for new energy from neighbors.

#### 3.1.2 Board Discussion

The board asked what the contract estimate is for Outdoorscapes and Freestate Irrigation. Ann relayed that 2024 is year 2 of a 2 year contract and so it would be the same as last year 2023. Treasurer Jason Werner already has these numbers. *Edited to add: 2023 budget shows \$7,300 inclusive of both.*

### *3.2 Marina*

#### 3.2.1 Report Submitted (Chet Goudy, Chair)

This past year there have been several improvements made to the marina.

A small but mighty improvement was a 3rd hinge at the gate to the dock. Previously, the existing hinges were not strong enough to hold the gate. As it would swing, it would slowly drop, eventually going for a dip in the creek. This not only hurt the gate but also the locking mechanism. I've taken the lock completely apart two different times and it seems that proper cleaning and lubrication has solved any issues. To further compliment the hinge, a rolling wheel was added to help support the weight of the gate.

New fire extinguisher boxes were added. One, sadly, was broken into and used maliciously on nearby boats. Since the cameras down there are inactive, no one could be brought to justice.

The existing electric was "repaired in kind" to clean up what we had. It looks great.

A few things that need attention:

Spigot handles. They have either broken off, or fallen off and lost in the water.

Deck boards. Some need to be re-screwed down.

The extinguisher box that is broken, and a new extinguisher.

One rolling cart is useless, which only leaves one available.

\$1500 should be adequate to cover the above expenses.

And then there is the eyesore. The kayak rack. Its location likely discourages use of kayaks/SUP boards. Most are very rarely used, if ever. Once several cars are parked directly in front of the rack to use boats, the rack is effectively blocked from use. Two thoughts:

- How can the location be improved so that access is not an issue?
- How can we use the rack effectively, and not as a storage unit for unused items?

### 3.2.2 Board Discussion

The vandalism involving fire extinguishers at the marina was news to the board and to the Security Committee chair. Sasha Griffin agreed to follow up with Chet to find out more details regarding this incident and recommend a path forward, to include possible camera surveillance. The issues surrounding the condition and accessibility of the kayak rack is an existing action item that has recently been accepted for action by Charlie Goodell. Charlie also agreed to follow-up with Chet regarding getting a more comprehensive marina report (to include funds spent in 2023 and any funds needed beyond the \$1,500 cited for 2024).

## 3.3 Playground

### 3.3.1 Report Submitted (Steve Broadwater, Co-Chair)

1. Expenditures: \$644.15 of \$1,000 budget spent in 2023, primarily on mulch and weed fabric for the playset area.
2. Playset Area
  - a. The mulch was completely removed and the area was thoroughly weeded prior to installing weed-preventing landscape fabric over the whole area. After re-installing mulch, the weed growth during the course of the summer was substantially reduced relative to prior years.
  - b. The previously administered Reserve Study, Line Item 4.660 focused on the playground equipment with an earmarked expenditure of \$33,959 in 2024. The Playground Committee will engage an inspection service to determine the structural integrity of the unit and based on this information will create a proposal.
  - c. Replacement of the wood on the picnic tables and benches will be considered in 2024.
3. Swingset Area
  - a. Discussions have been had on the option of installing an additional swing designed for infants. This could be accomplished by either expanding on the existing structure or installing a new structure.
4. Sandbox Area
  - a. Several toys that were in the sandbox were in bad shape with rough edges, etc. and were disposed of accordingly.
5. Basketball Court

- a. The basketball court area continues to be trimmed to enable access to the basketball hoop.
- b. The only additions to the deckbox of sporting equipment made during 2023 were household donations. There is still the fundamental issue of people not returning items to the deckbox. As a reminder, a lock was unsuccessfully tried in the past (either kids couldn't open it or the lock would be left unlocked...and was ultimately found in the trees).
- 6. Surrounding Areas
  - a. The tetherball was replaced twice in 2023.
- 7. Items for Discussion
  - a. Budget: No changes proposed.
  - b. Playset Information: do we have any record of the installation date for the playset?
  - c. Please be reminded to not leave trash in the playground, with a special emphasis on plastic water bottles and popsicle wrappers.

3.3.2 Board Discussion

The board clarified that the reserve study recommends a playground safety specialist be used for the design or replacement of playground equipment *environment* (not just the playground unit structure). This specialist should give guidance if contemplating an infant swing. Also, the earmarked expenditure of \$33,959 in 2024 includes replacement of the safety surface, border, and site furniture (not restricted to the play structures).

