

CICA Board Meeting March 21, 2011

Board Members Present:

Troy Gunden, Ed Campbell, John Reber, Karen Dryden, Joe Greenfield, Don Manges, Diana Hawley, Andrea Gilde

Board Members Absent: Joan Ferrick, Pat Day, John Trainor, and James Richardson

Community Members and Guests Present: Mike Burroughs, Sonny Hayes, Paul Pudlinski, Bill Dryden, and Kathi Lichtenstein

The meeting was called to order at 7:05 p.m.

Secretary's Report: The minutes from the February 2011 Board meeting were reviewed and have been approved. They will be posted on the website. (Andrea Gilde for Pat Day)

Treasurer's Report: The CICA and Community Maintenance Treasurer's reports were reviewed and approved. They will be posted on the website. (Andrea Gilde)

<b>Financial Summary as of Feb. 28, 2011</b>	<b>CICA Accounts</b>	
Checking balance		\$6,569.98
CICA Reserve Account		\$10,088.46
CICA Reserve Boat Ramp Account		\$0.00
Total		<b>\$16,658.44</b>

<b>Balances Feb. 28</b>	<b>Community Maintenance Accounts</b>	
Checking balance	\$	48,753.94
Roads Fund	\$	12,387.24
Maintenance Reserve	\$	8,167.09
Total		<b>\$69,308.27</b>

The budgeting process for the 2011-2012 fiscal year. Budget worksheets were distributed to all committee chairpersons and are due by Sat. April 23. The budget planning meeting will be held on April 27, 7:00 p.m., at the pavilion. Those who participated in this process last year were invited to attend as well as other community members who previously expressed an interest in participating; any board/community member is welcome to attend and participate. Brian Clare will be reporting on some tax options that he has been researching.

### **President's Report:**

Thank you to Sonny Hayes for organizing the bi-annual Jacob's Nose trimming event. Sonny was able to round up 25+ volunteers, including some new faces, to help with this event. Thank you also to Karen Dryden & crew for organizing refreshments for this event.

Thank you to Mike Burroughs for previous work on the tractor, saving over \$1000 to CICA/CM. As decided at the last meeting, Mike was presented with a gift as a token of our appreciation, and was very appreciative.

The deadline for signing up to attend the CICA Annual Dinner is March 26. Cost is \$30 pp, with a check given to Iva Burroughs. This event, available to CICA members only, will be held at Knicker's on April 9<sup>th</sup>.

### **Committee Reports:**

#### **Architectural: Bill Dryden**

No activity since the last Board Meeting.

#### **Beach: Joe & Jennifer Greenfield**

Remember spring clean-up on April 30<sup>th</sup>. Joe is compiling a list of activities and jobs needing to be done. He will also be ordering some more sand for the beach area. Keys should be ready for the bathhouses by then, or shortly thereafter.

Joe will follow-up on the beach erosion concerns, as discussed at previous Board meetings.

Beach Clean-up Crew: We need crew members every Friday morning after Spring Clean up. We start at 7:30 am, for about one hour. Just bring a rake.

Wanted: Previously loved toys: If you have any toys that your children or grandkids have out grown that could be used at the playground or beach, please drop them off at the playground area.

#### **Bulletin Board Report: Karen Dryden**

Nothing new to report.

#### **Community Events: Babs Manges**

The Children's Valentine's Party was cancelled due to a lack of response from the community.

The Progressive Dinner was a successful event again this year. Many thanks to all who opened their homes for this event, and to Phyllis Doyle for chairing.

As previously noted, the Annual Dinner is scheduled for April 9<sup>th</sup> at the Knicker's Grill. Iva Burroughs is chairing this event.

Other April events include: Mooring Set on 4/9, the Easter Egg Hunt on Saturday, April 23, and Spring Clean up on April 30<sup>th</sup>.

Thanks to Karen Dryden for providing coffee and goodies to the Jacob's Nose Trimming Crew.

The next meeting will be held on April 11<sup>th</sup> at the home of Pat Day.

#### **Harbor: Bill Dryden**

We currently have 60 mooring reservations, less than in previous years. The committee has repaired floats & the mooring puller which is ready to be put in. Mooring pick up will be held on 3/27, mooring set on 4/9.

