

The Oyster Harbor Community Association
Community Meeting
MINUTES

February 28, 2023
Eastport-Hillsmere Public Library

OPENING: President Kathy Burk opened the meeting at 7:40 PM with a call to order followed by a moment of silence.

HANDOUTS

- 1) Agenda
- 2) Minutes from 1.17.23 OCHA Special Community Meeting
- 3) Minutes from 1.18.23 OCHA Special Community Meeting Update on OHCA Wetland Remediation Issues
- 4) Minutes from 1.24.23 OHCA Community Meeting
- 5) OHCA Balance Sheet as of 1.23.23
- 6) OHCA Profit and Loss Comparison July 2022-January 2023

ATTENDEESS: Present by zoom and in person – quorum met.

PREVIOUS MINTUES: A motion was made, seconded, and passed to approve the previous minutes from January 18th and 24th. These minutes were to have been available on the web site. A comment was made that they did not see them on the website, but they were uploaded after approval. In the future, it will be double-checked to ensure all documents are uploaded and available.

TREASURERS REPORT: Patty Jenkins

- 1) Balance Sheet: Cash on hand: \$291,568.27
- 2) Still awaiting check from the county, which should arrive in March.
- 3) Profit and Loss Statement: Expenses totaled \$137,370 with a comparison to same period last year, we spent \$309,838.40.
- 4) PNC Account: With the property management company that we just contracted with, they will be responsible for the management of the PNC account using Quickbooks.
 - a. To date, there has not been a reconciliation of it.
 - b. Drew has reviewed what the balances and expenditures are.
 - c. Beginning in May, we should have formal reporting of the PNC accounts, which is the Piers and Harbors accounts.
 - d. We have been paying some utilities out of the account which will be reconciled.
- 5) Kathy asked if there were questions about the Treasurer's report and thanked all those who stepped up to help. She thanked Mike W. who has stepped up to help with office manager functions since Nick Jones unexpectedly and abruptly resigned.

- 6) **PRO COM:** We have contracted with Pro Com for our property management company.
- a. The Board gave its approval back in November. We had received three bids in response to our RFP and Pro Com was the winning vendor.
 - b. Since then, there has been back and forth with contract language and it was approved by our Attorney and the county.
 - c. March will be our transition month and they officially take over 04.01.23.
 - d. Our finance manager will remain in place during the transition month and through the audit.
 - e. A letter of introduction to the community will be forth coming. There may be a letter from Kathy and Winston to advise of the changes, as well.
 - f. Pro Com will take over all of the responsibilities of our community manager and eventually our finance manager, including managing invoicing and slip fees.
 - g. Given we are a special community / tax district, we need to be responsible for all accounts of which Pro Com is aware.
 - h. Pro Com's portal may eventually take place of our website, but for now, they will co-exist.
 - i. Our Eastport lease ends in summer and Pro Com will see if we can get out of it early. Pro Com will store the 30-40 boxes we have after lease expiration.

PET WASTE: John Maxwell advised of the county's request for us to do a survey of pet waste.

- 1) Good news is that OH water is pretty clean, and we are being used as a control group.
- 2) It will be posted on website soon and you don't have to be a pet owner to participate.
- 3) John is working with the Bureau of Watershed Protection, who are conducting the follow up on the surveys.

ADDITIONAL TREASURER/FINANCE ISSUES

- 1) **1099's:** Question was raised about 1099's.
 - a. Claire Dillon has been trying to wrap that up and has been working on sending to those we have information on, while working with our Attorney, Kurt.
- 2) **AUDIT:** We are currently having an audit conducted.
 - a. Our attorney has met with the county auditor's office, as it appears \$275,000 of tax funds were comingled. These monies were not properly accounted for by the county for part of our annual audit or according to our constitution.
 - b. Winston had read a statement at our January 24th meeting, at which time we hadn't received a clear direction from the county. The county advisor

is actually requiring a special audit to be performed by a professional auditor and not a CPA.

- c. The scope of the work was created and we obtained three bids. The board voted to approve services with estimated cost of about \$15,000.
 - d. The initial round of requested documents was provided. Additional documents will be provided on request.
 - e. It was necessary for us to get ahead of the situation and be up front.
 - f. The county has made it known they appreciate that we came forward and at this point are willing to work with us.
 - g. The sooner the completed audit results are provided and presented to the county, the more time that we will have to negotiate whatever resolution may or may not be required by the county. They asked for this to be wrapped up before that start of the new fiscal year. The results of the audit will be made publicly available.
- 3) **PIERS AND HARBOR FEES/RESERVE FUNDS:** Kathy indicated that we don't consider Piers and Harbors to be a profit center, but we recognize the need to have a reserve fund for storm or emergencies.
- a. Joe and Kathy reported that Pro Com has expertise in building up reserves and helping communities understand what they need in terms of capital reserves.
 - b. Barrett said slip fees are currently \$2/ft/mo. We are recommending fees go up to \$3/ft/mo for the next year or two to see what kind of budget we need. We are still under average of surrounding communities. We can re-evaluate in a year.

