

**Running Document of Closed Sessions and urgent decisions made by the WHP BOD  
7/28/2020-**

7/28/2020- Via e-mail, Melissa provided update to the BOD re: a lot's effort to come into compliance with permit and development regulations. Question came up regarding sheds. Melissa contacted Jennifer Keener, Deputy Director from the Department of Development Review and Permitting with Worcester County. In terms of permits, the rule is as follows:

*Yes, a permit is needed for any new or replacement shed as we have to ensure that it is the proper size, in the proper location, has the proper flood venting and anchoring (when applicable).*

*The general rule of thumb is that a permit is needed for just about anything. Our office processes above-ground deck permits, sheds, fences, replacement windows and doors, etc.*

*For ground level improvements (ground level deck, additional gravel, etc.) our office does not require a permit, however they should check with the Department of Environmental Programs, Natural Resources Division to see whether a permit will be required from their office if the lot is in the Critical Area.*

7/28/2020- 2pm. Melissa motioned to go into closed session to discuss security contract options. Norm, Ed, Tim in favor. Barb abstained from participating in the conference/decision.

7/28/2020- 7:38pm-8:40pm. Melissa motioned to go into closed session to discuss contracts and election process. Seconded. All in favor. Barb abstained from participating in the conference.

Ed proposed appointing John Nethken as Election Committee Chair. Melissa, Tim, Norm in favor.

8/2/2020- Barb let the board know that she feels she fulfilled her obligation to serve on the WHP BOD.

8/2/2020- 7:00pm. closed session to discuss legal counsel sought regarding the 2020 annual meeting and election. Ed, Tim, Norm, Melissa present.

8/11/2020-7:08pm Melissa motioned to go into closed session to discuss an update to the litigation happenings. Norm seconded. Tim and Ed in favor.

8/24/2020-Barb informed Board that she reverted to her original term date of 6/27/2020 because she feels BOD broke a contract with her by appointing a chairperson for the election committee. She feels she should have overseen the election/ballot counting.

8/26/2020-Via e-mail- Norm Ross acknowledged a misunderstanding had been cleared up. Active Board Members continue to be Ed, Tim, Norm, and Melissa.

8/26/2020- Melissa motioned to go into closed session at 7:07pm to discuss contracts. Melissa made a motion- BOD will hold annual meeting and election at the convention center in Ocean City on November 14, 2020 or soonest Saturday available, within our time-constraints, with a budget target of 2k. Ed seconded. Norm in favor. Tim abstained. Motion passed 3-1.

All BODs in agreement that Mr. Almand will be invited to the Annual Meeting. His role is TBD.

Election Committee Liaison to facilitate communication between committee and BOD. Tim refused opportunity to serve in this capacity. All BODs ended in agreement that Norm will serve as liaison between BOD and Election Committee.

Melissa presented feedback received from attorney regarding Mediacom contract for 5-year commitment. Contract language states that contract will automatically renew and that Mediacom can adjust our monthly fee. BOD not comfortable with this, and discussion on how to handle will be considered.

Ed seconded. Norm and Tim in favor. Barb not present/expired.

8/27/2020- Melissa notified John of the update on Board decision regarding election:

Melissa, Tim, Ed, and Norm were unanimously in favor of hiring Baker and Associates to count our ballots and certify the results of our 2020 election for WHP. I have spoken with Bob Baker. He is willing to work with us and will rent a PO Box specifically for our election Ballots.

-Voting takes place by absentee ballot or 'at' the annual meeting. The Boards goal is to encourage as many voters as possible, and to help them to be as informed as possible as to candidate positions. Candidates will have an opportunity to speak at the annual meeting. We will have a recording that we will post on the website. The meeting will remain 'open' and ballots postmarked by date TBD will be counted on date TBD.

