

## **Board Meeting of September 15, 2009**

The meeting was called to order at 7:00 PM. Announcement was made that the BOD meetings will now be held on the 3rd Tuesday of each month at 7:00 at the pavilion.

Board members present: Diana Hawley, Andrea Gilde, John Trainor, Karen Dryden, Don Manges, Beth High, Joe Greenfield, Ed Campbell and Joan Ferrick.

Board members absent: Bill Tucker, David Byler and James Richardson.

Committee members and guests: Allen Embon, John Bates, Bill Dryden, Bill Chase, Art Wood, Jean Tucker, Pat Day, Ray Holdren, Charlie Nier and Bethia Nier

Meeting was called to order by new President, Diana Hawley. Diana made the following announcements pertaining to the new Board of Directors (BOD):

1. New elected BODs – Don Manges, Joe Greenfield, Ed Campbell, James Richardson
2. President – Diana Hawley
3. Vice President – Bill Tucker
4. Treasurer – Andrea Gilde
5. Secretary – John Trainor

Diana Hawley also announced that BOD meetings will be on Tuesday's and start at 7:00 PM sharp.

**Secretary's Report** - Andrea Gilde's presented.

- The minutes from the August 13, 2009 BOD meeting were approved as written and will be posted on the bulletin board & website.

**Treasurer's Report** – Update provided by Andrea Gilde.

**Reviewed Community Maintenance Report with the following notables:**

- The (-)\$46.00 in insurance is the result of a return on moneys already spent.
- Tractor maintenance was to repair the broken tractor.
- Checking account balance – Treasurer stated that the checking account balance is actually \$8,696.07, not \$9,442.94.

**Review CICA Report with the following notables:**

- The Spring Dinner Reservation ~ \$300.00, under community events.
- CICA clothing FY budget will need to be corrected (\$1.00 is incorrect).

**Architectural Review** - Bill Dryden, Chairperson

- Nothing new to report

**Beach** - Joe and Jennifer Greenfield are taking over as the Beach Chairperson(s)

- Joe and Jennifer are working to transfer the duties from Gary and Andrea Gilde.
- The lines in the volleyball court have been replaced.

**Bulletin Boards** – Karen Dryden, Chairperson

- Request was made from the chair for community members to update their personal advertisements on the bulletin board.
- Additional request made to date ads. Ads will be automatically removed after 3 months.

**CICA Clothing** – May need new chairperson(s) moving forward. TBD.

**Community Events** - Diana Hawley, Chairperson

Thanks to Pat Day, Karen Dryden, and Mab Finch for organizing the Potluck Dinner after the Annual Meeting on August 23, and to Harry and Sue Seeley for hosting the last Summer Night Social of the year on August 28.

Upcoming events include the following:

- Chesapeake Isle Oktoberfest and Chili Cook-off (September 26): We currently have 9 chili chefs participating in the cook-off. If you plan to attend, please contact Charlotte Hallett, Event Chair, so we know how many to prepare for. A flyer advertising this event was developed and distributed via the tube drop.
- Fall Cruise (October 3-11): If you are interested in joining the group for any or all of the cruise, please contact Karen Dryden for the itinerary.
- Fall Clean-Up (October 17): The CE Committee will be organizing morning refreshments and a potluck lunch for the Fall-Clean-up. Lunch will be held at 12:00; we will provide the main dish, paper products, utensils, beer, water, and soda. Karen Dryden is chairing this event.
- Children's Halloween Party (October 31): The annual party will be held at 3:00 p.m. at the pavilion. Children will participate in Halloween festivities, including a "parade," activities, and crafts. Trick-or-treating in the community follows; residents can turn on their porch lights to welcome the children.

The 2010 Chesapeake Isle Calendar should be available for sale at the Oktoberfest event. The cost is \$10 per calendar. Thanks to Iva Burroughs for creating this project.

The new CE Committee Chairperson will be named within in the next month.

The next CE committee meeting will be held on Monday, October 12, at 7:00 p.m. at the pavilion.

