

**WHITE HORSE PARK COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS' MEETING MINUTES  
-DRAFT-**

**For The October 22, 2022 Open Meeting.**



**Meeting Procedure:** – Meetings are recorded by the Secretary to be used / deleted upon completion of the Minutes. The Lot Owners' *Open Forum* is scheduled before any vote is taken by the Board. The Board reserves the right to add and remove vote items during the meeting, and Agenda items may be added by the Board during a pre-meeting work session.

**Call to Order**

**Attendance: - Live - 33 / Zoom - 17 / Total lots represented = 50**

**Pledge of Allegiance**

**Introduction of Board Members:**

Pat Heath - President

Tammy Franklin - Vice President (excused from attending for medical reasons)

Brian Fenstermacher - Treasurer

Jon Gilmore - Secretary

Terry Lenhart - General Member

**Approval of Minutes:** Motion made by Terry Lenhart to approve the September 24, 2022 Meeting Minutes, Seconded by Jon Gilmore. The Minutes were approved unanimously by the BOD and Members.

**Property Manager Report:** Janice Carr offered a presentation. Highlights: 1) Maintenance is working on water shutoff valves - Phase #1 inspections show no issues. Phase #2 and #3 will follow, with a few issues found on Phase #2. 2) The Park's entrance sign has been refurbished. 3) Best Aquatics staff is nearly finished replacing the Pool's caulk lines. Worcester County made that demand. 4) The Office, Guard House, and Marina have open projects planned for the off season. 5) The large dumpster continues to be available for non household trash including yard waste. 6) Owner financial statements will be sent periodically, with a timeframe yet to be determined. 7) Cost of electricity for the 3rd quarter was mentioned, reminding of the cost per kilowatt increase. 8) Janice covered the off season occupancy restrictions and preparation to prevent frozen water supply lines. 9) Office has no control over emails sent by unauthorized or unidentified groups or people.

**Treasurer's Report:** Brian read from the September 2022 Financial Commentary. The P&L, Financial Summary, and Brian's Commentary is available on the Park's website, here: <https://whpca.org/2022-reports>

**Treasurer's Report Approval:** A motion was made by Jon Gilmore to approve the August 2022 Treasurer Report, seconded by Terry Lenhart. The September 2022 treasurer report was approved unanimously by the Board of Directors and attended Membership.

## Committee Reports:

**\*Marina Committee Members:** Phil Wood and Ted Pedzich. **Report by Phil:** Highlights: 1) Hurricane Ian caused no serious damage - With the help from people in the Park, one boat was saved from sinking / try to repair for pending storms, including removal of boats from their slip. 2) The piling caps project is completed. 3) Measures to discourage Seagulls from the piers and boats is showing positive signs. 4) Currently there are 15 Owners on the "waitlist" for slips. 3) The Marina is a great value and asset to the Park. 4) Repairs are planned for 6 Jet Ski Docks, which remain in service. 5) Boatyard tree trimming is planned to keep overhung branches away from Owner's boats. 6) An expansion in the Park's Kayak storage is being planned. 7) Gratitude for cooperation and help from the community of boat owners.

**\*ECC Committee Members:** Bonnie Stevens (Chairperson), Craig Small, Susan Waskey, Leroy Weinreich, Eugene Neighoff. **Report by Susan Waskey [10 year committee Member].** Highlights: 1) Fill out ECC forms completely - photos and drawings expedite the approval process. 2) Inspections of lots have been completed. 3) Input from Owners is requested. 4) ECC's goal is to keep White Horse Park beautiful.

**\*Clubhouse Committee Members:** Betty Michalak (Chairperson), Sandy Morgan, Julia Mummart. **Report by Betty:** Highlights: 1) Gratitude for all helpers this year. 2) New ideas are being planned for next year for events and Owner's input is welcome. 3) Volunteers are important. 4) Reminder for PotLuck Dinner (on the 22nd) / Coffee & Donuts on the 23rd.

**\*Beautification Committee Member:** Terri Koller (Chairperson). **Report by Pat Heath:** Highlights: Gratitude expressed to Sheila Hall and Mike Bartholow, for seasonal decorating at the Park's front entrance.

