

# Oyster Harbor News

COMMUNITY ASSOCIATION

JANUARY 2006 – No. 2

[www.oysterharbor.org](http://www.oysterharbor.org)

## \*\*\* SPECIAL EDITION \*\*\*

There are two big items presented in this issue of the OHCA newsletter. The first has to do with our future: The **Budget**. The second has to do with the here and now: **Security**.

Please read this newsletter and bring it—and the previous January edition you received in late December—to the meeting on Jan. 24 so you can follow along with the budget discussion.

If you misplaced your copy of the previous newsletter, just go to the community website ([www.oysterharbor.org](http://www.oysterharbor.org)) and print out another copy.

This is an important meeting! Come see how your money is being spent. We need 25 people for a quorum

Regarding security, please read the information in this newsletter and contact our Security Chief, Tom Cagle ([seabreeze1951@juno.com](mailto:seabreeze1951@juno.com) - 410 295-5442), if you have any information to share or any suggestions. We have a wonderful community. Let's make sure that lawbreakers don't change that.



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### Oyster Harbor Community Association Budget Meeting for the General Membership

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Tuesday, January 24  
7:30 p.m.

St. Anne's Day School  
3112 Arundel on the Bay Road

## SECURITY ALERT

Residents should beef up vigilance. OHCA is!

Oyster Harbor is having a problem again. In this period a resident's car was broken into and property taken. Some suspicious late night slow car movements and an observed exchange between a car's occupant and a pedestrian were reported.

Tom Cagle is increasing patrols. The county police are active in the robbery case. Residents are advised to report events to the police, but not to endanger themselves or their families by intervening or pursuing.

Tom repeats his advice to residents to report all suspicious activity and to be vigilant. For more information see the community website at [www.oysterharbor.org](http://www.oysterharbor.org).

**In an emergency, call 911. For lesser problems, call the county police at 410 222-8610.**

## Oyster Harbor Community Association Minutes of Board meeting December 10, 2005

### Present:

Pat Cannon, Chair  
Joe Butcher, Vice Chair  
Ian MacKinnon, Secretary  
Bob Sappe  
James Campbell  
Calvin Kidd  
Norman MacLeod, President  
Not in attendance:  
Eunice Cherry / John Merrick / Dan O'Connor

### Community members in attendance:

Bob Eyster, Vice President  
Louise Burke, Corresponding Secretary

The meeting was called to order at 9.15 a.m. by Mrs. Cannon who called for a moment of silent reflection. There was a quorum so the meeting proceeded.

The purpose of the meeting was to complete the discussion on the motions raised in the President's report to the board meeting of the Dec. 8, 2005.

The assistant secretary, Ms Cherry, recorded the meeting of the Dec. 8, 2005. The minutes for this meeting are inserted in the President's report.

[Secretary's note: Before the meeting considered the President's report there was a discussion on how to bring together, manage and store the board's documents. A motion to set up a committee of Mr. Butcher, Mr. Campbell and Ms Cherry to propose a mechanism for collating and storing our files was proposed by Mr. Butcher and seconded by Mr. Campbell. It was carried with no dissent.]

The meeting then turned to consider the President's report.

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[www.oysterharbor.org](http://www.oysterharbor.org)

**Oyster Harbor Community Association News is published six times per year.**

**Direct comments to the OHCA leadership or [webmaster@oysterharbor.org](mailto:webmaster@oysterharbor.org)**

### **PRESIDENT'S REPORT TO THE DECEMBER BOARD MEETING**

This report is organized by motions for each committee followed by Treasurer's Report. A proposed FY2007 budget is provided for the Board to work on.

### **Piers and Harbors:**

*Motion:* That the rehabilitation and maintenance project developed by Phillip Staller be contracted in accordance with the proposal circulated by Mr. Staller. The project shall be paid for from existing funds in the Piers and Harbors account (\$65,000), and from "Unrestricted Net Assets" per the FY2006 Budget. These funds include funds carried over from FY2005 and FY2004 allocations for these purposes. It is further recommended that the slip rental price be raised from \$1.00/ft to \$2.00/ft.