3.4 Pool

3.4.1 Report Submitted (Heather Dodd, Chair)

GOA POOL BUDGET ESTIMATES 2024

Pool contract with American Pools (contract signed and first payment made early Dec 2023).

Due at Signing (paid 12/23):	<b>\$3,174.00</b>
April 1, 2024	\$6,337.00
May 1, 2024	\$6,337.00
June 1, 2024	\$6,337.00
July 1, 2024	\$6,337.00
<u>August 1, 2024</u>	<u>\$3,168.00</u>
Total for 2024 contract	\$31,690.00

Oct 2024: First payment for 2025 contract will be due by Oct 2024. My estimate would be 3% more than this year's payment – \$3270.00

In addition to the contract there are routine pool maintenance expenses:

- Insurance (I don't see that bill, but Treasurer could pull the cost from last year). Side question: do we have enough coverage for an incident? ?
- County Permit fee \$125.
- Hazmat Permit fee \$125.
- Discharge permit fee \$150. + permit fee
- Discharge monitoring report \$385.
- Rental of IED (not sure of cost, but similar to last year) ?
- Fire extinguisher check (\$25 from pool; \$25 from marina) \$50.
- Supplies (cleaning supplies, TP, paper towels, soap, etc) \$350.
- Usually there are some small maintenance items that Ace has found and repaired before pool opening. Can look through previous year invoices to see what those come to.

In addition to the above, we have several repairs for the pool in 2024:

Please note: I've worked with a plumber in 2023 to repair the urinal, and he's even ordered the replacement water heater. But he hasn't installed the water heater, nor charged us yet for the urinal. It's actually been pretty hard to get him to show up to do the work, but he's highly recommended from GOA neighbors, so I would like to continue to work with him. But may need to change plumbers which could drive these prices higher.

#### 3.4.2

- Water heater (also urinal repaired in 5/23) ?? \$2000-\$3000
- Repair /replace the standpipe/washpipe. No quote yet. I've been trying to get the plumber to see it and send quote. ?? \$1000-\$2000
- Track down and repair waterline leak UNKNOWN  
This is obviously a BIG concern. I have an appointment with the pool company on Jan 5 to work on tracking this down with the goal to have some real numbers as soon as possible. And certainly before the Annual Meeting in February so GOA membership will have a clearer picture of costs are.

#### 3.4.2 Board Discussion

Charlie took the action to get the pool actual expenses for 2023 from Heather as well as clarify some of the question marks. Charlie took the action to ask Jason about a periodic insurance review for the pool.

#### 3.5 Social

##### 3.5.1 Report Submitted (Aly Goudy, Co-Chair)

Social Committee Events 2023 (Budget \$3,650) Actual (\$3,811)  
(\$233.15 Carry over from christmas party 2022)

Easter Egg Hunt (April) - Gilligans served as hosts

**GOA Actual Expense - \$65**

Gilligans donated a large amount of food, Melissa Outland water and ice donation Evite RSVP - 49  
*Proposed Budget - \$100*

Pool Opening/Memorial Day Celebration (May), hosted by Karen and John Barry

**GOA Actual Expense- \$468**

*(Food Order which was purchased and then reimbursed by donations: \$434)*  
Evite RSVP-136 (likely lower turnout due to rain)  
*Proposed Budget - \$500*

July 4<sup>th</sup> Celebration (July), hosted by Aimee Pasquariello and Aly Goudy with the help of Karen and John Barry

**GOA Actual Expense- \$402**

*(Food Order which was purchased and then reimbursed by donations: \$321)*  
Bike Parade Décor & Supplies - (donated by Joy White) Evite RSVP –132  
*Proposed Budget- \$500*

Labor Day / Pool Closing (Sept), hosted by Amy Hilliard with help from Karen Barry, Aly Goudy, and Aimee P.