#### **History Committee - Pat Day**

The committee will be meeting March 25<sup>th</sup> at the home of Pat Day. They are planning for annual dinner presentation. Future of history committee will be discussed.

#### **Grass Mowing – Karen Dryden**

Grass mowing rates for cutting empty lots will be decided under new business. Notice will be in newsletter, invoices will go out to empty lot owners.

#### **Snow Plowing: Karen Dryden**

Nothing to report at this time.

#### **Legal Report: Bill Dryden**

Nothing to report at this time.

#### **Library: Joan Ferrick**

Opening day is Saturday, April 16<sup>th</sup>. Coffee & donuts will be served

#### **General Maintenance and Roads: Sonny Hayes**

Potholes have been fixed on Bennett & Arden.

In order to better control who is using the tractor and for what purpose, Sonny is going to track down all keys to the tractor and arrange for those wishing to use the tractor for community-related jobs to get in touch with him to make sure that the tractor is not needed for another purpose. Sonny also plans to hold training sessions with all drivers to ensure proper driving and to minimize wear on the tractor.

The only maintenance related activities this month were performing some drainage ditch excavation in front of the Manges' residence and the 3/12/11 Trimming of Jacob's Nose. We had between 25 and 30 workers on 3/12 and Jacob's nose "hairs" have been trimmed adequately for the next two years. Thanks to Karen Dryden for bringing coffee, cookies and other delicious items to eat.

Sonny got donations of new trash cans. Trash pickup will be restarted at the beach and harbor.

#### **Membership – Kathi Lichtenstein**

To date, 239 property owners have paid their mandatory maintenance fees. 211 of those have become CICA members, and 75 second notices were sent out. Membership numbers seem to be a little lower than expected this year. We have also seen fewer mooring reservations and fewer key purchases. A problem was discovered just before the progressive dinner. Several people who were signed up for the dinner had not yet paid their CICA fees, and some had not paid maintenance fees. This led to an awkward situation in which community members had to be called at the last minute and told to pay or they would not be able to attend. We need to ensure that CICA only events are, in fact, only being attended by CICA members. Event chairs should check their list of attendees with the membership chairperson prior to their event.

#### **Newsletter: Pat Day**

The Newsletter will be published in April after the Annual Spring Dinner. All articles for the Newsletter should be submitted by April 9<sup>th</sup>.

**Nominating:** ~~W~~~~w~~e still do not have a chair for the nominating committee. Board members with expiring terms who could run for re-election are: Pat Day, Troy Gunden, Joan Ferrick, and John Trainor. In lieu of a chairperson, all board members should actively recruit community members for board openings.

#### **Pavilion Rentals – Sara Hayes**

There have already been a number of dates reserved for the 2011 season. An Article will go in the newsletter explaining the process for those who want to reserve, and the "Reserved" dates are being listed as well.

**Web Page & email** – updates to the web page are needed, such as calendar and addition current items.

**Community Member issues:** no community members present had any issues to discuss.

### **Old Business:**

**ROADS MAINTENANCE PLANNING COMMITTEE**—the new committee has met twice. John Murray has volunteered to chair this committee. Research is under way and updates will be included in future board meetings.

**LAWN MOWER** – at the last meeting we discussed the possibility of purchasing a lawn mower, in order to prolong the life of the tractor and to use a machine that is better suited to the mowing we do. Mike Burroughs has made multiple repairs to the tractors clutch and a major repair to the new mower deck recently. His opinion about using the tractor for mowing is that:

- Cutting lots with such a large machine requires so much turning and shifting that the clutch is being burnt out at a much faster rate than it needs to be
- Tractor drivers have not been properly instructed
- The condition of many of the lots (tree roots, holes, rocks, etc) is very rough on the tractor and mower deck.

Mike and Sonny researched several different zero-turn lawn mower models and came up with a suggested model for the CICA to purchase, if it is decided to make such a purchase.

- A KUBOTA MODEL ZD323-60 ZERO TURN MOWER, at a price of \$10700
- Financing is available through the Kubota deal, 4 years at 0%
- Mike B. and Brian Clare have experience with Kubota and believe it would be a long-lasting and low maintenance item for us.