**Snow Plowing and Grass Mowing** – Bill Tucker will take over duties from Brian Clare as Vice President.

**Harbor** – Art Wood provided the update as the retiring Harbor Master. Bob Hartman and Jim Duckenfield will now serve as Harbor Master(s).

- Work cannot be performed on the CICA boat ramp from 11/15/09 to 3/1/10. Therefore, it is proposed to do any ramp repair/replacement starting in March, 2010 with BOD approval.
- It is preferred to use the pilings/sheathing/pump out method versus the cofferdam method. The estimated price is \$41,000.00. This price could change with fluctuations in concrete costs.
- Instead of moving the ramp closer to the dock, it is also proposed to construct a walkway off of the dock toward the ramp. Basically this would be an extension off of the dock, closer to the ramp.
- The DNR permit is in hand. DNR permit was acquired in April, 2008 and is good for 3 years (i.e. April, 2011).
- The county permit must be acquired within 60 days of the actual work.
- Moneys may be available to replace the boat ramp in March, 2010. BOD to decide if the ramp replacement will take place in 2010/2011.
- The boat ramp has eroded this Summer, but does not appear to be in danger.
- John Bates discussed how budget shortfalls as a result of the CICA fiscal year were sometimes handled by either credit card or short term loans. If this occurred, the credit/loan was immediately paid off when membership dues became available in the budget at the beginning of the calendar year. John presented this to the BOD as a possibility to get the ramp done in 2010 and the additional \$10,000 hasn't hit the account yet.

**History** – Pat Day, Chairperson

- Nothing new to report.

**Legal** – David Byler, Chairperson

- Nothing new to report. Dave absent from meeting.

**Library** – Joan Ferrick, Chairperson

- Nothing new to report.

**Membership** – Jean Tucker, Chairperson provided the update

Recap:

- 2008 – One property owner (Crowetz) has not paid their required 2008 (nor 2009) maintenance fees and did not pick up the registered letter sent by Bill Dryden on May 13.
- 2009 - Invoices and forms were sent to all property owners including Mason exempt and 11 renters on Jan 1.
  - 79 second notices for 2009 were sent March 1.
  - 34 third notices were sent April 15. It was agreed by the BOD to not send additional notices at this time. Delinquent fees will be added to 2010 dues.
  - All bathhouse and shuffleboard keys have been hand delivered or mailed.

## **2009 Responses to Date**

- CI Community
  - Maintenance
    - Required 311 full & 3 partial of 326 lots (95%)
    - Optional (Mason Lane) 5 of 5 paid (100%)
  - Bath House 124
- CICA
  - Membership
    - Owner 237 of 301 owners (79%)
    - Renters includes 2 renter memberships
  - Shuffle Board 52
  - Boat Storage 93
  - Mooring Set & Pull\* 88
  - Mooring Pick up & Return 79
  - Donations/Late fees \$53.06

\* includes 2 special mooring fees from Murray

### **Newsletter**

- October newsletter will be coming to “print” in Mid October.
- Need material to be included by the beginning of October, 2009.

**BOD Nominating Committee** – New nominating committee chairperson will be needed to take the place of Diana Hawley.

**Pavilion Rental** – No report on rental activity.

**Roads and Maintenance** – Bill Chase provided update

- General work performed on hills where erosion has occurred.
- Work also performed on North and South ends of Mason Ave.
- Scrapping on some roads and minor pot hole repair.
- Concern by resident on Bennett Ave as to road condition was discussed in some detail. The e-mail sent by the resident was forwarded to all BOD.
- Two (2) new tractor volunteers are being trained for duty. More volunteers needed.
- During annual meeting, the budget was approved with moneys allocated to pave the two (2) problem areas. The total dollar value approved was \$15,000.00. However, a total of \$16,750.00 will be required (\$9,275.00 for Rolling Ave where it meets with Rollins and \$7,475.00 for Cliffview where it meets Rolling and connects to Darrel Rd). Two (2) additional quotes received for roads repair were significantly higher.
- The question was posed to the BOD if it made sense to borrow money from the reserve fund to perform this road repair work in 2009. Performing the paving now could avoid more road damage this winter. Additionally, taking money out of the reserve account can potentially reduce the tax burden.
- A motion was raised and carried to perform the repair work immediately. The money would be borrowed from the reserve account and check account. A total of \$10,000 will need to be

reimbursed into the reserve account after the money becomes available in the beginning of the 2010 calendar year.

