

## Admiral Heights Improvement Association

### Board of Directors

### **SPECIAL CONVENING**

June 22, 2023 · Meeting Minutes

Board Attendees: Shivaugn Ahern, Jayme Brooks, Amy Skinner, Liz Uehlinger, Cindy Radulovich, Matt Allen, Jim Masterson, and John Leupold.

Board Absences: Michelle Greenhalgh, Elizabeth Janney, Chris Sheesley

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A quorum being present, Ms. Ahern called the special convening of the board to order at 7:00pm via Zoom.

The purpose of this special meeting of the board is to motion to approve tree work that needs immediate attention at Dewey Dock. Previous updates from the Grounds Committee noted that there is a dead tree at 355 Dewey fence line (Southern Red Oak), as well as another large dead tree (Chestnut) adjacent to the kayak racks that are in danger of falling and disrupting personal property.

AHIA has sufficient funds to support any of the below estimates, but the board maintains that it's AHIA's responsibility to be as fiscally responsible with funds as possible.

#### **Bids for Proposed Tree Work:**

*Annapolis Tree Company: Approximate total \$5,590*

- *Remove Chestnut leaving stump 15 feet tall for wildlife habitat and leave resulting debris cut flat in woods (\$2250)*
- *Remove hazardous dead Southern Red Oak; leave spar 40 feet tall for wildlife habitat and remove resulting debris (\$3340)*
- *Remove all debris unless otherwise stated*

*Tarr Inc: Approximate total \$3,000*

- *Tree over kayak rack and large dead tree (leave all wood as is, no debris clean up) \$1500*
- *Extra tree on fence line included (\$2500)*
- *Take all wood and debris with the work included above (\$3,000)*

*Ryan Stillwell, Independent Contractor: \$1,800*

- *AHIA awaiting itemization*

#### **Updates Since Last Meeting:**

Dr. Masterson met with Mr. Stillwell on Saturday June 17 to obtain an additional quote for the proposed tree work. Mr. Stillwell presented an informal quote of \$1800 for all work including maintaining trunks at 11 feet and leaving larger branches and debris. The neighbor whose property is directly affected at 355 Dewey, noted that it was ok to use his yard with advanced notice and that it was also acceptable to leave

wood on the property. Dr. Masterson noted that he would like to obtain itemization of the work and an insurance verification before awarding the contract to Mr. Stillwell.

**Motions:**

Motion (1) presented by Ms. Ahern: Motion to approve quote from Stillwell, lowest bidder, with valid insurance certificate within a week; reconvene the board if the bid falls through.

Amendment (1) presented by Dr. Masterson: Motion to approve Stillwell, lowest bidder, with valid insurance certificate within a week. Awarding of contract is contingent on insurance validation and itemization of the work. In the event that Stillwell does not provide the specifications requested, the contract will be awarded to the second lowest bidder.

The board unanimously approved Amendment (1) with no opposition.

**Final Business and Communication Plan:**

Mr. Allen, of the neighborhood safety committee, asked a fair question about moving the kayaks in the area prior to the outset of tree work. The board ruled that it would be best to give as much advance notice to kayak owners as possible. The Communication Committee will be tasked with emailing the entire neighborhood on the details and dates of tree work at Dewey Dock as it will inhibit use of the dock, create additional noise, and impact neighbors who plan to use their kayaks or dock boats intermittently. Direct communication will need to be distributed to kayak owners to allow them the opportunity to remove kayaks until tree work is complete. Once kayak owners have been notified, AHIA would not be held liable for any damage incurred to personal property. Dr. Masterson notes that none of the tree companies foresee any damage, as they will be safely removing large branches with ropes. The removal of kayaks is not necessary, but an added caution.

There being no further business before the board, the meeting adjourned at 7:15pm. The board will reconvene in the fall on September 7, 2023. Work within committees will be done virtually over the summer months.

Respectfully submitted,

Jayne Brooks

AHIA Secretary