## New Business / Announcements:

- 1) **Review and rewrite of WHP General Rules, Rules for Rentals, and established Fines.** Topic covered by Pat. Highlights: A) The Board has taken on the lengthy process of reviewing and editing the Park's Rules and established fines. The work will continue during the off season via Zoom Work Sessions. B) Comments and ideas from the Parks Homeowners are welcome - please use the Website to contact the Board.
- 2) **Owner report: People gathering at their Lot.** Topic covered by Terry. Highlights: An Owner reported seeing 4 or 5 people canvassing the area. The board is aware of possible ECC activity at that time. No accusations to the contrary are being made. No Board Member or Park Employee has been mandated or condoned picture taking, noting automobile license plate numbers, or recording personal information. The Board is tracking security gate activity for all Homeowners during the off season. Advice for anyone who feels threatened by activity near their home, is to call 911 and/or take photos. Spying on Homeowners is not sanctioned by the Board or Park Manager.
- 3) **Off-season use of the Back [security] Gate.** Pat announced that the Back Gate shall remain open during the office season to provide easy access to and from Homeowner's property. The camera located near the Back Gate is operational, and Gate card sharing will not be tolerated. All guests (family members & friends included) must check in when arriving at the Park.
- 4) **Off season access to the Boat Yard.** Brian mentioned that both entrance gates will remain open during the off season and normal hours. If closed, contact the Guard for access to the boatyard.

## **New Business / Announcements: (Cont.)**

**5) 2023 Pool Contract Secured.** Pat provided an update stating that the 2023 Pool Contract has been approved and signed. - The full amount of \$43,700.00 will be paid, qualifying for a 5% discounted price of \$41,581.00, saving more than \$2,000.00. The cost in 2022 was \$40,700.00. Early approval of the contract allows the Park to be higher on the list for lifeguards next year. The County mandated repairs that Janice mentioned are being handled by the pool company [Best Aquatics].

**6) Off Season care of water supply lines:** Jon reminded Owners that water lines can freeze and rupture during the winter. - Some home's water supply is provided by a hose connected to the (metal) Water Hydrant, being more susceptible to temps below 32° (f). The office has contact information for plumbers who can winterize a home's plumbing system and appliances.

## **Old Business / Unfinished Business:**

**1) Security Cameras:** Pat reported that Advanced Camera Solutions checked the Park's security cameras and replaced one located at the Marina.

**2) Recurring Owner payment statements (monthly vs quarterly):** Brian reminded that the Office is using the online version of QuickBooks, rather than the desktop version. Statements can be mailed periodically, and the decision has been made to send Homeowner payment Statements *quarterly* (4 times per year), starting the 1st quarter of next year. - During the off season, monthly financial statements will continue to be posted on the Park's Website.

**3) Bids for approved Office and Guard House renovations.** Pat mentioned one bid so far, for flooring in the Office, Office Bathroom, and Guard House to be \$3,728.00 (materials and labor). - Some projects can be done by WHP Maintenance, while other work will require outside contractors.

**4) WHP Cookbook:** Jon gave a shortened version of the message he read at the September Meeting. Full details and a recipe submission form were provided at the meeting and shall be available at the office.

## **Open Forum Rules:**

- \* Please be respectful.
- \* Limit 'the floor' to no more than 3 minutes per "lot".
- \* Use a microphone when speaking.
- \* State name and lot number prior to speaking.
- \* (Virtual Meeting): Posting on chat: Please wait to be instructed on when to post questions.

\* **Open Forum:** Member's Q&A session.

**Lot #395:** Gave a brief statement from the perspective of a senior citizen living in WHP on a full time basis, and hardships associated with the settlement agreement. Also suggesting that paying yearly fees does not seem fair when legal occupation of a home is limited.

**Reply:** Pat mentioned that the Park needs to be maintained throughout the year. Most costs don't go away during the off season. Occupancy rules were created by the County, not WHP, and tracking owners during the off season is not an easy task. A point was made that no current Board member is at ease, having to monitor who's in the Park during the off season. Enforcement of the Park's governing documents is a responsibility of the Board.

**Lot #371:** Ask about paying for cable on a yearly basis when occupancy is limited during the off season.

**Reply:** The cost for basic Cable is billed annually, not based on individual or seasonal use. Add on Services can be discontinued by the Owner.

## Open Forum (Cont.):

**Lot #372: Question #1:** Ask about the Board's responsibility for fines associated with non compliance of the occupation rules; Question: Will WHP fine Homeowners along with the County?

