

**OHCA Board of Directors
Minutes of Board Meeting Tuesday, December 19, 2023
Eastport Fire Station, 7:00 PM**

Board Members present:

- Winston Dunkley, Vice Chair
- Kathy Burk, President
- Barrett Hill, Board Member
- Haley Jurkowski, Board Member
- John Maxwell, Board Member
- Benny McCottry, Board Member
- Sharon Merrick, Board Member (online)
- Nancy Plaxico, Board Member and Board Secretary

OHCA Officers and Committee Chairs present:

- Brandon Dall'Acqua, Vice President
- Bill Blakefield, Special Tax Treasurer (online)
- Stephanie Orr, Association Treasurer
- Trisha Thomas, Corresponding Secretary
- Jody Tracey, Security Committee Chair

ProCom Representative present:

- Fran McDonnell

About twenty OHCA residents attended online.

Call to Order

Since Chair Dan Craig was out of the country and unable to attend, Vice Chair Winston Dunkley called the meeting to order at 7:00 pm and asked for a moment of silence.

Approval of Agenda

A draft agenda for the December 19 board meeting was sent to all board members prior to the meeting, and there were no requested changes.

It was moved and seconded that the agenda for the December 19, 2023 OHCA Board Meeting be approved. APPROVED BY VOICE VOTE.

Approval of Minutes for November 14, 2023 Board Meeting

The draft minutes were sent to all board members prior to the meeting, and there were no requested changes.

It was moved and seconded that the minutes of the November 19, 2023 OHCA Board Meeting be approved. APPROVED BY VOICE VOTE.

Financial Reports for November and FY2024 Year-to-Date

Piers & Harbors Account: Association Treasurer Stephanie Orr reported that the beginning balance for the Piers & Harbors account was \$8,812.36 on 11/1/23. There were \$2,650.37 in expenses during the month, including \$2,552.34 for the Oyster Roast, resulting in an ending balance of \$6,161.99 on 11/30/23.

John Maxwell asked if there is a way to reimburse the Piers & Harbors account for the BG&E bills that were paid from that account. President Kathy Burk said that historically the BG&E bill for the OHCA piers was paid from the Piers & Harbors account, and we would need approval from the County in writing for the Special Community Benefit District account to reimburse the Piers & Harbors account for the BG&E bills paid from the Piers & Harbors account.

Special Community Benefit District (SCBD) Accounts: Special Tax Treasurer Bill Blakefield reported that the 11/30/23 balances were \$32,161.35 in the SCBD checking account, \$150,952.87 in the Truist money market account, and \$276,618.17 in the Morgan Stanley account, and total SCBD assets were \$462,667.65 on 11/30/23. He noted that OHCA will earn about \$7,500 in interest income from the Certificates of Deposit (CDs) at Morgan Stanley. \$100,000 of the Morgan Stanley CDs will mature in January, and we should consider reinvesting those funds in another CD.

Proposed SCBD Budget for FY2025

President Kathy Burk reported that the projected SCBD revenue for FY2025 (July 2024-June 2025) is \$417,690. The community tax rate has been 0.27% for many years, and the projected revenue is based on continuation of that rate.

President Burk handed out the proposed SCBD budget for FY2025. She then went through the budget line by line, and explained any changes from the FY2024 budget.

John Maxwell asked about the \$2,000 for a storage unit in the proposed budget. Fran McDonnell from ProCom explained that ProCom does not have room to continue storing all of the 40+ boxes of materials from OHCA, although it can store more recent materials. She said that normally when ProCom takes over management of a community, there is a purging of materials to be stored. Community member Chris Heel asked about scanning of older OHCA records. President Burk said we have talked about having a scanning company scan the materials, and Nancy Plaxico commented that the previous OHCA President said for several years that the Community Manager was scanning the OHCA records. We know that there is a lot of cultural history in the older records, and Sharon Merrick said she would like to go through those materials. President Burk said that anyone who would like to review the materials should make arrangements with ProCom since the materials are now stored at the ProCom office.

Regarding the legal line items in the proposed FY2025 budget, President Burk read an email from Chair Dan Craig recommending that the legal budget be at least \$15,000 and preferably \$20,000 given the legal issues facing the community and the upcoming revision of the OHCA Constitution. There was general consensus that the two legal line items (for General Legal and Zoning Legal) should be combined into one Legal line item and the FY 2025 budgeted amount for that should be \$20,000, which is the same as the combined amount for the two legal line items in the FY 2024 budgets.

Barrett Hill asked that if someone sues OHCA, does our insurance cover that. President Burk said she will check on that.

Regarding Capital Improvements in the budget, President Burk said we should think about what capital improvements we want to plan. The Finance Committee has generated some ideas for capital improvements (gazebo and walkway replacement, bike rack, porta potty enclosure, bulkhead replacement, long term landscaping plan, wifi at all community lots/beach/piers, wells at beach and piers, replacement of Harbor Lot playground, playground equipment refresh, beach fence replacement, and shelters for bus stops), and Finance Committee members are getting cost estimates for possible projects. We are awaiting the Reserve Study to know what longer term reserve needs we should plan for, and Fran McDonnell said she will follow up with Miller Dodson to find out when we will get the draft reserve study.