The rehabilitation and maintenance project developed by Phil Staller was distributed to the Board several days ago. The project includes replacement of the boat ramp, repair and enhancement of associated loading and parking areas, and replacement and relocation of the badly deteriorated dock adjacent to the boat ramp. At the Washington/Booker dock, the dock pilings on the east side are to be relocated and the dock extended 30ft. At the Fishing Creek dock, a few pilings will be replaced. At the OHCA Community Beach, a marker piling will be put back into position. At all sites, electrical services will be brought to code and to safe conditions.

[Secretary's note: Discussion on this topic is recorded in the minutes of Dec. 8, 2005.]

Mr. Butcher questioned whether community funds could be used for the Piers and Harbors project. Mr. Butcher agreed to investigate our Constitution and County policy to resolve this issue.]

### **Beach Committee:**

*Motion:* The Beach Committee shall obtain bids for planting of switch grass behind (on the beach side) of the Shore Drive fence, for removal of the chain link

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## Minutes of Dec. 10, 2005 Board Meeting

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sand fence, and for re-installation of the rip-rap garden along the fence. The work shall cost not more than \$20,000. The work shall be paid for out of approved FY2006 Capital Improvement Funds/Beach Retaining Wall (\$30,000).

The Beach Committee has cleaned the beach several times this fall, and moved debris from the beach to the dumpsters.

Sand continues to blow past the sand fence, and the roadside garden remains in disarray. Of the several bids for a roadside garden, the rip-rap garden seems most effective.

[Secretary's note: The motion was proposed by Mr. MacLeod, seconded by Mr. Butcher and passed with no dissent.]

### Community Property Committee:

*Motion:* That the Community Property Committee shall seek revision of current contracts to require contractors to inform OHCA of work done on completion instead of monthly. The Committee shall also seek price reductions for mowing under current contracts.

The mowing contract needs revision to permit the contractor to inform the community of work done within five days of completion. There is an evident need for price revision for the mowing contract.

The Committee has just brought two dumpsters into the community for a weekend of dumping. As usual, the community enthusiastically filled the dumpsters – with debris left behind to be picked up by the beach cleaning contractor.

At least one clearing and raking of OHCA's drainage system will be done this month.

These activities are paid out of the regular OHCA FY2006 main budget line items.

[Secretary's note: The motion was proposed by Mr. MacLeod and seconded by Mr. Kidd. The motion was passed with no dissent.]

### Roads and Drainage Committee:

*Motion 1.* That OHCA hire Michael Drum to advise on contractors and project start-up. Mr. Drum will consult by the hour until the procedures are clear, and then act as a project manager/engineer for OHCA. Mr.

Drum will be compensated initially out of a regular FY2006 line item for Road Plan consultants.

[Secretary's note: Motion proposed by Mr. MacLeod, seconded by Mr. Sappe and passed with no dissent.]

*Motion 2.* That OHCA proceed with one portion of Washington Drive and with Creek Drive and Harbor Road low spot (non-road) drainage. This work shall be funded from "Net Unrestricted Funds" in the FY2006 approved special tax budget, allocated and carried over for future work in FY2003 and FY2004.

[Secretary's note: Motion proposed by Mr. MacLeod, seconded by Mr. Sappe and passed with no dissent.]

The Committee has been and is reviewing the Master Plan. The grading permits, while expired, are easily extended, according to the Anne Arundel County Public Works permit officer.

The Committee has had several observation walks around the community to increase its understanding of the Plan. In addition, two potential contractors reviewed maps and viewed the community's infrastructure. Mr. MacLeod visited the design contractor's office on Dec. 8, 2005, to be briefed by Michael Drum.

Mr. Drum pointed out:

- The grading permits are given to a design that will meet County standards, regardless of who owns the roads. Our design meets County standards, including for reconstruction of roads where that is called for.
- The plan is for drainage. It is not a storm water management plan. The plan, as designed, will drain our community with a minimum of standing water remaining.
- There is no increase in the community's rights of way, nor are the structures designed to be located outside any right of way. (The right of way is generally 40 ft. SW of Arundel on the Bay Road and 30 ft. on the NE of Arundel on the Bay Road.)
- There are only a few areas in which the current pavement and shoulder width are exceeded, mainly where the roadway needs to be straightened.

