

**St. Martin's By the Bay 2022 Election**

**Ballot for Officers**

**3 Year Term**

**PLEASE VOTE FOR NO MORE THAN 7**

- \_\_\_\_\_ Craig Constantino #46 Marina Drive
  
- \_\_\_\_\_ William Custead 11350 Marina Drive
  
- \_\_\_\_\_ Andrew Davis #8 Riverview Drive
  
- \_\_\_\_\_ Barry Keefer 11225 St. Martins Parkway
  
- \_\_\_\_\_ Keith Miller 11750 Riverview Drive
  
- \_\_\_\_\_ Lynne Partridge #20 Riverview Drive
  
- \_\_\_\_\_ Jack Shook #16 Riverview Drive
  
- \_\_\_\_\_ Janie Stopford 11343 Marina Drive

**BALLOT SUBMITTED BY:** \_\_\_\_\_

**LOT # /ADDRESS:** \_\_\_\_\_

**ONE BALLOT PER HOUSEHOLD /LOT OWNER**

## Proposed Changes to the HOA By-Laws

For each proposed By-Law, please check “yes” if you wish the By-Law to be adopted; check “no” if you wish the By-Law to be rejected.

1. Qualification for Board Membership

To be a member of the Board of Directors, by election, re-election or appointment, a person must be a member of the HOA (an owner or co-owner of a Lot in the Subdivision) and have no outstanding financial obligations to the HOA. Any member of the Board of Directors who ceases to be a member of the HOA shall also cease to be a Board member.

Yes \_\_\_\_\_ No \_\_\_\_\_

2. Parking on Roadways and on Areas Adjacent to Roadways

No boat or boat trailer shall be parked on any roadway within the subdivision or within 15 feet of the edge of any roadway within subdivision, except as follows: During the process of loading or unloading, a boat and/or boat trailer may be parked in such an area for no more than 72 hours at a time and for no more than 7 days total in any one calendar year.

Yes \_\_\_\_\_ No \_\_\_\_\_

3. Use of the Boatyard

- a. All boats (vessels) and boat trailers located in the boatyard must be registered with the HOA. When registered, a boat (vessel) or trailer shall have a decal with current year, placed by the HOA on the tongue of the trailer (or on the vessel, if there is no trailer). The registration shall automatically renew each calendar year, unless the Member removes the vessel and/or trailer and advises the HOA that that vessel and/or trailer will no longer be located in the boatyard.
- b. Each Lot is entitled to place 1 vessel or trailer with vessel in the boatyard, for an annual fee of \$50, payable on April 1 of each year or upon the initial placement of the vessel/trailer in the boatyard, whichever comes later. No Owner shall place more than 1 vessel or trailer with vessel in the boatyard, except with the approval of the Board, in advance of such placement, and only if there is space for all other Owners who wish to use the boatyard.
- c. The Board of the HOA shall have the final say on the usage of the boatyard and the placement of vessels and trailers within the boatyard.
- d. Any boat, vessel, boat trailer or other vehicle located within the boatyard that is not currently registered with the HOA, either by being placed in the boatyard without being registered or by the non-payment of the annual fee as set forth in subparagraph (b) above, shall be considered “abandoned,” and shall be removed in accordance with Maryland law. If such removal shall occur, the Member who owns the Lot in which the owner of such removed boat, vessel, boat trailer or other vehicle resides, shall pay the HOA a fee of \$250 plus actual costs of removal.
- e. If the owner of a vessel, boat trailer or vehicle located within the boatyard proposes the transfer of title to their Lot, the HOA will not provide the homeowner association certification necessary for completion of the sale until the vessel, trailer or vehicle is removed from the boatyard, by the owner or at the owner’s expense.

Yes \_\_\_\_\_

No \_\_\_\_\_

Name

\_\_\_\_\_

Signed

\_\_\_\_\_

Lot No.

\_\_\_\_\_

## Information Sheet on Candidates for HOA Board Election

Craig Costantino (Unit #46 Marina Drive): 26 years in St. Martins. Currently on the Board, I have worked as Dock Master; Community website, designer, maintenance and host; Email campaign management; Member assistance with the Architectural Committee; Volunteer, landscaping maintenance; Graphics for signage; Pool set-up.

