

Admiral Heights Improvement Association  
Board of Directors  
MARCH 20 2023 · Meeting Minutes

Board Attendees: Shivaugn Ahern, Jayme Brooks, Cat Marucci, Cindy Radulovich, Liz Uehlinger, Amy Skinner, and Michelle Greenhalgh.

Board Absences: John Leupold, Lauren Heier, and Grant Garcia.

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A quorum being present, Ms. Ahern called the meeting to order at 7:12 PM.

**Approval of Minutes:**

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

**Committee Reports**

*Executive Committee:*

Mr. Leupold and Mrs. Ahern are working on our tax return. A draft will be shared with the entire board and will be submitted before the deadline of April 15. This will be an agenda item at the March membership meeting on March 30. Dewey dock beach sampling request has been sent for approval to the City of Annapolis beach sampling program. AHIA has also received information on the mosquito fogging initiative for Admiral Heights. AHIA should distribute this information via email and social media so that neighbors can opt out if they wish. Requests must be returned by April 10.

Pending Item: Mrs. Ahern should initiate and co-sign paperwork to change the point of contact for AHIA. This information is currently 12 years out of date.

*Communications Committee:*

PostHaste has been given our new spring postcard design. Mrs. Ahern must bring a physical check to PostHaste for the postcard to be sent by the end of the week. Mrs. Ahern has updated AHIA's email template via MailChimp to match the photos and color templates of our website. The communication committee would like to draft a letter to be sent via email to neighbors letting them know of the need for volunteers and board assistance.

*Grounds Committee:*

UnderCuts has our bid request for the maintenance and landscaping of our common properties. Mr. Garcia spoke with Riviera Landscaping, and they didn't seem overly interested in the bid. Re-engagement necessary to solidify landscaping contract. While Mr. Garcia will be leaving the board, he has graciously offered to see the landscaping contract through to signing.

*Social Committee:*

The next happy hour has been scheduled for April 27 at 6:00pm at The Graduate Trophy Room. The social committee had previously mentioned that switching locations was encouraged by attendees. However, The Trophy Room is willing to provide neighbors 20% off food and drinks for returning. The Trophy Room will also reimburse parking in their garage. Our last Happy Hour was sponsored by Wendy Hickok Photography. The communication committee is tasked with distributing an email to neighbors to see if anyone would be interested in sponsoring the next happy hour and thank Wendy Hickok Photography by providing a link to their services. Interested sponsorship parties should contact Liz: [LUehlinger@admiralheights.org](mailto:LUehlinger@admiralheights.org).

*Weems Creek Matters Committee:*

The Weems Creek Matters committee would like to include water testing information on the AHIA website for city health testing results. This would be advantageous to our neighbors who wish to use Weems Creek and surrounding areas during the swimming season. The committee would also like to include a link to the Severn River Association's testing information. The committee would like to include a thank you on our website to previous volunteer, Sarah Holden, for harvesting oysters last year and put a call out for any other volunteers that might be interested.

*Re-Election/Nomination Committee:*

AHIA board will have 4 vacancies at the end of March and a new ballot must be published by Thursday, March 23 per our bylaws.

- a. **Resignations:** Mr. Grant Garcia and Mrs. Lauren Heier will not continue with the board and have opted out of re-election. Mr. Joe Flasher has resigned and relocated.
- b. **Candidate Requests:** Dr. James Masterson
- c. **Returning board members on ballot:** Cat Marucci, Cindy Radulovich, Michelle Greenhalgh, Shivaughn Ahern, Jayme Brooks, Liz Uehlinger, and John Leupold will return for board service.
- d. **Awaiting Response:** Amy Skinner

Must do's:

- Executive board will need re-appointment at the April meeting
- Mr. Leupold has requested that there be an apprentice or succession plan for the Treasurer to allow him to step away from the AHIA board in the near future. This person should have a basic understanding of financial organization and management.
- The AHIA board should seek out neighbors who have a positive attitude, energy to make change, and have a basic understanding of certain skill sets including but not limited to: communication, marketing, finance management, and outreach. Anyone that has ideas for candidates, or any prospective candidates should reach out to Ms. Marucci and Mrs. Ahern at the emails provided on the AHIA website.

**Important note:** AHIA has 8 months until our corporation expires. Once the corporation expires, the land that AHIA owns will revert to the nearest municipality which is the City Of Annapolis. AHIA will face complete dissolution at that time. The docks and parks of this community are an

asset and AHIA would hate to lose them. However, without the help of neighbors who are paying dues and assisting on the board, there is no guarantee that we can maintain these properties going forward.

### **Treasurer's Report**

A treasurer's report is not available at the time of publication of the minutes. Mr. Leupold will have a complete Treasurer's report available on Thursday, March 23 for the board and for use at the upcoming membership meeting on March 30.

### **Other Business:**

**Membership Meeting:** Officer Smikle, our community outreach officer, will be in attendance at our membership meeting to give AH an update on crime trends and tips to keep your belongings secure. In addition, Mrs. Ahern has requested that a representative for the City of Annapolis be present to field questions and provide updates on the Cedar Park Sidewalk project. It should be made known in future communication and at the membership meeting, that the CP sidewalk is not within AHIA's control or realm of responsibility. Questions should be directed to city officials and to our alderwoman, Karma O'Neill.

**Kayak Rack Rental Update:** Mr. Leupold is currently updating the list for Kayak Rack rentals on who is currently renting and any outstanding. Ms. Marucci requested updated information be sent to her via text. Mrs. Ahern asked to be cc'd via text or email.

### **Meeting Finalization:**

- Mrs. Brooks will create a list of to-do's for board members
- Next board meeting is: Monday, April 17 at 7:00pm EST, location TBD. An evite has been sent by Ms. Greenhalgh.
- All board members should mark their calendars for the Membership meeting next Thursday, March 30 at 6:15pm/7:00pm.

There being no further business before the board, the meeting adjourned at 8:35pm.

Respectfully submitted,  
Jayme Brooks, Secretary