In addition, Mr. Drum can assist OHCA in identifying and evaluating contractors but the bid document will still need a contractor such as Greenhorn and O'Mara.

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## Minutes of Dec. 10, 2005 Board Meeting

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Mr. Drum recommends starting a portion of the Plan so that OHCA and the contractor can become familiar with the implementation of the design before tackling the more difficult implementations.

Mr. Drum can be a project advisor and then project engineer for the implementation of the Master Plan.

### **Auditing Committee:**

*Motion:* That the OHCA board shall commend Robin Gilliam for her timely completion of the internal audit and her persistence in bringing the external audit to its conclusion.

[Secretary's note: The motion was proposed by Mr. MacLeod and seconded by Mr. Kidd and passed with no dissent.]

The committee has completed its quarterly internal audit, and sent it to the external auditor. The external auditor has had several questions but has completed its audit and sent it to the County without comment today (Dec. 8, 2005).

### **Reclamation Committee:**

*Motion:* That the Board permit one of its members, James Campbell, to serve as Chair of this Committee on appointment by the President.

[Secretary's note: The motion was proposed by Mr. MacLeod, seconded by Mr. Kidd and passed with no dissent.]

### **Communication Committee:**

*Motion:* That OHCA Association minutes be posted on the OHCA website within a week of the Association's meetings.

[Secretary's note: Proposed by Mr. MacLeod, seconded by Mr. Kidd and passed with no dissent.]

*Motion:* That recommendations (not Board minutes) voted on by the OHCA Board be posted on the OHCA website within one week of the vote.

[Secretary's note: Proposed by Mr. MacLeod, seconded by Mr. Kidd and passed with no dissent.]

*Motion:* That minutes and recommendations posted on the Website also be sent to the membership by snail mail.

[Secretary's note: After discussion it was agreed that there was no constitutional reason to incur the cost of postage and the motion was not put.]

The Website is up! It is being appreciated and used by members.

### **Executive Committee:**

*Motion:* That approval of payments and writing of checks to contractors be made in accordance with the recommendations of Ian MacKinnon.

[Secretary's note: there was considerable discussion on how the Board could become more efficient in paying bills. The result of the discussion was the following two motions.]

#### *Motion 1.* New check raising process:

President or Vice-President raise e-mail requesting payment for an invoice. The e-mail title includes Supplier name / Suppliers invoice number / date of invoice. The invoice is scanned and attached to the e-mail. The e-mail is e-mailed to the Secretary. If Secretary approves, the e-mail is forwarded with suitable comments to the Chair. If the Chair approves, the e-mail is forwarded to the Treasurer. The Treasurer prints out the e-mail and check and signs the check. The signed check, the e-mail trail and scanned invoice is passed to the President or Vice President to sign the check and send off the invoice. A copy of the e-mail trail is passed monthly to the Chair of the Audit Committee for storage awaiting the audit.

The motion was proposed by Mr. MacKinnon and seconded by Mr. Campbell.

*Motion 2.* Purchase of IT equipment. To support the Board the following was motion was proposed by Mr. Butcher, seconded by Mr. Sappe and passed with no dissent.

*Motion:* To purchase for less than \$2000 a laptop computer, combined fax, copier, scanner, printer, and management software to provide sufficient IT support to the Board in discharging its duties to the community.

#### *Motion 3.*

*Budget 1:* That the OHCA budget for FY2007 (attached) be considered by the Board for adoption and dissemination to the Association.

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## Minutes of Dec. 10, 2005 Board Meeting

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*Budget 2.* That a Board committee be formed to present the budget to the Association and the County. Proposed by Mr. Butcher and seconded by Mr. Campbell. All voted in favor.

*Motion 4.* Budget Committee: Proposed by Mrs. Cannon and seconded by Mr. MacKinnon that the Board's Budget Committee be Joe Butcher, Chair, and Dan O'Connor, Eunice Cherry and James Campbell. All voted in favor.

