

Admiral Heights Improvement Association

Board of Directors

June 15, 2023 · Meeting Minutes

Board Attendees: Shivaugh Ahern, Jayme Brooks, Amy Skinner, Liz Uehlinger, Cindy Radulovich, Chris Sheesley, Elizabeth Janney, Matt Allen, Jim Masterson.

Board Absences: Michelle Greenhalgh, John Leupold

A quorum being present, Ms. Ahern called the meeting to order at 7:52PM.

Approval of Minutes:

Upon motion duly made, seconded and unanimously carried, the minutes of the May Board Meeting were approved.

Committee Reports:

Executive Committee:

No update at this time

Kayak Rack Committee:

Ms. Uehlinger is waiting on 5 members who have paid membership dues but have not paid kayak rack fees. Members have until June 30 to pay both dues and fees to avoid their kayaks being removed from the property. There is one rack that needs additional maintenance. The idea was proposed to have a lottery system for kayak racks given that the current wait is 2 years. The board had a positive conversation about the potential to build another rack for the Summer 2024 season.

Webmaster:

Ms. Brooks has constructed new forms on the Membership & Pay Dues page on the website to make payment and collection of information streamlined and more easily obtained by board members. Ms. Brooks also created a lightbox that captures email addresses. Email submissions funnel to the info@admiralheights email account and will need to be manually added to MailChimp.

Communications Committee:

Communication committee will convene a meeting with Ms. Ahern and Ms. Brooks directly following the board meeting to discuss plans for direct mail, email, and social communication for the next few months.

Grounds Committee:

UnderCuts is continuing work under the previous landscaping contract for the maintenance of AHIA common areas. Ms. Skinner and Dr. Masterson have tried a number of times to reach out to Jason, head foreman of Undercuts, via email and phone to discuss a new contract with no avail. Since Undercuts has been unresponsive and there are additional common areas that must be added to the contract, the Grounds Committee will need to put out another bid in late July.

There are branches down and a potential dead tree on our Dewey Dock property. Branches need to be disposed of and tree work should commence immediately to avoid damage to kayaks or the surrounding area. The Grounds Committee has obtained 2 separate quotes, one from Tarr Inc and another from Annapolis Tree Company. Dr. Masterson will meet with one other company on Saturday, June 17, to obtain a third quote. Mr. Garcia, former board member and volunteer for the Grounds Committee, noted that it might be appropriate to speak to the neighbor about the property line tree in the same area. It was recommended that AHIA should negotiate splitting costs of the work with the neighbor or asking the neighbor to send a donation to AHIA to avoid additional survey costs for both parties. All tree trunks should be maintained for wildlife when work commences. There will need to be a special convening of the board next week to make a motion and approve tree work.

Social Committee:

Happy Hours have been postponed until the fall. The Board discussed the upcoming annual July 4 Bike Parade from 10:00-11:00 am on Sampson Place. Mr. Allen and Ms. Skinner offered to head up the volunteer committee for the event.

Weems Creek Committee:

No update at this time

Neighborhood Safety:

Mr. Allen had a positive conversation with Community Outreach Coordinator, Officer Smikle. Parties talked about increased vehicular theft in the area. It was noted that these are mostly crimes of opportunity where cars have been conveniently unlocked.

Treasurer's Report:

In the absence of Mr. Leupold, the Board reviewed the financial report prior to the board meeting via email. Dock Contribution reflects the 3% increases from last year and this year (roughly \$23 each year). AHIA also paid the PO Box renewal (\$194), Severn River Association Dues (\$100), and an insurance payment (\$702). The Treasurer's Report was unanimously approved.

New Business:

AHIA must nominate and appoint another board member to fill Ms. Marucci's vacant position. Board nominees should be willing and productive with skills that could contribute to board needs. Candidates should be presented at the next meeting.

There being no further business before the Board, the meeting adjourned at 8:53 PM.

The next meeting is a special convening of the board on Thursday, June 22 via phone or zoom to vote and approve upcoming necessary tree work.

Respectfully submitted,

Jayne Brooks