

## Edgewater Estates Property Owners Association Board Meeting Minutes

***Date of meeting: 10/02/24***

**Present:** Dean Dey, John Smeallie, Michele Hensey, Kathryn Gantz, Jason Cacoperdo

The meeting commenced at 6:34 PM; President Dean Dey reminded Board members that this meeting was to focus on preparation for the upcoming Annual Meeting. Prior to this planning, though, an immediate need was considered:

Transition for Buildings and Grounds: Jim Azato's resignation from the Board leaves this assignment open. Discussion took place, and several next steps emerged:

1. Michele will contact Councilman Mark Schaeffer to continue our dialogue on the Oak Court Street repair issue. Kathryn mentioned that there is a county grant program that may be useful in the future.
2. John will contact Rogers Sign Company to ascertain the status of repairs (for which a deposit has been paid) to the east entrance sign.
3. Since Jim Azato has been released from his landscape maintenance agreement, the boat ramp (and, next season, the front entrances) require attention. Going forward, the front entrances may not require service, since there is a proposal from several Association members to take this on as volunteers. Jason offered to obtain estimates from three vendors for both services, to be quoted separately.

**Motion:** John moved that the Board authorize Jason to proceed with (1) obtaining bids from three vendors for (a) maintaining the boat ramp grounds and (b) maintaining the front entrances; and (2) engaging a vendor to cut the boat ramp grass as soon as possible as a one- or two-time occurrence.

Motion was seconded by Michele and adopted unanimously.

Jason has made initial contact with three companies regarding cost estimates for repaving (when needed in the future) Sycamore Drive and Oak Court (J.D. Asphalt; Ryan Streets; Atlantic Concrete). Board members thanked Jason for conducting this outreach and asked him to continue working on it. Board members also asked that Jason obtain from potential vendors estimates for performing work needed now to repair damage at the top of Oak Court caused by tree roots.

### **Annual Meeting Logistics Planning**

Dean led Board discussion on several planning elements:

Board members to arrive at 9:00 for set-up

Board members are asked to plan on remaining following the meeting to restore the assembly hall to its original condition; attendees have helped with this in the past.

Parking meters are not in effect, so parking is free.

John will have his computer to access financial records as needed.

Vote counting:

- Discussion took place regarding possible scenarios for nomination and election of Directors. Currently, three Board members (Michele, Kathryn, Jason) serve as appointees to fill terms of vacating Directors; they will be nominees for election by full Association membership at the Annual meeting, since they have opted to run for the remainder of the terms they are filling (in accordance with Bylaws). Additionally, there is a vacant Director seat resulting from Jim Azato's resignation.
- If there are no nominations from the floor, there will be a voice vote on the three candidates running for election.
- If there is one nomination from the floor, there will be a voice vote on the four candidates running for election.
- If there is more than one nomination from the floor, a ballot will be required so that Association members can vote on four candidates from the total number running for the four available seats.
- Michele offered to prepare ballots to have on hand if needed and will prepare same based on Board discussion of format. Board members thanked Michele for taking this on.

Dean will bring pencils and pens.

Michele will bring sign-in sheets that include names and addresses from the Directory.

John will bring 100 copies each of FY 2024 Fiscal Summary; and FY 2025 Proposed

Budget.

Dean will bring 100 copies of street maps showing State-maintained roads.

Dean will bring 100 copies of the meeting agenda.

### **Annual Meeting Agenda Planning**

Board members reviewed the proposed agenda, developed procedures, discussed messaging, and determined topic assignment.

Procedures:

- Comments and questions will be held until the "Open Session" section of the agenda. Comments will be limited to three minutes. Dean will announce this meeting element as part of his opening remarks.
- Comments will be solicited in the "Open Session" in order, topically, of the agenda (i.e., President's Message; Treasurer's Report; Communications; Building and Grounds). Attendees will raise their hands to be recognized and asked to state their name and address before sharing their comment/question.
- Board members agreed to engage in a similar manner, raising their hands if desiring to respond to a question or comment and speaking only when recognized by the President – thus avoiding talking over one another.
- John suggested that Board members listen carefully to speakers during "Open Session" to ascertain if a question being asked. If there is no question, then no response is needed beyond a "thank you" from the President.

- Proposed Messaging and Topic Assignment

Discussion took place regarding potential topics that may arise during the “Open Session” portion of the meeting and Board members determined who will respond on behalf of the Board for each. Elements included talking points for some topics, factual imperatives, strategies for providing effective responses, etc.

The meeting was adjourned at 8:23 p.m.