ROPE COURSE: Kathy reported that there is a question about a ropes course, but we can address it on the survey.

BEACH COMMITTEE

- 1) Working on port-a-potties in place by mid-March.
- 2) Beach cleaning beginning in March.
- 3) We will get raft up.
- 4) We have a furniture initiative under way to have better repaired, newer equipment.
- 5) Dan will repair jelly fish nets.
- 6) Dan is going to look into our grill area.
- 7) **DREDGING**
 - a. We carry money year to year.
 - b. We have not dredged in eleven years, so it is way overdue.
 - c. We are beginning work for a permit and new drawings.
 - d. We will have a better feel for costs and planning in the coming months.
 - e. Someone commented that they thought it had been in the process two years ago. It is believed we only got as far as the drawings and Kathy advised we will have more specific updates in May.

SECURITY COMMITTEE

- 1) Jody advised she and Pete have met several times with others. Today they met with ICS, Mr. King for an introduction and ride around the neighborhood to get quotes and share our needs. We expect a proposal shortly. We also plan to meet with other vendors.
- 2) We are not sure what Pro Com's involvement will be with security, so we will collaborate with them.
- 3) In the meantime, John K. is looking into cameras/webcams for the park and the beach.
- 4) John K. advised he has met with three vendors and has been getting pricing and is in the process of getting more details.
- 5) We will conduct a security survey regarding security needs or possible focus areas after we know the standard process for conducting the surveys and if it would be combined with other topics.

SOCIAL COMMITTEE: Kathy advised that Bonnie Harrison has resigned from the Social Committee. Barrett Hill has stepped up to be the interim Social Committee Chair. We are looking for volunteers and a permanent chairperson.

- 1) 03/23: Sock Burning
 - a. 4-7 pm
 - b. Food truck confirmed.
 - c. BYOB
 - d. We need wood donations.
- 2) 04/08: Easter Egg Hunt
 - a. We will provide the eggs and candy.
 - b. Need volunteers – contact Barrett Hill
- 3) We plan a Beach Party in summer and Oyster Roast in the fall, as well as a smattering of other events.

ROADS COMMITTEE

- 1) Prep work has begun on Washington. A portion of the road will be closed during the day. Information on logistics will be forthcoming.
- 2) Cross Road Remediation
 - a. Kathy reported that today we received a formal denial by MDE and the Attorney General's Office of Mr. Anderson's appeal.
 - b. This appeal filed in November to contest MDE's approval of OHCA's restoration plan to remove the unauthorized fill.
 - c. There is a deadline of March 17th for Mr. Anderson to provide new information about the existing plan for MDE's consideration.
 - d. There is a deadline of March 31st for Mr. Anderson to submit his own restoration plan.
 - e. We are taking steps to inform Fishing Creek Farms. We need their permission. We had it, but it expired.

- f. We are in a holding pattern until MDE gives us permission to go ahead.
- 3) Speedbump on Washington/Stormwater Management
 - a. A resident was advised by the traffic engineer of AACO who said the speedbump is not to county specs, not marked, and we should address it, as it could be a liability.
 - b. The specs are the same for all speeds.
 - c. Kathy and Mike will address.
 - d. Mike pointed out the RPF process, which will go through Pro Com, should be easier.
 - e. Mike has a meeting set up with the Director of Outreach and Education / Stormwater Management of AACO. They will set up a meeting when they come out to the community to address individual inquiries regarding water issues. They work with communities to pursue grant funding, which we would like to do. We will also try to bring out professional environmental engineering firms to look at our issues.
 - f. We will look into whether we can hold the contractor liable for speedbump issue.
 - g. The speedbump was moved to alleviate flooding. The water flow coming down the hill diverted the water into the property at the bottom.

OLD BUSINESS: No formal old business reported.

NEW BUSINESS:

- 1) DRAINAGE: Mike will reach out to Evelyn M. about drainage issues.
- 2) POWER: Keith S. update on power issues.
 - a. He has reached out and found our community has experienced a high number of power outages.
 - b. A formal investigation has been opened. Needed tree trimming may play a part.
- 3) DOG WASTE STATIONS: Shayna advised we need to add an additional dog waste station on Washington.
 - a. LB Landscaping oversees removal of waste. It will be discussed in March. Barrett advised of someone they knew that has a business of dog waste removal we may want to look into.
- 4) DISBURSEMENT OF FUNDS: A resident inquired as to a disbursement made of \$16,000 plus to a professional group and what was it for? Clarified it was for our attorney.

ADJOURNMENT: Motion made and accepted to adjourn.