

ASSATEAGUE POINTE HOA MINUTES

March 18, 2023, Meeting called to order by Barry at 9:00AM

Board Members in Attendance

Vice President: Barry King, Treasurer: Troy Purnell, Secretary: Joe Mosby, Member At Large: Missi Clark, Recording Secretary: Xanthe Lewis

Property Manager's Report by Troy Purnell

Property Manager's Report:

- All the mowers are serviced and ready for the season this year. We will probably need two new decks, and possibly a motor. Replacing those items is well within the budget.
- We normally lay off our grounds crew for about 6 weeks. This year our personnel stayed on to complete the extra work around the ponds. Soon we will start hiring more grounds crew staff. We hope to have a full staff of 5 by May or June.
- Last spring, we replaced two HVAC units in the Clubhouse. They were original from when the building was built. The bathroom unit is also original, but it is still working. We have set aside the money in the budget to replace it, but we will not be doing so until it is necessary.
- All the fountains are in working order.
- There are two erosion projects we are working on right now. One in phase 1 and one in phase 2. We have not designated the next area we will work on after that. There is money in the budget each year to continue the erosion work. They will be sliding in a pipe between us and Frontier Town. After discussing many options this was the easiest, most cost-effective way to replace the compromised pipe currently in place.
- We will have the pond algae treatment done again this year. It is an expensive project, but it keeps the ponds in great condition. If you see a problem with algae in one of the ponds, please notify the front office.
- The county has plans to replace the sewer lagoon lining in the next 5 years. This work will not interrupt any sewer function in the community. Worcester County already has the money in their budget, so there should not be any additional cost.
- We have a bid to do the repairs to the Club House splash pad. It will most likely be done before summer, but no definite decision has been made yet. The cost for that will fit into the maintenance budget.
- Road cracks are assessed every fall. If there are issues, we have them resealed.
- We have purchased all the materials for the pier repair and staining. That will be done once the weather warms up. The heat will help the stain drain and seep into the wood.
- The laundry machines are serviced every spring. Easco was in on Friday, and they said one of **the biggest problems is residents are using too much detergent and pod detergent in the machines.** The pod detergent does **NOT** go in the liquid detergent tray, it will not dissolve. It must go in with the wash and you do not need more than one. We cycle the washing machines with only hot water, and bleach as needed, and there are always suds in the machines. All that detergent causes the waste lines to clog and keep the water from draining. Also, residents are washing items without shaking the sand off them. That sand will clog the lines very quickly. They have had to pull out machines to vacuum the sand out of the back drains. The dryers are designed to dry clothes that have been rung out in the washing machines. If you put in items that are soaking wet, that excess water causes the dryers to rust. We will be sending out an email blast with this information. The machines are about 10 years old, and they usually last about 15 years. We will start setting aside money in the budget to replace any machines as needed.
- We have a new contract with the trash. It used to be \$500 a pull, now it is \$300. Also, the environmental service charge has been reduced. During the winter we have the small dumpsters pulled once a week,

twice in the fall and spring, and three times a week in the summer. Thus far the new contract has saved us a lot of money.

Treasurer's Report by Troy Purnell

Financials through February 2023:

- Income is \$12,334 ahead, mainly due to the storage yard billing being done in January. Before the payment was included in the first quarter billing the payments would be more spread out. By next quarter this will even out. We will change that in next year's budget.
- Amenities are over budget \$17,932. This is due to the pool contract being paid in February instead of March. We make five payments of \$14,973 per the pool contract.
- Expenses are over budget \$2,028, also due to the insurance bill being paid early.
- Maintenance is under budget \$6,792. The grounds crew is over budget \$9,400, because we did not lay them off those weeks. Building maintenance is under by \$5,680, and erosion control is under \$6,767. The erosion control difference will be spent in March. We have \$4,000 in the special projects budget. There are no special projects identified for this year, so the money will remain there if not used.
- Utilities are under budget \$3,808. That is mainly due to a payment we received from Worcester County reimbursing us for the electricity to run the lift stations.
- Overall, we are \$2,635 over budget. This is from paying the insurance and pool contract early. We should be under budget by the end of March.
- **Balance Sheet-** The assets are \$248,566; the reserve fund is \$165,347 of that. The reserve fund gets \$10,000 per month. That goes towards the reserve schedule 20 year plan. The plan can be viewed on assateaguepointe.com. Liabilities are \$91,859. That is comprised of accounts payable at \$21,092 and accrued assessments at \$73,080. This is because the third month of the assessment has not been added yet. Our credit line of \$150,000 is paid off. That we use to pay the summer electric bills before it is billed to the homeowners.
- As discussed in previous meetings we will increase the line of credit from \$150,000 to \$200,000 so we do not have to borrow from the Reserve or wait on paying the bill. A motion was presented and passed unanimously at 10:22 a.m.
- **Online Bill Pay-** The Bank of Ocean City has successfully implemented Revopay, a software system that offers multiple channels of payments through a single, easy to use platform. They have had over 20 condominium and townhome HOAs utilizing Revopay with great success for over 3 months. A URL (secure website link) will be used to access the payment processor where users will enter unit owner name, unit number and dollar amount. There is no service charge implemented by Bank of ocean city. The fee is passed on the unit owner:
 - \$1.95 AFT (auto payment) from a checking account per occurrence
 - \$4.95 debit card transaction per occurrence
 - 3% fee for credit card transaction per occurrence

Old Business

911 Address': You must have your house number visible on the front of your house!

Gatehouse Remodel: The gate house remodel has been completed. The building was all original from 35 years ago. Some of the studs had dry rotted under the old siding and had to be replaced. The windows, doors, and siding were replaced. Also, the flooring was repaired and replaced, and it was painted. The building is much safer, and a nicer work environment. It cost about \$12,000, with most of that being for the building structure.

Power Vents at Clubhouse & Rec Center: We will be adding power vents to the gamble ends of both buildings. It will help our HVAC units operate more efficiently by keeping the heat down in the attic areas. This should extend the life of the machines. John Myers is on the schedule to do that before summer.

New Business

Electrical Discussions Choice and Solar: We reached out Choptank to try and discuss options for the Electricity. After about 45 days the representative reached out to them, and seemed receptive at first. Unfortunately, after he met with his bosses he has not been returning our calls or messages. We will keep trying to get answers from them, and we hope to have some for the next meeting. Even though we are technically one customer we are a big customer, so we will contact our lawyer and see what our options are.

New Playground Equipment:

- After last meeting we got the bids requested for the playgrounds. They couldn't give us a price until 2023 because of rising prices. We received that quote in mid-February. As discussed at the November meeting we will be putting this up to a vote. To replace both playgrounds would be about \$213,000, which would be \$410 special assessment per homeowner. An email blast will be sent out with the information on the pricing along with the surveyed layout of the playgrounds. A link to the Google survey will be included in the blast for you to vote. It will be one vote per lot. You will enter your name, lot number, and answer yes or no. The votes are stored electronically. The homeowners who receive the newsletter by mail will also receive this information the same way. There will be a time limit of a few weeks for you to cast your vote. Whichever way the community votes will be the way it is going to fall.
- We did contact our attorney and we are allowed to replace pieces of the playground without replacing everything. As of now the only piece of equipment that is broken is one of the slides at the back playground. The problem there is the manufacturer does not make pieces for those playgrounds anymore. We would either need to find a used piece or find something compatible that could be fitted on what is there. The special assessment would only be to replace the playgrounds. Any repairs to the existing playground will come out of the maintenance budget.
- **The results of the vote will be discussed at the May meeting.**

The Digital Marquee Signs: Both are out of order. We have had them both assessed by two different companies, and the front marquee can be repaired. The part has been ordered, and that will be fixed as soon as possible. Unfortunately, there are several parts needed for the Clubhouse sign, and they are not available. With the sign being 15 years old, we are getting prices to replace it. A new one will probably be around \$13,500.

"Footprints" Report

The ponds have all been trimmed back, clearing the view of them. Many HOA trees have been trimmed back as well. The crepe myrtle by the Clubhouse pull deck has been trimmed back, that should help with keeping the pool and furniture clean this season.