Nancy Plaxico moved and Winston Dunkley seconded a motion to approve the Proposed FY2025 SCBD Budget. UNANIMOUSLY APPROVED BY VOICE VOTE.

SCBD Annual Audit

President Burk handed out the FY2023 SCBD Annual Audit report from auditors Klosterman & Associates. The audit gives a “Qualified Opinion” since the “commingling of SCBD assets in prior years with assets of the Oyster Harbor Citizens Association, Inc. is being audited by a forensic accounting firm to determine the amount, if any, that needs to be restored to the SCBD.” Except for that “Basis for Qualified Opinion,” the annual audit concludes that the SCBD financial statements for FY2023 “present fairly, in all material respects, the assets, liabilities, and fund balance of the SCBD as of June 30, 2023, and its revenues, expenditures and changes in fund balance.”

President’s Report

President Burk noted that we will be staying with LB Landscaping for snow removal this year, but we will be bidding out all landscaping, snow removal, beach cleaning, and dog waste removal services at the end of January. Fran McDonnell from ProCom will make a map showing where services are needed, and will tour those areas with bidders. We are going to tighten up the contracts and oversight of the contracts.

The sinkhole by the Booker Pier is back. The board discussed the need to get a quote from a marine construction/bulkhead company. Haley Jukowski recommended that we get sawhorses or something else to protect the area while we await the remediation. Fran McDowell said she will order sawhorses and caution tape for the area around the sinkhole.

President Burk reported that the beach gate is not working again. We will get it replaced during the spring cleanup.

Roads & Drainage: ProCom is looking for a contractor to repair or replace the Shore Drive duck valve.

The pipes in the culverts need to be cleared out, and we will have the company that did that in the past (Jet Blast from Pasadena) come out and take a look.

Security: Security patrols will be reduced in frequency starting in January.

Parking Subcommittee: Nancy Plaxico reported that the proposed parking policy was communicated to the community in the November newsletter and at the November community meeting. The newsletter asked that any concerns or questions be sent to her and she has not received any concerns or questions, which indicates general community agreement with the proposed policy.

Nancy Plaxico moved and Winston Dunkley seconded a motion to approve the proposed Parking Policy. APPROVED BY VOICE VOTE.

Nancy will work with ProCom to get a towing contract and parking signs to implement the proposed policy. We will take down many of the existing signs at parking lots so the new signs with the new policy are more readily apparent.

Other Old Business

Revising the OHCA Constitution: A community member submitted some proposed amendments to the Constitution at the November community meeting. The board discussed when those and other amendments to the Constitution should be presented to the community for a vote. President Burk noted that the purpose of the 1/23/24 community meeting is to approve the FY 2025 budget, but amendments to the Constitution could be taken up at the March community meeting. Any proposed amendments to the Constitution have to be sent to the community at least 30 days prior to the community vote on the amendments.

President Burk said that she thinks there should be a committee that reviews and proposes amendments to the Constitution, and that committee should include community representatives as well as OHCA Officer and board representatives. The board agreed that at the 1/16/24 board meeting, the board will develop a plan and timeline for amending the OHCA Constitution, including having a committee with community, officer and board representatives.

Northern Property Line of Lot 17: John Maxwell reported for Joe Matta that Joe is still in the process of getting a price quote from a property attorney to provide the board with an independent third-party opinion on ownership of the strip of land along the north side of Lot 17.

ProCom Communications on Behalf of Board: John Maxwell said that his concern that there be a quality assurance process for all such communications was addressed by the board's action at the November meeting, and that process is now in place: The draft of any such communication and the County Code on which it is based will be reviewed by the Chair and President, and sent to all the board members before the communication is sent out.

New Business

Barrett Hill said that he thinks the fence on the corner of Louis and Arundel on the Bay Road is a safety hazard. John Maxwell agreed that it is challenging to turn onto Arundel on the Bay from Louis since the fence impedes the view of oncoming traffic. John Maxwell agreed to talk with the property owner to explore possible ways to improve visibility on that corner. Fran McDonnell from ProCom said she will research what County regulations there are regarding fences on corner lots.

Haley Jurkowski asked about the jellyfish nets at the beach. Brandon Dall'Aqua responded that the jellyfish nets will stay for now but we are looking at other options. We would like to find something that does a better job of keeping jellyfish out of the swimming area.

Adjournment

Since there was no further business, a motion to adjourn the meeting was approved by voice vote, and Vice Chair Winston Dunkley adjourned the meeting at 8:52 p.m.

Minutes drafted by Board Secretary Nancy Plaxico and approved by OHCA Board at the 1/16/24 Board Meeting.