*Motion:* That Mr. Kurt Karsten be engaged as counsel to OHCA.

[Secretary's note: After considerable discussion the following motion was proposed by Mr. MacLeod and seconded by Mr. Sappe.

*Motion:* That Mr. Karsten be appointed as the community lawyer for the moment but in parallel a panel of three lawyers, including Mr. Karsten, Mr. Sussman and one other, be formed from which the Board can select the community's lawyer. Passed with the dissent of Mr. Butcher who wished to record that he believes we should not appoint a new lawyer until the panel has been formed and the board has selected from this panel.]

*Motion 2:* Proposed by Mr. Mr. MacKinnon and seconded by Mrs. Cannon that Mr. Butcher develop a panel of lawyers from which the Board can select in time for the January Board meeting.

Mr. Karsten's resume has been circulated to the Board and this recommendation discussed without dissent with Chair Pat Cannon, Board members Joe Butcher, Ian MacKinnon, and Dan O'Connor. Mr. Karsten's hourly rate is \$200/hr. (Mr. Sussman's is \$225/hr.) Mr. Karsten is known for successful but non-litigious resolution of conflicts.

[Secretary's note: A motion to close the meeting was proposed by Mr. Butcher and seconded by Mr. Campbell and was accepted with no dissent. The meeting closed at 12.15 p.m.]



## From the Corresponding Secretary

I would appreciate it if those who have not filled in the last page of information for our files which was pre-stamped and addressed in the November newsletter would take the time to do so. Please fill it out and mail or bring to the January 24 meeting.

If you can't find your November newsletter, go to our community website and print out the last page, fill it in and return to me. You can find the November newsletter at:  
[www.oysterharbor.org/newsletterNov2005.pdf](http://www.oysterharbor.org/newsletterNov2005.pdf)

This is important information so we can see if the mailing address is different from that of the property owned and to complete our listing of the owners of Oyster Harbor property. We are also gathering the Zip+4 last four numbers of your Zip Code to ensure that mailed items reach you in a timely manner. Of course, we also need your email so we can contact you quickly.

All of this will make mailouts and major voting meetings easier. Thank you!

*Louise Burke*  
3326 Shore Drive  
410 268-9382

[LouiseBurke2@netzero.com](mailto:LouiseBurke2@netzero.com)

Check the website for information of "goings on" during the year. The Officers, Board, and Committee Chairs will keep you informed.



[www.oysterharbor.org](http://www.oysterharbor.org)

## 2006 Community Calendar



Oyster Harbor Community Association General Meetings are held the 4<sup>th</sup> Tuesday of the month at **(NEW LOCATION)** St. Anne's Day School, 3112 Arundel on the Bay Road, at 7:30 p.m. No General Meetings will be held in December and February. Check the website for updates.

**LOCATION CORRECTION FROM NEWSLETTER VERSION MAILED OUT:** Oyster Harbor Community Association Board Meetings are held the second Tuesday of each month at 7 p.m. at Anne Arundel County Public Library's Eastport-Annapolis Neck Branch, 269 Hillsmere Drive. See **OHCA website for map or click here.**