Committee Report

Beautification: **Missi Clark-** Clean-up Day is scheduled for April 29th at 9 a.m. Refreshments and lunch will be provided. We have a lot to get done this year, because last year we did not do as much due to the weather. Some areas we will need to remove the mulch and add topsoil. Also, we need to replace the soaker hose in front of the Clubhouse and on the side of the Rec. Center. One of the box woods needs to be replaced. We will be repainting the yellow barriers as well.

ECC: **Mary Ann Bing-** The community is looking great; everyone is getting an early start. I will be doing inspections the last weekend in April. The golf carts will be inspected and need to be registered with a sticker on them. Lot numbers need to be visible on the carts. I will have all letters sent out before Memorial Day weekend. Another reminder: make sure you are getting your ECC forms in BEFORE you start work on your homes. Any exterior work must be approved. **WOOD BURNING FIRE PITS ARE NOT ALLOWED**, only the propane pits. With the winds we have here the sparks are a danger to the whole community. Please remember to pick up after your dogs. We have mutt mitts available at the dog park and pier. All dogs must always be on leash, even in your yard.

Storage Yard: Joyce Wetzel- The sticker process has begun. If you have not filled out your registration form you must complete that and turn it in to the office. No sticker will be issued without a completed form. We do have some open spots on the Kayak rack. If you're interested, please call the front office.

Entertainment: Vince & Lynn Luca- Our first events start in April with the Easter Egg Hunt and Clean-up Day. We have added the Trivia night and Family Feud night again for this year. We removed the Children's Halloween party for this year, because the past three years we have not had enough participation. We do have some open weekends in October. Hopefully one of those Saturdays we will have an oyster roast. We are working with our Crab and Shrimp feast vendor to come up with a menu. If that is added, we will let you know. The Volunteer party was moved back into October, because many of our volunteers were already gone in November. We will be having our Friday night hot dog sales this summer, beginning June 30th. Many people have mentioned to us about not wanting us to post the flyers on the doors of the Rec. Center and Clubhouse. We will be getting display boards to hold six flyers each with upcoming events. You can view the events and available fliers on assateaguepointe.com.

Pools: Barry King- The replacement lounge and sitting chairs were ordered and have arrived ahead of schedule. Both pool decks will be set up on Clean-up Day. The splash pad and mushroom will both be repaired. We negotiated the pool contract, because our grounds crew will be cleaning the pools each morning, and that has been signed. I know we received some complaints last year about "scum" in the pool. Most of that is excess sunscreen that has not dried onto the swimmer's skin. Our grounds crew is aware and will address that as best they can. The lifeguards are responsible for skimming the pools and emptying the skimmer baskets during the pool hours. Both pools open on May 27th at 10 a.m.

Nature Conservatory: Mike & Kay Whaley- Thank you to Bill O'Brien who volunteered to rebuild some of our bird houses. Each new house has five rooms and a roof that lifts for easy cleaning. They are modeled after the Assateague Pointe homes and really look great. You will be able to see them, and the visiting sparrows, by the pool areas this summer. We have two purple martin houses out now, and another two that we are ready to put up. We also have nine blue bird houses we cleaned out, and they are ready for residents. Thank you to Dave and Brenda Hawk for making the butterfly garden so beautiful.

Butterfly Garden & Release: Dave & Brenda Hawk-

- The garden has a new cement bird bath. The other garden across from it that has the crepe myrtles, we have been transplanting some of the black-eyed Susan's over there. We will add a couple of stella plants and cone flowers in there to try and attract some butterflies. The sprinkler lines and hose line will be extended to keep that area watered.
- Last year we had a good butterfly release. Several people offered to donate money, and we had many questions about the individual butterflies. We spoke with Folk's Butterfly Farm at the farm show about supplying us the individual butterflies. **This year we have 25 individual monarch butterflies available for sponsor at \$10 each. You can purchase a butterfly at the office in memory or honor of someone, and you will release that butterfly at the release in August. It is first come, first serve on the 25 butterflies, so please call the office as soon as possible to reserve yours.** We will also have two boxes of 12 painted lady butterflies to release as a group. Also, we hope to have some kind of covered area to help shade all the attendees we have.