**GOA Actual Expense- \$297 (using a lot of leftovers from the 4th)**

*(Food Order which was purchased and then reimbursed by donations: \$353)*  
Evite RSVP – (evite changed settings for this party so rsvps were not working but likely similar 120-130 people)  
*Proposed Budget - \$500*

Halloween Children’s Party (Oct), hosted by Laurel Semple and Ross McNair

**GOA Actual Expense- \$257**

Evite RSVP – 106  
*Proposed Budget - \$250*

Children’s Holiday Party (Dec), hosted by Deepa and Chris Brown, with help from Erin Calabrese

**GOA Actual Expense- \$436**

Evite RSVP - 85  
*Proposed Budget - \$400*

Adult Holiday Party (Dec), hosted by Kelly and Doug Siekman for a 4-7 pm heavy apps and alcohol provided by GOA

**GOA Actual Expense- \$1,886**

Evite RSVP – 96  
*Proposed Budget - \$2,000*

GOA Social Chairs  
Aly Goudy and Aimee Pasquariello

### 3.5.2 Board Discussion

Aly was instrumental in clarifying her report in real time. All in, the social committee requests \$4,250 for 2024, an increase of \$600 from 2023. Aly stated that there is difficulty getting volunteers to help set-up and clean-up at the events, especially the three pool events. This results in very long days for the hosts and social chairs. This year, there was a problem with evite dropping their ‘what to bring’ feature but that has been resolved. The ability to donate funds to bring in catered items (instead of bringing potluck items) was new this year and positively received. Aly recommends the new social chairs remind the community via email on what they still need in terms of volunteering (specific requests such as clean-up help) before events.

### 3.6 Tennis

#### 3.6.1 Report Submitted (Phelps Kelley, Chair)

The tennis courts are a valuable asset that are used by many members of the community. We have a tennis camp for children every summer with great success. If desired there is an opportunity for a weekly adult tennis clinic in the spring, summer and fall. All instructors are required to submit proof of Liability Insurance before classes begin. Pickleball is fast becoming a very popular sport being played on the tennis courts. As with tennis, this is a great family game and is enjoyed by players of all ages and skill levels. Due to the sound of the hard ball and solid paddles, Pickleball cannot be played before 10am. Players are also encouraged to purchase low noise paddles such as the ones found on this list, <http://pball.grandpickleball.org/paddlerule.pdf>.

In terms of maintenance and upkeep of the courts:

1. The surface of the courts were completely repainted in 2023. Court One was painted as tennis only and Court Two was a combination of one Tennis court and two Pickleball courts. The rule of thumb is that the courts should be repainted every 4 to 8 years, and the GOA long range plan recommends completely resurfacing with 1.5 inches of new asphalt in 2028.
2. The parking lot was completely resurfaced in 2023. This should hopefully last for 3 - 5 years without major maintenance.
3. The two benches are in fair condition and typically require a few boards to be replaced each year and repainted.
4. The wind-screens were replaced in 2017 and are guaranteed for 5 years, but do require occasional maintenance of the plastic connections to the fence. Barring any unforeseen major wind storm in 2024, I recommend replacing the wind screens in 2025.
5. Typically I replace the two combination locks every year as they rust over time and occasionally mysteriously disappear.
6. Both nets were replaced in 2023. These nets are guaranteed for 3 years, but historically have gone 5 + years before needing replacement.
7. Typically I spray and weed whack the entire fence line of the courts and parking lot surface every few months to keep the weeds at bay.
8. 2 Pickleball nets and 8 paddles with balls were purchased in 2023.

In total, I would ask the board to approve funding for the following:  
paint and a few pressure treated 2 x 4 boards for the benches, 2 new locks, and 4 gallons of weed killer, 300 plastic Ty-Wraps for windscreen - \$300

#### 3.6.2 Board Discussion

None

### 3.7 Webmaster

#### 3.7.1 Report Submitted (Kelly O'Brien, Chair)

##### **Accomplishments for 2023:**

This was the inaugural year for the revamped website at GlenOban.com, using wix as the site developer and host platform. The go live date was Feb 15. The *Home*, *About* and *Contact* pages are open to everyone. The *Members* page is universal password-protected for Glen Oban Association members only. Here you will find the member directory & map, committee information, meeting minutes, bylaws & governance documents, procedures, make tennis court reservations, and more. There are many fellow Glen Obanites to thank for supporting the initial release: Eric Dennis, John Erwin, Ashley McGeaugh, Paul Schratz, Eric Alexander, Jason Werner, Phelps Kelley, and Heather Dodd for reviewing early renditions of the site; Jimm Rich and Laurie Dennis for providing stunning images; Mike Calabrese for a brief history and images; Jimm Rich for maintaining the preferred vendor list; Jason Werner for tech support.