**Reply:** No.

**Question #2:** Mentioned on Facebook, was that the Board will be sending gate card activity of all 465 Owners, to the County.

**Reply:** The only names shared with the County will be those shown to be in the Park for more than 60 days during the off season.

\* **Virtual (Zoom) Open Forum:** Participants will be instructed via "chat", when to post questions.

**Lot#51: Q:** Can we get a copy of the meeting recording?

**A:** No. Included on all Meeting Agendas and Minutes: "*Meetings are recorded by the Secretary to be used / deleted upon completion of the Minutes.*"

**Lot #371: Q:** How is the individual electric calculated, not Common Ground?

**A:** All units have their own electric meter, which is (the reading) used to calculate the electric bill based on individual (lot) useage. Billing to the Park is in "bulk".

**Q#2:** Can individual meters be installed (by the power company), and can bills be sent to Lot Owners from the Power Company?

**A#2:** The answer is "no" for both questions. Per the Declarations, the Park owns its own meters, which are used to calculate usage. [Example / ownership]: When power issues arise, call the Office - not Choptank Electric Co. **Lot #335** also asked if that project would be expensive. **A:** Yes, very expensive.

**Lot#180: Q:** Is the prior meter reading shown on Statements along with the new reading?

**A:** Brian mentioned that his electric bill included both. Pat mentioned that quarterly bills can be divided by 3, showing cost per month. A homeowner closed the conversation by sharing that their recent bill did not show prior vs current meter readings. Pat asked Janice to follow up on that.

**Lot#222:** Are electric bills calculated via paper and pen, or is a digital program used? Are those numbers saved?

**Reply [Pat & Brian]:** Paper & pen readings are entered on a prepared chart. Meter readings are saved on a spreadsheet.

**Lot#83: Q:** Some people didn't give permission to use their address on emails sent from bogus groups - is that legal? Can the Park shut down a Facebook page?

**Reply:** Pat was not sure about legality, but the Park's lawyer could provide an opinion if asked. The emails in question are probably protected by freedom of speech. Terry shared information about changes to improve the (original) Facebook website in question.

**Lot#388:** Asked if Maintenance workers, ECC Members, and Meter readers could wear a high visibility vest to show work is being done in an official capacity?

**Reply [Pat]:** That's something that could be considered.

## Virtual (Zoom) Open Forum Continued:

**Lot#335:** Questioned why people described as concerned owners don't come to meetings or ask questions on Zoom? The Owner hopes that new owners are able to see those people as pot stirrers. Advice offered to contact the Board for genuine answers to questions).

**Repy [Pat]:** The Board's focus is on doing what's best for the Park; keeping costs down and to let the Community know about big-issue decisions and actions before they are taken. Brian pleaded that Homeowners should use him as the exclusive source for answers to questions related to the Park's finances.

**Lot#416: Q:** Who is responsible for replacing faulty (metal) Water Hydrants?

**A:** That responsibility falls on the Park (not the Homeowner).

**Lot#51: Q:** Are old Newsletters available on the website?

**A:** Jon informed that the website currently goes back just one year, to the 2021 Newsletters. Clicking on the "Archives" link reveals Newsletters going back many years.

**Lot#200:** Commented as a reminder that Tom Molyneaux is working on the Park's website as an unpaid volunteer, as are all of the Park's volunteers.

**Lot#371: Q:** When will the Park contract the next tree (trimming and removal) service, and will Owners receive a discounted fee for work being done?

**A:** Pat stated to have no knowledge of a discount other than prices given to the Park. A work list is being generated in the Office. Janice added, mentioning that Clearwater Tree Service offers lower prices than other local tree removal companies.

**Lot#46:** The Owner expressed gratitude to the Board, the Office and to Volunteers for returning the Park to a fun and relaxing Community / acknowledging the hard work.

\* **Board Vote on Open Issues:** There were no votes taken by the Board.

\* **Motion to Adjourn:** Pat Heath proclaimed that Jon Gilmore made a motion to adjourn the meeting, which was seconded by Brian Fenstermacher. Meeting adjourned at 11:20am.

**Minutes (Draft) submitted by Secretary: Jon Gilmore 10/25/2022**

*Jon D Gilmore*