Bill Custead (11350 Marina Drive): I retired on 12/31/21 after 47 years working in the utility construction business, the last 32 of which I spent as executive vice president of Anchor Construction, the largest utility contractor in the DC Metro area. Our work included the installation and repair of public water, sewer, storm drainage and electric conduits for municipalities, under contracts ranging from \$500,000 to \$25,000,000. My work specifically included managing/overseeing contract review, work scopes, subcontractors, scheduling, bidding, risk evaluation and operations. I would hope to use my experience to help the HOA Board manage its operations and participate in the upcoming installation of public water.

Andrew Davis (Unit #8 Riverview Drive): I am new to St. Martins, along with my wife and 2 daughters. We are excited to be part of this community; I've always enjoyed working with others toward a common goal. My work is in construction management. I managed the development and construction of several new home communities in Maryland. Currently I am US Construction Manager for an international design and construction firm.

Barry Keefer (11225 St. Martins Parkway): I have been the HOA's Treasurer for the past 6 years. I implemented a fair and flexible payment program that has led to all homeowners paying their dues on time and in full. I like working with homeowners and living in this community.

Keith Miller (11750 Riverview Drive): My work experience is in restaurant services. For 12 years I was purchasing director for 5 large restaurants in the Maryland/Delaware area. Currently, I am in sales management for Wagner Food Service, a large (\$65 million annual sales) foodservice distributor covering the Mid-Atlantic area. My work includes sales management, advanced strategic planning, purchasing and distribution. I currently serve on the Architectural Review Committee. I have enjoyed other volunteer work as a Sunday school teacher and girls lacrosse coach. I believe I can assist the Board manage the important assets of our community.

Lynne Partridge (Unit #20 Riverview Drive): My education includes a BS and MS from the University of Pennsylvania. I spent 41 years in public education, recently retiring as an elementary school assistant principal. I've been in the Ocean Pines area for over 30 years, and in St. Martins for the last 6 years. I am completing my first 3-year term on the HOA Board, during which I served as Board Secretary and as Chair of the Architectural Review Committee. I am committed to work to ensure that we as a Board strengthen our organization, develop strategic planning, and continue to serve this community with responsibility and fidelity.

Jack Shook (Unit #16 Riverview Drive): My wife Chris and I have lived in St. Martins since 1986. I have served 3 separate 6-year terms on the HOA Board, all as President. In the current term, I have dealt with various difficulties, on what feels like a daily basis. On a longer-term basis, I have worked with the County and the State to get public water into the community – we're still moving toward that goal, although Covid has slowed the process in the last 2 years. I am the main contact in keeping our 37-year-

old in-house water system working. I oversaw the installation of a new County-required pumping system for the pool, as well as required resurfacing this past fall. I organized and supervised the rebuilding and upgrades to the maintenance building (next to the pool). My goal as President is to enhance the curb appeal and the property values of our waterfront community.

Janie Stopford (11343 Marina Drive): I worked as a nurse practitioner, started and was head of the graduate nursing program at Widener University, and have a Ph.D. in exercise physiology. My husband Jeff and I bought our first lot in St. Martins in 1988, have had a house here since 1992, and now live here full time. We also rent property adjoining the community, on which we have a pasture and maintain trails open to the public. I am completing my second 3-year term on the HOA Board. In the first, I served as Secretary. In the second, I have helped out when and where help was needed: pool operations, boatyard reorganization, burn pile, repairs to water and sewer systems, Architectural Review Committee, beach area. I enjoy our small community. I want to see it run fairly and responsibly.

## St. Martin's By the Bay January 2022 Community Update

To the Residents of St. Martin's By the Bay,  
Happy New Year. We hope you've enjoyed the holidays and continue to remain well. The HOA Board met on Saturday 1/8/22 to review the budget for the upcoming year in preparation for next month's Annual Meeting. Below are important updates and instructions for Board elections. At this point the Annual meeting is scheduled to be in person at the Ocean Pines Library on Saturday, January 12, at 1:00. However, given the changing nature of this pandemic, changes may occur. Stay tuned.