There was a lengthy discussion regarding this purchase. Items discussed included:

1. This purchase was not budgeted for in this year's budget. However, it is a purchase that will potentially save money both in repairs and in delaying the purchase of a new tractor
  - a. The tractor was purchased in 2000 at a cost of about \$40000
  - b. We have made multiple repairs to the tractor over the years, both in-house and sending out for repairs.
  - c. We have enough money in the CICA reserve account to purchase the tractor outright but the 0% would allow us to purchase and keep the money in reserve in case of emergency.
2. Would such a purchase constitute a capital improvement?

- a. No, as it would not be paid for from the “Common Property and Roads Budget”, commonly referred to as “Community Maintenance Budget”
- b. It would be purchased out of the CICA budget. CICA would own the equipment and charge Common Property and Roads Budget a pro-rata rate for use on community property, such as the beach and harbor area.
- c. The By-Laws state that each property owner shall maintain his lawn so that the grass does not, at any time, exceed six (6) inches in height.
- d. Those CICA Members owning lots that do not have houses on them can contract with CICA to have their lots cut at a Membership rate.
- e. Those members who do not choose to contract with CICA or who are not CICA members must make arrangements to keep their grass at the allowed level. If the grass exceeds the 6” level, CICA will cut the property and bill the owner at the regular rate.
- f. CICA cuts the Community Property grasses and strives to keep them at the 6” level

Other items were brought up, such as CICA using the mower to cut lots with houses on them; which community areas would be cut with this equipment; who would be trained to use this equipment; and what would the CICA/CM share percentage be, but these discussions are premature since we have not yet decided to make a purchase yet.

A motion was made that “if CICA does decide to purchase a dedicated lawn mower, that the KUBOTA MODEL ZD323-60 ZERO TURN MOWER is the item we would purchase”. All present approved.

It was also decided that a suggestion of such a purchase would be put in the April newsletter along with requests for community feedback. A decision would be made at the April meeting.

### **New Business**

**GRASS MOWING RATES** – as stated above, CICA members can contract with CICA to have their empty lots cut at a discounted rate. The current basic rate is \$125 per season, per lot. Special prices are charged for exceptional lots. The committee chair suggested an increase to \$150 per lot. Fuel and repair costs are the reason for the increase.

***A motion was made to raise the empty lot grass cutting fee to \$150 per lot for the 2011 season. All approved.***

**DRIVEWAY SNOW PLOWING** – currently, CICA members can contract to have their driveways plowed at a rate of \$75 per season. Between 25-30 members take advantage of this program each year. Driveways have been a continual problem for CICA, as CICA must make plowing of

the community roads its first priority. Yet many who contract to have their driveways done want to have it completed before the snow plowing crew can reasonably get to them. With only one machine to plow, it is usually the custom for the snow plow drivers to clear a lane on all the roads, then do the driveways, then go back and clear an additional lane on the roads. This year, the clutch on the tractor went out just after the driveways were cleared, and a second lane was never plowed, resulting in a narrow, icy road until the snow melted. It is the opinion of the Maintenance Committee that we simply don't have the resources to honor both obligations and should discontinue the Driveway Snow Plowing Service.

***A motion was made to discontinue the Driveway Snow Plowing Service as of the winter of 2011-12. All approved.***

CICA will ensure that a list of those available to plow/blow/shovel driveways will be included in future newsletters so property owners can make alternate arrangements.

**ELK NECK STATE PARK**– Diana spoke with Sandy Turner, Director of Cecil County Tourism and CICA property owner, and with Tina Bianca, Area Manager at Elk Neck State Park, about establishing a better connection and communication between CICA and the Park. A meeting will be scheduled in the near future; Joe Greenfield, Beach Chairperson, volunteered to attend this meeting with Diana. Suggestions for this meeting included: inquiring about a discounted rate for CICA property owners to use the state boat ramp at Rogue's Harbor, and about the park's not removing any deadwood following storms. There is concern that the large amount of deadwood creates a fire hazard for CICA properties.

The next meeting will be on April 18<sup>th</sup> at 7:00 p.m. at the pavilion.

Having no further business to discuss, the meeting was adjourned at 9:15 p.m.

Respectfully submitted,

Andrea Gilde for Pat Day  
CICA Secretary