- The total time to pave the repair zones on both roads is two (2) days. One (1) day for each activity. Bill Chase will get dates and Joe Greenfield will put notifications in mail box tubes.

**Town Watch** – Janet McKenna, Chairperson

- Nothing new to report.

**Tractor** – Mike Burroughs

- The broken axle has been repaired.

**CICA Web Page and E-Mail** – Diana Hawley

- Both are up and running. Nothing new to report.
- Give updates to Diana.
- Supplemental information from the 2009 annual meeting has been posted on the web site.

**Review of Old Business**

**Taxable income items:**

1. Discussed whether maintenance fees and CICA dues are taxable.
2. Andrea Gilde to investigate this tax question and report to BOD on findings.
3. If a case is made that the fees and dues are not taxable, the question was raised whether an amendment to past tax years could be filed and a retroactive return acquired. Not likely, but Andrea to investigate.

**General pavilion discussion following vandalism and robbery:**

1. Insurance could be acquired for contents of pavilion.
2. However, the deductible would be \$1,000. Based on the total contents of the pavilion and the deductible dollar amount, content insurance was declined.
3. A motion was raised to take money out of the pavilion account for a replacement sound system, which was stolen during the robbery. The sound system will be needed during Oktoberfest celebrations at the pavilion. The motion was carried by a unanimous vote.
4. The question arose as to whether the damage resulting from the robbery and vandalism (broken doors, screens, etc...) could be used to reduce the deductible associated with a potential claim. Andrea Gilde to investigate and report to the BOD.
5. As of the September, 2009 BOD meeting, there was no pavilion repair estimate.
6. Diana Hawley spoke to the deputy. Serial numbers of the stolen goods have been filed along with a complete incident report. Serial numbers are now in a database of stolen goods, which increases the chance of return should they turn up in a pawn shop.
7. John Bates will work on acquiring a cost for repair and proceed with the effort. Preliminary estimate for repair is ~\$250. The moneys will be allocated from the maintenance budget.

## **Community Safety Concerns**

1. There are safety concerns following the assault at the harbor and then the vandalism and robbery at the pavilion.
2. Diana Hawley is attempting to get contacts at both the State Police and Sheriff's office, in order to further discuss the non-responsive 911 call (harbor assault incident).
3. Decided to put a reminder in the October Newsletter for residents to call 911 for emergencies.

## **New Business**

### **Increasing Pavilion Safety**

1. Suggestion was made to equip the pavilion with new steel doors. Bill Tucker to review.
2. Cages should also be placed over outside lights, so no one can break the bulbs and work to break in under the cover of darkness.
3. Locking beach on weekend nights was suggested. Not considered a viable solution (who would lock/unlock, burglars/vandals could walk down, etc...).
4. Other options were discussed (alarm systems, warning horns, signs, etc...). Clear cost estimates would be required to consider any options.
5. Don Manges offered the community two (2) free solar spotlights (48 cell LEDs).
6. Lack of land phone line in the pavilion is deemed a safety concern. Research either getting a line through Verizon or check to see if a cell tower could be installed local.
7. Joan Ferrick presented land line costs. The following is a summary of costs:
  - \$44.00 one time connection fee
  - \$23.00 / month local line
  - \$5.00 / month taxes
  - Block Long Distance Calls \$1.50 / month
  
  - Total monthly cost \$29.50 / month

### **Community Members Question and Answer Session**

1. Mr. Ray Holdren discussed scrapping the millings out of his front yard. Attempts have been made with the tractor. Maintenance was concerned about scrapping too close and damaging the lawn. In the end, Mr. Holdren decided to remove the millings himself, rather than risk damage by the CICA tractor blade.
2. Mr. Holdren also noted that trash pickup has been extremely early on certain mornings. Pickup should not occur before 7:00 AM. Ask CICA if there was anything that could be done to rectify this issue. Community members should file complaints directly with trash collection services.
3. It was decided by the BOD to move Q&A session to the beginning of the New Business section of the monthly BOD meeting.

