

May 13, 2010

**Oyster Harbor Citizens Association  
Board of Directors Meeting Minutes  
Hillsmere Public Library**

**Present:**

Kathy Burk, Chair  
Daniel Craig, Vice Chair  
Winston Dunkley  
Robert B. Eyster  
David Ginsburg  
Calvin Kidd  
Ian MacKinnon, President  
Jane Miller  
Nancy Plaxico

**Community residents:**

Winston Knight, Chairman, Security Committee

Victor Watkins, Guest, Towing contractor

**Meeting opened at 7:10pm**

Apologies from Ms. Epps.

The Chair called the meeting to order; a moment of silent reflection was observed.

Mr. Eyster motioned to accept the agenda and Mr. Kidd seconded; all were in favor.

The minutes of the 4/12 meeting were reviewed and minor clarifications added.  
Mr. Eyster motioned to accept the minutes as amended and Mr. Kidd seconded; all were in favor.

**Presentation by Victor Watkins, of Watkins Towing**

Legal and illegal parking in the community and posting No Parking with Towing Enforced signs were discussed. Each sign should include the name and number of the towing company. The company's street address should not be included. Mr. Watkins gave a brief summary of legal issues and the procedure that the community should follow. If signs are properly in place and a car is illegally parked, the average fine to the violator is about \$225.00. The procedure to have a car towed should include the following steps:

1. Try to locate the driver of the car;
2. Call police and the towing company if the driver cannot be found or will not move the vehicle;
3. The police will register the vehicle number if the car is reported;
4. The driver contacts towing company and makes arrangements to recover car.

Other considerations were discussed, including who should contact the towing company and the police.

**Treasurer's Report and Budget**

The balance sheet as of May 13, 2010, was distributed, as was the Budget verses Actuals for the fiscal budget 2010. Also distributed the check details from February 11 to May 13, 2010. Mr. Eyster asked that the balance total of checks written be shown on the Check Detail report.

Also discussed Engineering costs, line 90805, Actual costs vs. Budgeted costs. Mr. Kretsch, Engineer, has performed engineering and detail work not included in his original agreement. Examples: drawing up new engineering specifications and taking on additional responsibilities, including overview and on-site inspection of roadwork; also, completing a hydrology survey of the whole community. Ms. Burk, Mr. MacKinnon and Ms. Dillon met with Mr. Kretsch to review future cost estimates. Mr. Kretsch designated November 2010 for work to be completed.

The broken pipe under Washington Street was discussed as it is holding up road re-paving. Mr. Kretsch advised that the old pipe should be torn out and replaced with a pipe encased in concrete. Action: obtain bids and secure a contract to complete this job before resuming the road repaving. Work is scheduled to begin on 5/20/10.

Retaining wall on Shore Drive: Obtain permission to extend retaining wall from all affected lot owners. Determine how far this wall should extend. Once determined, this project will be opened to bids. Building this wall will assist in correcting sand accumulating on the street and in swales. Ms. Dillon will initiate this project.

Bulkhead RFP discussed. It should be stipulated that the Contractor leave open access to water at all times during the work for emergency vehicles. Ms. Dillon will research.

### **President's Report**

Road re-surfacing was discussed.

Topics for the upcoming community meeting and special meeting were discussed. Top areas of concern are Community Parking, Beach Parking, and Beach Rules and Guidelines.

### **Old and New Business**

Constitution: Mr. Ginsburg Advised that the review should center on two main areas of concern:

1. Determining who is eligible to vote.
2. Defining a quorum for community meetings.

Discussion ensued about both topics.

Board minutes were discussed and when to post them.

Ms. Dillon gave an update regarding the retaining wall in that she met with Tom Carroll today, 5/13, and that she's meeting with Soil conservation next week. She further advised that the double gate will remain and that it will have a gap in the wall that will be filled with plants and grasses.

Mr. Dunkley: Advised that the stainless steel wire cable that anchors the gazebo is exposed and dangerous. This should be addressed.

Removing sand question: Do we take sand that's behind the wall and put back on the beach? To be investigated.

### **Adjournment**

Mr. Kidd motioned to adjourn the meeting and Ms. Plaxico seconded. All were in favor. The meeting closed at 8:50pm.