9/9/2020- Board received notification from John Nethken regarding owners who had expressed interest, to him, in serving on the WHP 2020 Election Committee:

John Nethken

Brad Weber

Jake Worzak

Linda Underwood

Dave Paige

Jerry Spurlock

Karen Strevig

*(Sylvia Develbiss- On call incase team is in need of extra assistance)*

9/11/2020- The BOD received an email from a candidate. "Comments: It has come my attention that candidateB has submitted her bio to run as a candidate for the bod. candidateB and I are cousins by marriage. Her husband is my cousin. His father is my mother's deceased brother.

With his being said, are we both eligible to run for the bod?"

Melissa consulted with the attorney on the matter because there was a difference of opinion on the Board months ago. One BOD believed that if candidateA submitted her resume prior to candidateB, candidateA would be able to block candidateB from running. The other 4 BODs disagreed with this. We decided to table the matter until it became an issue. When it did, Melissa consulted the attorney and learned that family members can run at the same time. The family member with the most votes can serve, and others remain in the pool. 2 family members can't serve at the same time, on the BOD, according to our bylaws. To eliminate folks from being able to run, in the remaining BODs opinion, is election steering.

Bottom line- family members can run at the same time but can't serve at the same time.

9/14/2020- Melissa, Norm, Ed, and Billie had a phone conference with our insurance agent to review upcoming 2020 policy. Tim unable to attend. Barb expired.

After phone conference, Melissa sent an email to Norm, Ed, and Tim, with an overview of options discussed. Unanimous agreement regarding upcoming policies. Melissa requested applications from our insurance agent.

9/15/2020- Melissa continues to be in communication with our attorney to achieve a start date on our Mediacom contract prior to signing. The BOD is not comfortable signing the contract due to the language that also states that Mediacom can increase their own fees during the 5-year period. BOD, however, wishes to honor the community's wishes as this language was in the contract posted on the website during the voting period.

9/15/2020- Mediacom Contract signed with a start date of 9/1/2020

9/18/2020- Board works to take care of matters needing to be handled with regard to insurance. After more communication with Barb, and her continued position that her term is expired, and after legal consult on the matter, the majority of the Board decided to recognize Barb as resigned, so that the insurance could be processed for the park and the limbo of Barb's position could be eliminated. The majority now recognizes itself as a 4 person Board.

9/25/2020- 9:05am- call- Board closed session to discuss its position in terms of upcoming contract and pending litigation. Urgent decision to be made. Tim, Norm, Ed, Melissa agreed to talk and decide.

Ed made motion to fill our vacant secretary position with Lynette Shutty. Melissa seconded. Norm in favor. Tim opposed because he feels the vacancy doesn't matter for one month.

9/26/2020- via email, as of 13:15pm, Lynette accepted the secretary position and appointed Baker and Associates as her agent for her role in the election process.

9/28/2020- via e-mail- discussion- Norm, Ed, Melissa, and Lynette favor the decision to include name, lot number, and signature on the ballot for the sake of accountability, credibility, ethics, and facilitation of certification. Tim opposes and suggests there should be nothing on the ballot to be able to identify who submits it.

\*\*This will also save the Park money because we will spend less on envelopes and postage. Melissa to notify Bob Baker of the decision since majority favors.

10/5/2020- 7:03pm Melissa motioned to go into closed session to discuss contracts. Norm, Ed, Tim in favor. Lynette joined at 7:25pm.

Melissa- Motion to hire Bergey&Company, PA to handle our accounting needs, moving forward. Ed seconded. Tim, Norm, Lynette also in favor.

10/12/2020- Ric Smith agreed to serve as ECC Chairperson. Lynette is serving as liason between ECC and BOD. Thanks to both!!

10/14/2020- Melissa sent an email to the Board letting everyone know that the settlement conference, scheduled for 10/21/2020, will take place, via phone, at 1:30pm. The BOD is invited to Mr. Almand's office to attend.

10/19/2020- e-mail was received from Mediacom sales rep. stating that charges are now in line with 5-year contract. Bob Baker checked the on-line account, and all appears to be well.