### **Roads**

Don Manges provided the following talking points, which were previously distributed to the BOD via e-mail. In Mr. Manges text below, "we" refers to CICA and "I" refers to Mr. Manges

1. Since we are going to be using asphalt millings as a road surface, I feel that we should have a written specification for the product. We have been told that we should be using millings that are of a specific size to assure good bonding. These would be more expensive but should produce a higher quality road with potentially less routine maintenance and dust.
2. We should have something in writing as to how the roads will be redone. This should include things like roller size, dust control, crown, and etc. Meadows Construction was going to bring in a water tanker for dust control when milling prior to paving. We need to assure that all bidders

are required to do this. In addition, the RRC documented all the critical crown areas in the Community. The only thing to be done is to mark the areas on the Community maps. This will help insure that the proper slopes and crowns are maintained.

3. One of the options considered by the RRC was hot rolling of the millings. We were told that our millings were too low in quality for hot rolling. Maybe hot rolling is now a viable alternative if we are basically starting over and bringing in new millings and we specify the quality of the millings.
4. My understanding is that all of the roads are to be maintained with millings. It is also my understanding that the residents of Diana, Pine, and Basin have said in the past that they do not want millings. If this is the case, how should we handle this?
5. It is my personal feeling that millings, or anything else, should not be permanently stored on Community Roads. The northwest intersection of Rolling and Mowbray hardly meets the general perception that Chesapeake Isle is a beautiful community. If you lived there and had to look at a huge pile of millings how would you feel? This situation certainly does not meet Community standards. I feel that if we do not have a place to store millings we should not bring them in.

After a general discussion of Mr. Manges' talking points, the following was determined:

1. A millings specification should be issued when purchasing to maintain the roads.
2. The Low Bid Road Maintenance Contractor (Meadows) is already aware of the special needs areas (crown, slope, etc...). However, it was agreed that a paper version of these areas with notes can be submitted prior to contracting out the road maintenance.
3. The BOD discussed the timeline for the road maintenance project. It was agreed by the BOD that the soonest the project could commence is Spring, 2010.
4. The issue of hot rolling is to be determined. It was discussed that rolling improves the final product in regards to milling coated surfaces.
5. Diana/Pine and Basin residents do not maintain the community roads. CICA maintains the roads. The decision has been made by CICA and the budget approved to proceed with road maintenance using millings.
6. Millings can only be stored for a **reasonable** time. Reasonable was defined as 2 weeks. No millings will be permanently stored adjacent to resident lots. As millings are ordered and delivered, the roads crew will spread within a 2 week period.
7. Bottom line with roads...CICA needs more volunteers for the balance of the 2009/2010 season.

#### **Insurance concern arising out of mooring pull activities**

1. Question - Are employees/volunteers of the Association covered under the insurance policy, if injured during work efforts?
  - Paid employees are covered under workman's compensation.
  - Volunteers are not covered.
2. Based on the above, it may be beneficial to have volunteers sign a liability waiver prior to working.
3. Bill Dryden to follow up on this issue.

#### **Work list assignments for Fall Cleanup, 2009**

1. Beach Chair and Harbor Chair(s) are to provide list of required cleanup work to Diana Hawley.
2. These lists should then be distributed to committee chairpersons.

**Fiscal Year Change**

1. Andrea Gilde as Treasurer will investigate the possibility of a fiscal year change (calendar and fiscal year coincide).
2. The majority of the income is received in the beginning of the calendar year.

The meeting was adjourned at 9:45 PM.

Next meeting will be Tuesday, October 20th at 7 p.m. at the pavilion.

Respectfully submitted,

John J Trainor, Secretary