



**HOA Board Meeting  
August 16, 2022 6PM  
Via Google Meet**

**<https://meet.google.com/sbs-itat-iwi>**

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***Board Members in Attendance:*** Craig Costantino, Bill Custead, Keith Miller, Lisa Smith, Lynne Partridge, Janie Stopford

***Residents in Attendance:*** Rebecca West

***Call to Order: 6:11 pm Lynne Partridge, Chair***

***MINUTES:*** Janie Stopford, Secretary

- Addendums; votes via text  
7/19/22 unanimous vote to approve request of Kathy O'Hanlon to build a deck according to submitted plans.  
7/26/22 vote 6 yes, 1 no response for approval to remove the dead tree and stump in townhome A garden for \$900.00.

*Motion passed to approve the addendum votes via text to previously approved minutes of 6/6/22.*

#### **ANNOUNCEMENTS:**

**Calling on Resident Volunteers:** Our small community is kept running by a group of 7 volunteers, your HOA Board. Board members volunteer their time to manage the finances and facilities of St. Martins By the Bay. From the water supply, to lawns/green spaces to the pool, dumpsters, dock/boatyard, septic fields, and property appearance. Managing these facilities/ amenities requires careful attention to the annual budget. In order to maintain our relatively low HOA dues, we are careful in our spending and try to do some tasks ourselves. With prices soaring, we are trying to keep repair costs under control. But our existing infrastructure; well system, plumbing, and pool are all approaching 40 years old.

We are hoping residents will join us in this work. If you have a special skill such as electrical, plumbing, gardening, painting, bookkeeping, or have a bit of time to lend a hand for a small

one-time project or an ongoing task, please consider helping us. Reach out to any Board member or respond to individual projects. We Need You!

***TREASURER'S REPORT: Keith Miller***

General Fund 54,656.20

Boat Dock 22,967.63

HOA Savings 14,034.88

Brian Roberts CPA from a new accounting firm is reviewing our Quickbook accounts and updating to Maryland HOA standards.

*With every expense we are mindful of our budget balancing costs with efficiency, and ongoing planning toward a realistic budget for next year.*

- Policy/procedure discussed for dealing with delinquent dues.

**COMMITTEE REPORTS**

**EXECUTIVE** (Lynne Partridge, Keith Miller, Janie Stopford)

- An 8th Board member, Becky West, is under consideration with her nomination and vote to be held at the October Board meeting. Becky, with her three children, lives on St Martins Pkwy and has extensive banking experience. Formal election to be held at the Annual meeting in February 2023.

**COUNTY WATER PROJECT** (chair, Bill Custead, Lynne Partridge, Lisa Smith, Resident Volunteer - Bill Killinger)

- No report, still awaiting USDA application.

**ARCHITECTURAL REVIEW COMMITTEE** (chair Andrew Davis, Lynne Partridge, Craig Costantino, Keith Miller, Lisa Smith): **Resident Volunteer:** Patricia Costantino

- Phragmite update: permit required for removal if using a licensed company, but not needed for owners.
- Explore cost and best timing of mechanical removal.
- Need to consider budget, removal is expensive and phragmite will return
- Single family owners feel that Townhouse owners should pay for removal along shoreline
  - Need for further discussion:

- Wetlands are HOA property and do not belong to townhouse owners.
- Dock is for community use
- HOA pays for maintenance of all other common areas...
- What is the purpose of phragmite removal; environment, view or both?
- Wetlands management - we will self-regulate and consider signage. Letter will be sent to individuals who continue to ignore regulations.
- Townhouse paint colors have been established: Sherwin Williams Doric White/ St. Martin's Brown, fascia Musket Brown (Coastal Roofing)
- Will explore estimate from Olbin Contractor services for paint estimates
- Consider building in legal fees to address property maintenance to handle those few who repeatedly disregard regulations
- Townhouse address signage: parking lots vs individual houses. Dilemma: Units A and B have 3 different addresses so signage in the lot will be confusing. AR recommends parking lot signage. Craig will mock up some designs
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**BOAT DOCK/BOATYARD** (chair, Craig Costantino, Bill Custead):

- No report

**COMMUNICATION** (chair Craig Costantino, Lynne Partridge, Janie Stopford):

- Suggestion to send text messages for water notices was too complicated and expensive.
- Will continue emailing and posting notices for social events

**LAWNCARE, BURN PILE, SEPTIC FIELDS, POOL, TENNIS COURT** (Janie Stopford, chair; Craig Costantino): Committee members: Jolene Killinger, Patty Pinto, Jeff Stopford

- Emergency phone has been installed. Invoice for \$395 plus \$21.50 for cell phone. New umbrellas have been purchased at sale price with a 5 year warranty for \$360.32. Repair for lateral strainer for around \$1200.00 scheduled for fall?
- Relay pump for pool was replaced on 8/10 by Atlantic Pumping with electrician and ST Martin resident Michael Fernandez in attendance.
- Fencing at entrance and paver installation have been rescheduled for fall.
- Gardens: Removed selected bushes, dead tree, selected mulching, weeding and planting. Consider budgeting by garden location? After the budget is known, will develop a plan for next year.

A resident is concerned about the Oak tree on the lawn of townhome B needing maintenance and possibly a dead limb falling on his roof. It will be investigated.



#### **DRIVEWAY, DUMPSTERS (Bill Custead, chair):**

- Update on gravel. Need to schedule in early Spring next year. Will consider having the burn pile man also spread gravel and doing it in the fall. Will consider budgeting for reliable company who can deliver and spread the gravel.
- **Dumpsters** continue to be problematic; resident volunteers often need to clean up area from careless dumping. Suggestion has been made to remove dumpsters and have residents responsible for their own trash.
  - pros: eliminates mess and extra work
  - cons: trash cans out front of townhouses will be unsightly, inconvenience for residents to dump trash outside of the community, additional cost of dumping

Solutions - Would a sign help since the no glass one at the pool has been so successful?

#### **WATER SUPPLY/ COMMUNITY SEPTIC (Brandon Ridout - manager )**

- Three boil water notices in the last month:
  - June 22 - breaker tripped causing filter to stop working. Easy fix
  - July 13 - drain in pump house floor clogged, Roto Rooter cleared drain
  - July 26 - daily water test indicates high level of bacteria
- Discussion: Sharpe suggests replacing three filters at a cost of \$25-30 K. Estimate pending
  - will improve water pressure and quality.
  - will continue to be out of compliance with EPA regulations; dumps rust into river
  - community still will not have fire hydrants
- Consider as back up plan if county water proposal is unacceptable due to costs

**SUNSHINE/SOCIAL COMMITTEE - Robin Custead, Betty Young** resident volunteers

**WELCOME to BETTY YOUNG as a new committee member!**

- Our first [Sunset Social](#) (see pics in link) was a success! Neighbors gathered at the pergola with friends and family to meet one another and share in the glorious sunset. We plan to have more impromptu gatherings throughout the year!
- Our next social event will be:
  - Pool closing on Sunday, September 18 time and details tbd
- Outreach to new families - Board and social committee members will make an effort to reach out to welcome new families. Welcome letters will be sent from the Secretary.

**NEW BUSINESS**

- None

**Meeting Adjourned: 8:47**