### ARCHITECTURAL COMMITTEE

The Architectural Committee has been meeting to review our bylaws and inspect our properties in order to make recommendations to our HOA Board. The purpose of this work is to balance the maintenance and improvement of our community with economic responsibility to our residents.

Given this focus, we will continue to explore all options with the goal of overall improvement of our community for the benefit of all of our property values. The following are excerpts from the bylaws that govern our approach to this work:

*SECTION 7.01. MAINTENANCE. Each Owner shall keep all Lots owned by him, and all improvements therein or thereon, in good order and repair, including but not limited to, the seeding, watering and mowing of all lawns, the pruning and cutting of all tress and shrubbery and the painting (or other appropriate external care) of all buildings and other improvements, all in a manner and with such frequency as is consistent with good property management.*

*SECTION 8.02. RESTRICTIONS. No structure shall be commenced, erected, placed on to or permitted to remain on any Lot, nor shall any existing Structure upon any Lot, nor shall any existing Structure upon any Lot be altered in any way which materially changes the exterior appearance thereof, nor shall any new use be commenced on any Lot, unless plans and specifications (including a description of any proposed new use) therefore shall have been submitted to and approved in writing by the Board of Directors.*

**To that end we are reminding all owners that the bylaws require that plans for any change to the exterior of a property must be submitted to the Board for approval prior to the start of any construction. You may contact any Board member with your request.**

Letters to individual townhouse owners will be mailed with recommendations for repair/upkeep. Please keep in mind our goal as a committee is to improve our community which impacts our overall property values.

## UPCOMING ELECTIONS

At this time the Annual meeting is scheduled to be in person at the OP library, however, given the changing nature of this pandemic adjustments to in person meeting may occur. In preparation for the upcoming elections for Board of Directors, we are striving to create a process that is both fair, safe, and secure. To that end the ballots will be emailed, mailed via USPS, and posted on the website. Residents will then have the option to return their ballot in a number of ways:

1. **Mail your ballot** via USPS to:

St Martin's By the Bay Homeowner's Association  
PO Box 1404  
Berlin, MD 21811

**Ballots must arrive at the Post Office no later than Friday January 11, 2022. Given the slow nature of our postal service, please mail your ballot early.**

2. **Drop your ballot** in Barry Keefer's mailbox on his office door at 11225 St. Martin's Parkway - **No later than Noon on January 12, 2022**
3. **Bring your ballot to the library at 1:00 PM** on the day of the meeting February 12, 2022.

Included in this mailing are copies of the 2022 Budget, a ballot for Board of Directors, a sheet with bios of each Board candidate, and a set of ballot questions to consider changes in the by-laws,

On behalf of the HOA Board,  
Lynne Partridge, Secretary

Jack Shook, President  
Barry Keefer, Treasurer  
Craig Constantino  
Buddy Dukes  
Mike Shutt  
Janie Stopford

### Attachments

- Ballot for Board of Directors
- Bios of candidates for HOA Board
- Ballot for By-law changes
- Budget 2022