- **OHCA Board Meeting**  
**Monday, January 23, 7 p.m.** (on Monday this month only)  
Public Library, Eastport-Annapolis Neck Branch  
269 Hillsmere Drive
- **OHCA General Meeting on the Budget**  
**Tuesday, January 24, 7:30 p.m.**  
St. Anne's Day School  
3112 Arundel on the Bay Road
- **OHCA Board Meeting**  
**Thursday, February 9, 7 p.m.**  
Public Library, Eastport-Annapolis Neck Branch  
269 Hillsmere Drive
- **OHCA Board Meeting**  
**Thursday, March 9, 7 p.m.**  
Public Library, Eastport-Annapolis Neck Branch  
269 Hillsmere Drive
- **OHCA General Meeting**  
**Tuesday, March 28, 7:30 p.m.**  
St. Anne's Day School  
3112 Arundel on the Bay Road
- **OHCA Board Meeting**  
**Thursday, April 13, 7 p.m.**  
Public Library, Eastport-Annapolis Neck Branch  
269 Hillsmere Drive
- **OHCA General Meeting**  
**Tuesday, April 25, 7:30 p.m.**  
St. Anne's Day School  
3112 Arundel on the Bay Road
- **OHCA Board Meeting**  
**Thursday, May 11, 7 p.m.**  
Public Library, Eastport-Annapolis Neck Branch  
269 Hillsmere Drive
- **OHCA General Meeting**  
**Tuesday, May 23, 7:30 p.m.**  
St. Anne's Day School  
3112 Arundel on the Bay Road
- **OHCA Board Meeting**  
**Thursday, June 8, 7 p.m.**  
Public Library, Eastport-Annapolis Neck Branch  
269 Hillsmere Drive
- **OHCA Board Meeting**  
**Thursday, July 13, 7 p.m.**  
Public Library, Eastport-Annapolis Neck Branch  
269 Hillsmere Drive
- **OHCA Board Meeting**  
**Thursday, August 10, 7 p.m.**  
Public Library, Eastport-Annapolis Neck Branch  
269 Hillsmere Drive
- **OHCA Board Meeting**  
**Thursday, September 14, 7:30 p.m.**  
(Time change this month only)  
Public Library, Eastport-Annapolis Neck Branch  
269 Hillsmere Drive
- **OHCA Board Meeting**  
**Thursday, October 12, 7 p.m.**  
Public Library, Eastport-Annapolis Neck Branch  
269 Hillsmere Drive
- **OHCA Board Meeting**  
**Thursday, November 9, 7 p.m.**  
(pending availability of location)  
Public Library, Eastport-Annapolis Neck Branch  
269 Hillsmere Drive
- **OHCA Board Meeting**  
**Thursday, December 14, 7 p.m.**  
(pending availability of location)  
Public Library, Eastport-Annapolis Neck Branch  
269 Hillsmere Drive

## Oyster Harbor Community Association Leadership

\*\*\* Updated January 2005 \*\*\*

POST THIS IN YOUR HOME FOR EASY REFERENCE

### Board of Directors

#### Pat Cannon, Chairman

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410 267-8907  
[cannonpb@comcast.net](mailto:cannonpb@comcast.net)

#### Joe Butcher, Vice Chairman

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410 263-3610  
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#### Ian MacKinnon, Secretary

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#### James Campbell

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#### Calvin Kidd

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#### Robert Sappe

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Check the OHCA website,  
[www.oysterharbor.org](http://www.oysterharbor.org), for  
information of "goings on" during the  
year. The Officers, Board, and  
Committee Chairs will keep you  
informed.

### Officers

#### Norm MacLeod, President

1224 Washington Drive  
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[nhmacleod@verizon.net](mailto:nhmacleod@verizon.net)

#### Robert Eyster, Vice President

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#### Robin Gilliam, CPA, Financial Secretary

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#### Anne MacLeod, Recording Secretary

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#### Louise Burke, Corresponding Secretary

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#### Naomi Perry, Associate Treasurer

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#### James Willson, Special Tax Treasurer

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#### Tom Cagle, Security

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### Committee Chairs

#### Auditing

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#### Roads

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# General Meeting on the Budget January 24, 2006

7:30 p.m. at St. Anne's Day School  
3112 Arundel on the Bay Road

## AGENDA

- 7:30 Moment of Prayer
- 7:35 Board Recommendations
- 7:45 Minutes of November 22 Meeting (*see page 3 of the newsletter*)
- 7:55 Treasurers Report
- 8:05 Budget (*see insert in the newsletter*)
- 8:40 Old Business (Roads, Drainage, Piers/Harbors, Beaches, Community Property)
- 8:50 New Business
- 9:00 Meeting Ends

The main purpose of the meeting is to discuss the FY2007 Budget. Please bring this newsletter – and the previous one – with you so you can follow along.



**Oyster Harbor Community Association**  
**PO Box 3174**  
**Annapolis, MD 21403**

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US Postage Paid  
Annapolis, MD  
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