The year has gone pretty smoothly. As the board approves documents such as minutes and procedures, they get posted. The home page gets updated when meetings and events are announced. Currently the webmaster and the secretary are the same person so there hasn't been any coordination required to keep maps and directories updated. There has been a webmaster report submitted for each board meeting this year. In the future, we may just submit an annual report.

Of note, the tennis court reservation system was initially developed using Skedda; we used a free version, and it suited our needs. However, this year Skedda changed their business model and no longer offers a free version. The fee was not reasonable for our needs so we switched over to SuperSaas, which is free to low cost – we will get more feedback on usability once tennis season starts up again. Thanks to Phelps Kelley for all the assistance!

For the year: website sessions = 936, unique visitors = 571  
Tennis Court Reservation Accounts (Skedda) = 17

##### **Plans for 2024:**

- Increase engagement by sending out an email to encourage community members to visit the site to stay informed.
- Work with treasurer to get some fees paid automatically by GOA.

##### **2024 Budget Requests:**

Wix platform hosting: 3-year plan is \$396 = \$132 (may not be broken out by year)

Google workspace domain registration: \$18.36

Google workspace: \$6.36/mon x 12 mon = \$76.32

Tennis Court Reservation System: up to \$9/mon for 7 active months = \$63

**Total= \$272.68** (or \$140.68 if wix payment already accounted for in 2023)

#### 3.7.2 Board Discussion

The board feels the community may not be aware of the value of the website as a resource. Charlie took an action to mention this at the annual meeting. Kelly reminded the board she has an open action to provide an informative email to the community about use of the website. Kelly took an action to post the summary of reserve study laws for Maryland on the website for reference. Of note, our reserve study is already posted.



### 3.8 Welcome

#### 3.8.1 Report Submitted (Laurie Dennis, Co-Chair)

Back in 2020 at the very unusual annual meeting that was held outdoors due to the Covid situation, Lisa Kennedy and I remarked how difficult it must be for new neighbors to move into the community without our normal social activities going on throughout the year. Therefore, with the board's approval, we created a committee to personally welcome new neighbors to the community. In addition to a personal welcome, each new family gets a small welcome gift along with a gift card to a local restaurant generously donated by several families in Glen Oban!

This year, we welcomed many new neighbors: Mark and Debbie Schriber, Melanie and Ali Bukhari, Jeff and Kali Lavery, Chuck Brewer and Caitlin Hannon, and Caleb and Emma Marshall. We are waiting to welcome Zach Guerra and Lisa Maria Cabrera until they 'officially' move into their home (1354 Kinloch Circle).

The committee would like to thank the Kelly family (Park Tavern/JB's/Donnelly's Dockside), the Soja family (Lures Bar and Grill), and the Hilliard family (Donut Shack) for their generous donations, as well as the GOA Board for approving our purchases.

#### 3.8.2 Board Discussion

None, other than Kelly O'Brien relayed that the Welcome Committee requests \$50 in the 2024 budget to carry out their activities.

### 4.0 New Action Items

1. LRPC Annual Report. (K. O'Brien) Coordinate with LRPC to see if there was any further reporting intended to be submitted for the Annual Meeting.
2. Security Annual Report. (S. Griffin) Submit an annual report for the security committee to include accomplishments for 2023, plans for 2024 and any budget requests.
3. Vandalism at Marina. (S. Griffin) Follow up with Chet to find out more details regarding the fire extinguisher incident and recommend a path forward, to include possible camera surveillance.
4. Marina Report Follow-Up. (C. Goodell) Follow-up with Chet regarding getting a more comprehensive marina report (to include funds spent in 2023 and any funds needed beyond the \$1,500 cited for 2024).
5. Pool Report Follow-Up. (C. Goodell) Get the pool actual expenses for 2023 from Heather as well as clarify some of the question marks.
6. Insurance Review for Pool. (C. Goodell) Ask Jason about a periodic insurance review for the pool.
7. Post Reserve Study Laws on Website. (K. O'Brien) Post the summary of reserve study laws for Maryland on the website for reference.

### 5.0 Documentation of Main Motions

None

### 6.0 Adjourn

There being no further business, the president adjourned the meeting at 8:22 pm.