Announcements

PLEASE CLEAN UP AFTER YOUR DOGS, WE HAVE MUTT MITTS AVAILABLE! PLEASE DO NOT ALLOW YOUR DOG TO DIG IN THE DOG PARK!
PLEASE SIGN UP FOR EMAIL ANNOUNCEMENTS ON www.AssateaguePointe.com & JOIN OUR FACEBOOK PAGE FOR ONGOING ANNOUNCEMENTS!

Open Discussion

Q: Can we get motion sensors on the dog park solar lights to save the battery throughout the night?

- a) *We can try that, but the lights are high up on the poles and it may not work.*

Q: Why is there a pile of dirt on Bay Ridge drive?

- a) *That dirt is being used for the erosion work being done there. It was left over from previous erosion work, and was more cost efficient not to have it hauled away and brought back. We do apologize for any inconvenience that has caused the Bay Ridge homeowners. That work should be complete in the next few weeks.*

Q: Did we get a refund for handling part of the pool cleaning for last year?

- a) *The pool company did some extra repairs and did not bill us, which more than compensated for the pool cleaning refund.*

Q: Is there a way we could increase the communication between the board and the homeowners about big projects or expensive items?

Yes, that is what we are trying to do with the increased email blasts and the new playground survey. All the big ticket planned projects are on the 20-year plan which can be viewed on assateaguepointe.com. Anything that deviates from that will always be discussed at the meetings. As mentioned previously, the only thing being considered is the remodeling of the Clubhouse kitchen. We are still getting bids for that. Possibly we will recommend it for 2024 if we have the money budget.

Q: Have we ever done a special assessment before the playgrounds and is there a dollar amount it is used for?

- a) *We have done 4 special assessments in 35 years. For the all the community roads to be paved, adding the pier, adding the Wi-Fi system, and the Clubhouse and Rec. Center bathrooms. We have only used them for things that could not be fit into the budget. The 20-year plan was designed to avoid multiple future special assessments.*

Q: When will the mowing start for the season? Can the grounds crew mow and trim the same yards in the same days, and can the blow our driveways after?

- a) *Within in the next week or two. They usually do the mowing and trimming based on the ground's conditions and weather. We will work on trying to get that done closer together. Unfortunately, we do not have the staff to blow the grass off everyone's driveway every time they mow. They do that when they are ahead of schedule.*

Q: Are there any automatic defibrillators in the community?

- a) *No, because we must have a training season before they can be installed, and you need a minimum of 8 people in the certification class. The lifeguards do not count in that. We would like to set that up by this summer. **It is a one-time class to become certified, and if you would like to join, please call the front office.** You need to be 16 years old in Maryland.*

Q: On the balance sheet we have \$18,000 in shirt inventory, what is that?

- a) *That is the Assateague Pointe shirts, jackets, hat, key chains, lip balms, towels, gate attendant and grounds crew shirts. The number will change when we do inventory or when we re-order something. Inventory is done about every 3 months.*

Q: Did we get any quotes for the trash from other companies?

- a) *Yes, we got two or three quotes. They were all comparable. Waste Management is a larger company and we have not had any trouble with them actually showing up. The smaller companies can get backed up more quickly.*

Q: What is the plan to fix the speed bump on East Helmsman Way?

- a) *Once the county is finished their work, we will have a paver come in, and then we will bill the county.*

Q: Is the speed bump on South Longboat Way going to be replaced?

We do not have any plans to replace that one, because with it being on the curve, the snowplows always rip it up.

Q: Why can't a removal speed bump be put there?

- b) *We have tried the removable speed bumps in the past and they pop off when large vehicles go over them.*

Q: Are there any open spots in the storage yard since the increase?

a) *Not currently. When it changed over about 25 spots total opened, and our wait list went down.*

Q: Do they spray the phragmites every year?

a) *Yes, they usually come in during September and assess what has grown and spray that area.*

Next Meeting

May 20, 2023, at 9:00 AM, at the Clubhouse.

Motion to adjourn was made at 11:30 a.m. and was passed unanimously.

Recorded by Xanthe Lewis