

**Oyster Harbor Community Association**

**Minutes of special call board meeting held on 01/17/2006**

**The meeting was called by the Vice Chairman at the request of the President and other board members to address actions required before the scheduled board meeting on the 23<sup>rd</sup> January 2006.**

**Present:**

Joe Butcher - Vice Chair but Chair for this meeting

Ian MacKinnon - Secretary

Bob Sappe

James Campbell

Eunice Cherry

Norman MacLeod - President

John Merrick

Not in attendance and apologies from: Pat Cannon, Dan O'Connor and Calvin Kidd

Members of the community present were: Mr. Eyster (Vice President) and Mrs. Sappe.

The meeting was called to order at 7.10 p.m. by Mr. Butcher who called for a moment of silent reflection. There was a quorum so the meeting proceeded.

The purpose of the meeting was to complete urgent board work carried over from previous meetings and to discuss the budget prepared by the budget committee.

**Approval of minutes**

There was considerable discussion on the approval process for the board minutes and the circumstances when a meeting of the community needs to approve board resolutions. It was agreed by all that the community need only be requested to approve an action which would change the budget or change an existing community policy. In future board minutes would be circulated for a week to ensure accuracy and could then be posted on the web site. Resolutions requiring community agreement would be highlighted. Board minutes would be circulated to the e-mail membership before a community meeting and copies of the minutes made available for members to read at the community meeting.

Proposed: Mr. MacKinnon Seconded Mr. Campbell. All were in favor.

The secretary circulated the minutes of the meeting held on the 10<sup>th</sup> December 2005. Mr. MacLeod voted the minutes be accepted and this was seconded by Mr. Campbell. All were in favor apart from Ms. Cherry who abstained as she was not at the meeting.

The secretary circulated the minutes of the budget board meeting held on the 15<sup>th</sup> December 2005. Mr. MacLeod voted the minutes be accepted and this was seconded by Mr. Campbell. All were in favor apart from Mr. Merrick who abstained as he was not at the meeting.

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Mr. Butcher asked if the treasurers had been bonded to cover the assets of the community. Mr. MacLeod reported that this was still not achieved, in spite of putting considerable pressure on our agents we had still not had a quote. It was noted that it was a county requirement that the treasurers be bonded to such a high amount and that the Mr. Wilson was bonded to \$150,000. Mr. MacLeod was asked to report progress to the next board meeting.

**Budget review and review of ongoing expenditure:** It was proposed by Mr. Campbell and seconded by Mr. Merrick that the board should review the expenditure against budget by line item each month and report at County budget line level at community meetings. All present were in favor. Note: The County line level of budget is at a higher level e.g. Beach or Roads and in general there is a Chairperson responsible for managing to the County budget line level of detail.

**Approve retainer for new community attorney:** Mr. Butcher handed out background information and quotations from several potential community attorneys. Mr. Campbell proposed and Mr. MacLeod seconded that the board approve Mr. Karsten as community attorney. The vote was passed with Mr. Butcher and Mr. Merrick voting against.

Mr. Campbell and Mr. MacLeod then proposed raising a voucher of \$2000 as a retainer for Mr. Kurt Karsten to be our community attorney. This vote was passed unanimously.

**Appointment of consultant to advise on the Master roads plan:** Mr. Sappe proposed and Mr. Merrick seconded that the board approve a consultancy of \$3000 to appoint Mr. Drum as a consultant on the master roads plan.

**Approve selection of Mr. Norris to contract for the Piers and Harbor project:** The board reviewed 2 bids. One from Mr. Norris and the other from Arundel Marine. The bids were close and it was reported by Mr. MacLeod that the Chairman of the Piers and Harbor project, Mr. Staller, believed the proposal from Mr. Norris, although initially 11% more expensive was going to be better value for money in the long term. (NB – the difference in bids was due to the other bidder calling for tar and gravel instead of pavers for the ramp entry lane and parking area. Tar was deemed unacceptable by all. The Norris bid for dock construction was significantly lower than the Arundel bid for exactly the same work.) Permits still had to be drawn and Mr. MacLeod reported that it was the view of Mr. Staller that the permits would cost less than \$10,000 to pull. Since it was essential to start the work in the spring, Mr. Sappe proposed and Mr. Campbell seconded that we contract with Mr. Norris assuming that the permits would be less than \$10,000. All voted in favor.

**Chairman of roads committee:** Mr. MacLeod reported that he had appointed Mr. Eyster to be Chairman of the roads committee. The board did not disagree with the appointment.

**Closure of Meeting:** there being no further work to conduct, Mr. Campbell proposed and Mr. MacLeod seconded that the meeting be closed and the proposal was agreed by all. The meeting closed at 9.10pm.

**Next scheduled meeting: Hillsmere Library, 7 .pm., Monday, January 23, 2006.**