

OHCA President's Report to the OHCA Board Meeting of November 8, 2005

The restart of the Association's executive committee work is slow and not without mishaps. One thing has been accomplished: the short-term, urgent patching of OHCA's roads. The internal audit will be completed by 4 Nov 05; materials to the external auditor will be sent at that time as well. Robin Gilliam has put in many many hours of expert time to accomplish this task. The OHCA budget to be submitted to the community at the next community meeting (Nov 22 05) is not in good shape, and will not be, for there isn't a solid action plan for the next fiscal year (FY06-07). A line item budget for the remainder of this fiscal year is in similar straits.

OHCA management within the bounds of the OHCA Constitution is proving to be unwieldy and perhaps too much checked and balanced. It is clear that the writers were confronted with a need to spread out management control. Part of the problem is that files are kept by many different committees with little in the way of unified content. No one seems to be in charge of executing the Association, much less the Board's decisions. One such problem is in regard to fences – there appears to be no fundamental permit or non-emergency permit for the fences; nor does there appear to be a budget line item for fences, nor is there a fence committee to handle execution of policy, review of contracts and permits and so forth.

In general, with reliance on the good will and hard work of executive committee members and committee chairs and volunteers, we are emerging with plans and budgets for this year's remaining work, and with budgets for the forthcoming year (FY06-7). Even so, we are still behind the calendar in our work.

Audit

Robin is doing very well with the internal audit. She hopes to complete it by 4 November, a very good outcome. That means she is getting most of the documents in hand. (I will shortly have completed putting the '05 vouchers in Excel – for my own use and thus every one else who wants a copy.)

Budget:

Vice President Bob Eyster is calling the committee chairs and ExCom officers together to coordinate their budget and planning actions. Kathy has some budget templates that I'll see next week. I've already done a strawman for some of the rest of this FY-06 and FY-07. There will be figures for admin (communications and newsletter), recreation, piers and harbors that I know of.

Budget review

Intend to provide review of the currently proposed FY 2006-2007 (attached) budget with review results available to ExComm one week after November board meeting. (Budget should be presented to Association Meeting to be held Nov 22 2005)

Banking

I'll present some suggestions about consolidating our many accounts at the next board meeting. We have, I believe, four special tax accounts and two others (piers and harbors, and recreation).

Water management – using some of the Roads Storm Water Management data and information from our observations and those of members, we can identify those problems which need immediate attention. That will be done by the Roads and Drainage Committee. The board could consider this information and come to a decision about the intent, level, and technology of storm water improvements in OH.

Roads – the mid-term requirements to get our roads through the winter should be assessed and that data brought to the board for decisions on proposed mid-term actions and costs. Mid-term work could bring us to a point at which annual maintenance will suffice to keep the roads in good shape. Proposal to be brought to next board meeting.

Beach – apparently there are specifications and proposals for replacement of a retaining wall near the Beach roadside of Shore. The sand retention fence on Shore Drive may not have a county permit, and if not should be removed (and replaced by a structure that works). Beach maintenance has been for clean up and sand replacement. Perhaps the board has further plans.

Fence – It appears that the permit we seek to replace the chain-link fence will actually be, if granted, the first actual permit for any fence.

Piers – a comprehensive proposal is expected within a week or two. This proposal will be based on Phil Staller's review of the needs of all the OHCA piers and ramps. The proposal will include renewal of the Washington Drive boat ramp, reconstructing and extending the adjacent ramp, reconstruction of the boat dock and slips at the Washington/Booker dock to allow use of slips on both sides of the dock, review of electric systems on the docks, repair of and enhancement of structures related to safety of the docks and their electrical components. There are regulatory issues that may arise which will be presented in the review.

Reclamation – this committee is not yet revived; I am present chair and have made a few calls to authorities to gather information. A board assessment would be very useful.

Community Property – Again, perhaps the board will consider the future of community property and its potential in our community. At present, this committee spends more than did others last FY, or so it would appear so far. Of course, that is for mowing, snow removal, and the like.

Security – we need to review our requirements and procedures even though our costs are moderate. A proposal will be presented to the next board meeting.

Communications: Elvia Staller is creating a web site which will provide community information about meetings, constitution, information required for Association meetings, such as minutes, agendas, etc. A newsletter will appear there, but will also be mailed to all members as required in the constitution. Louise Burke has developed and distributed email addresses of officers, board, and willing Members. She also has the new county tax list, ie the address listing for members. It's on disc.

Legal – I have proposed Kurt Karsten to be the OHCA counsel. Kurt is counsel to Bay Ridge CA and Bay Ridge Trust. (He is also the MacLeod family attorney.)

OHCA should consider a management contract – not a full or part-time manager. A contract would provide as needed service rather than so many hours of manager time per month. Proposal to be made to next board meeting.

Actions / Resolutions

A. Banking Resolution

The Oyster Harbor Citizens Association Board of Directors resolves that from this date forward Norman H. MacLeod, OHCA President; Naomi Perry, OHCA Association Treasurer; and James L. Willson, OHCA Special Tax Treasurer will be the sole signatories on the Oyster Harbor Citizen Association's bank accounts BB&T bank and Sandy Spring Bank.

The banking resolution is needed before account consolidation can be done by current officers.

B. Resolution to accept the following as OHCA policy:

Procedure for obligating funds (making funds available for specific actions that are already budgeted):

1. Prepare a program description for tasks occurring throughout the fiscal year.
2. List tasks with needed resources including contracts, people, other resources and costs.
3. Prepare a work order for each expenditure greater than \$2,000.
- 4.. Get a contract for that work. The accepted contract obligates the funds.
5. For vendors for copy work or the Post Office create accounts through which work may be charged. (We have such at Kinko's.)

C. Resolution to change the payments procedure

Change the procedure for payments to follow the recommendations of Audit Chair Robin Gilliam, CPA. The proposed procedure is:

1. President gets a bill from vendor, sends that to Board Secretary for vetting and signing, then to Board Chairman also for vetting and signing.

2. Voucher and bill are sent to Treasurer (Tax or Association treasurer as appropriate) who cuts and signs a check, which president cosigns.
3. The Treasurer forwards the bill under voucher under check stub to the Audit Chair monthly to be held secure for the audit

D. Resolution to appoint a financial officer to vet vouchers, see to executive committee financial operations (budgeting, expensing, contracting, etc.).

E. Resolution to establish a planning function within the Board.

The planning function to consist of a board committee. The planning committee plans for and integrates major, long-term community functions, such as storm water management, piers and harbors, roads, utilization of community properties, and so forth. The Vice Chairman shall be the chairman of this board committee.

F Resolution to change Legal counsel

Engage Kurt Karsten as OHCA counsel.

Attachments:

Minutes – ExComm

FY2006-2007 budget proposal