## 2022 St. Martins By The Bay Lot Assessment Workshe

Budget	#	Unit	Lots/ Homeowners	2021	2121	2021	2022	A
Item	Units	Cost	Responsible	Budgeted	Actual	Plus/Minus Budget	Required	Townhome
Pool Reserve	58	\$86.21	Per Lot 58 lots	\$5,000.00		\$5,000.00	\$5,000.00	\$86.21
Water Reserve	58	\$34.48	Per Lot 58 lots	\$2,000.00		\$2,000.00	\$2,000.00	\$34.48
Parking lots A	12	\$50.00	Per townhouse 12 units	\$600.00		\$600.00	\$600.00	\$50.00
Parking Lot B	12	\$50.00	per townhouse 12 units	\$600.00		\$600.00	\$600.00	
Septic B	12	\$83.33	12 Townhomes 4 lots	\$1,000.00		\$1,000.00	\$1,000.00	
Septic A	12	\$200.00	12 Townhomes 12	\$2,400.00		\$2,400.00	\$2,400.00	\$200.00
Legal/Taxes/Emergency	58	\$20.69	58 lots	\$1,200.00		\$1,200.00	\$1,200.00	\$20.69
office	58	\$13.79	58 lots	\$800.00	\$735.05	\$64.95	\$800.00	\$13.79
Insurance	58	\$80.17	58 lots	\$4,650.00	\$4,628.00	\$22.00	\$4,650.00	\$80.17
Warehouse	58	\$3.45	58 Lots	\$200.00		\$200.00	\$200.00	\$3.45
pool	58	\$206.90	Homes	\$15,000.00	\$24,478.24	-\$9,478.24	\$12,000.00	\$206.90
Electric	58	\$82.76	58 lots	\$4,000.00	\$4,461.63	-\$461.63	\$4,800.00	\$82.76
Pool Utility /boat parkin	58	\$4.31	54 Homes	\$250.00		\$250.00	\$250.00	\$4.31
Water Plant	58	\$655.17	58lots	\$30,000.00	\$45,486.41	-\$15,486.41	\$38,000.00	\$655.17
Grass \$ Tree care	54	\$240.74	54 Homes	\$13,000.00	\$10,826.48	\$2,173.52	\$13,000.00	\$240.74
Tennis Courts	58	\$17.24	58 lots	\$1,000.00		\$1,000.00	\$1,000.00	\$17.24
Trash	54	\$105.56	54 Homes	\$5,000.00	\$5,581.24	-\$581.24	\$5,700.00	\$105.56
				\$86,700.00	\$96,197.05	-\$9,497.05	\$93,200.00	\$1,801.47

### 2022 Proposed Dues per Hosehold Type

	2022	2021	Difference	
Town Homes in Section A	\$1,801.47 *	1628.87	\$172.60	9.58%
Town Homes in Section B	\$1,684.80	1509.91	\$174.89	10.38%
Individual Homes With their own Septic	\$1,551.47	1413.09	\$138.38	8.92%
Nova Court	\$1,551.47	1413.09	\$138.38	8.92%
Lots	\$1,205.17	1118.04	\$87.13	7.23%
Individual Homes Without Septic	\$1,634.80	1538.09	\$96.71	5.92%



**et**

<b>B</b>	<b>Home</b>		<b>Homes</b>
<b>Townhome</b>	<b>W/Septic</b>	<b>Lots</b>	<b>W/O Septic</b>
<b>\$86.21</b>	<b>\$86.21</b>	<b>\$86.21</b>	<b>\$86.21</b>
<b>\$34.48</b>	<b>\$34.48</b>	<b>\$34.48</b>	<b>\$34.48</b>
<b>\$50.00</b>			
<b>\$83.33</b>			<b>\$83.33</b>
<b>\$20.69</b>	<b>\$20.69</b>	<b>\$20.69</b>	<b>\$20.69</b>
<b>\$13.79</b>	<b>\$13.79</b>	<b>\$13.79</b>	<b>\$13.79</b>
<b>\$80.17</b>	<b>\$80.17</b>	<b>\$80.17</b>	<b>\$80.17</b>
<b>\$3.45</b>	<b>\$3.45</b>	<b>\$3.45</b>	<b>\$3.45</b>
<b>\$206.90</b>	<b>\$206.90</b>	<b>\$206.90</b>	<b>\$206.90</b>
<b>\$82.76</b>	<b>\$82.76</b>	<b>\$82.76</b>	<b>\$82.76</b>
<b>\$4.31</b>	<b>\$4.31</b>	<b>\$4.31</b>	<b>\$4.31</b>
<b>\$655.17</b>	<b>\$655.17</b>	<b>\$655.17</b>	<b>\$655.17</b>
<b>\$240.74</b>	<b>\$240.74</b>		<b>\$240.74</b>
<b>\$17.24</b>	<b>\$17.24</b>	<b>\$17.24</b>	<b>\$17.24</b>
<b>\$105.56</b>	<b>\$105.56</b>		<b>\$105.56</b>
<b>\$1,684.80</b>	<b>\$1,551.47</b>	<b>\$1,205.17</b>	<b>\$1,634.80</b>