

CICA Board of Directors' Meeting  
October 19, 2011  
7:00 p.m.

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**Board members present:** Ed Campbell, Jim Carter, Karen Dryden, Joan Ferrick, Andrea Gilde, Joe Greenfield, Diana Hawley, Don Manges, John Murch, John Reber

**Board members absent:** Troy Gunden, James Richardson

**Community members/guests present:** Bill Dryden, Sonny Hayes, Kathi Lichtenstein, John Murray, Paul Pudlinski

The meeting was called to order at 7:00 p.m. by President John Reber.

**President's Report (John Reber)**

John reported that it has been a fun and busy three weeks. He thanked Joe Greenfield, Bill Dryden, and Jay Gilfillan for heading up the clean-up efforts at the harbor and the beach. It was too windy and the tractor was not available to pull in the swim platforms during the clean-up; however, after the clean-up one of the swim platforms unfortunately undid itself. Thanks to Diana Hawley and Justin Thomas for their assistance bringing it ashore. Gary and Luke Gilde will remove the other platform and take both of them to their winter storage location when the tractor is operational.

We will need to discuss the specifics regarding removing the rocks from the Scott property (Rolling Avenue) and removing rocks and filling in eroded holes at the Frazier property (Basin Lane). We will also discuss the pipework on Bennett Avenue.

The new lawn mower arrived. Diana Hawley was trained during the clean-up day on Saturday. We will need to revisit the tractor/mower policy under New Business.

New Board members (Jim Carter and John Murch) were welcomed.

**Secretary's Report (Diana Hawley)**

The minutes from the September 21, 2011, Board meeting were e-mailed to all Board members on 10/17/11 for review. The following recommended change was suggested:

- Page 3 (under proposals for erosion): Remove contractor names; use "Contractor A" and "Contractor B."  
(After a brief discussion, it was agreed that contractor names should not be listed since the minutes are public and we will not be doing any work until the next budget year.)

A motion was made and seconded to approve the September 21, 2011, minutes with the above-mentioned change. All in favor; the change will be made and the minutes will be posted.

- The minutes from the September 28, 2011, Special Board Meeting were e-mailed to all Board members on 10/17/11 for review. The following recommended change was suggested:
  - Last paragraph: Change "11 yeas" to "9 yeas."A motion was made and seconded to approve the minutes with the above-mentioned change. All in favor; the change will be made and the final minutes will be posted.
- After discussion, the following motion was made and seconded; all approved: The Secretary will send a draft of the Board meeting minutes via e-mail to all Board members within 7 days of the Board meeting. It will be approved via e-mail within 3 days of receipt. Any non-votes will signify approval. (This will result in a more timely posting of the minutes.)

**Treasurer's Report (Andrea Gilde)**

- Andrea presented and reviewed the September CICA Monthly Treasurer's Report. She reported that the debit should read "\$854.68" instead of "662.18." Andrea will send the revised report via e-mail.

(There was a question regarding the pavilion income; it was clarified that CICA members pay a \$35 donation to rent the pavilion.)

Andrea presented and reviewed the September CM Monthly Treasurer's Report. She highlighted that there was a lot of transfer activity because income is not received until after the new calendar year. We must also have a minimum of \$2500 in the Roads account.

A motion was made and seconded to approve the Treasurer's Reports with the above-mentioned correction to the CICA report. All in favor.

(There was a question regarding the separate budgets; it was clarified why there are different accounts.)

- Andrea explained that the Community Maintenance account is low in funds at the present time, since the fiscal year begins on July 1 and we do not collect income until January. This is not uncommon, but during this particular year we have a lot of expenses coming in at one time. Even though these expenses are in the budget, we do not have the income yet; these funds must therefore come out of the reserve account. We do not want the reserve account to get too low so if possible, please delay CM expenses until January.
- In the future, we should consider sending invoices immediately after the Annual Meeting (in September). While there is not enough notice to require earlier payment of maintenance fees this year, we can still send invoices in November and use the original February 15 due date. Kathi and Andrea will attempt to finish and mail the invoices by mid-November; Karen Dryden volunteered to help. Bill Dryden will review the by-laws again to ensure that sending invoices prior to January is in accordance.
- Given our depleting reserve account and minimal funds, there is a concern with how we would fiscally respond to an emergency. There are two options:
  - We can pre-plan by increasing the amount in our reserve account (by adding a line item in next year's proposed budget). We need to determine what percentage of our budget should be in reserve.
  - We currently do not have the legal power to do a special assessment (this was verified by our attorney). In order to do so, we would have to change the by-laws. This option is expensive, as it requires a certified mailing to all property owners, and therefore something that we can't do quickly/in the short-term.

### **Committee Reports**

- Architectural Review (Bill Dryden)  
No activity since the last meeting.
- Beach (Joe and Jennifer Greenfield)  
Thanks to everyone for an awesome summer and a great turnout for the fall clean-up. Everything on the "list" was accomplished in a timely safe manner. We have a nice brush pile waiting for our next scheduled controlled burn, yet to be determined. Please remember that we now have a county burn permit and must make the appropriate notifications prior to burning. Due to the weather, we were not able to remove the swim floats and buoys. This will be scheduled with a group from the harbor in the next few weeks. Unfortunately we almost lost one of the swim floats in a break away after the clean-up. Thanks to sharp eyes and attentiveness of a few community members, the float was ridden ashore and secured!

Winterization of the water systems and bath house lock changes will take place after the Halloween party. Any volunteers?

As always, if you have any suggestions on how to make the beach better for the community (and want to be part of the solution), please contact Joe or Jennifer at x2904...

- Bulletin Boards (Karen Dryden)  
No report.

- CICA Clothing

Diana Hawley reported that information on ordering merchandise will be included in the newsletter. Andrea will scan in a logo for Diana to send to the company. Other graphics can also be sent; please send to Diana.

- Community Events (Pat Day/Babs Manges)

The Community Events (CE) Committee did not meet this month. Meetings will resume on November 14 at the home of Pat Day. This will be a kick-off meeting for the new year and refreshments will be served; the committee is hoping for a large turnout.

At this time, with Board approval, Pat Day will resume the position of Chairperson of the Committee with the assistance of Babs Manges as Co-Chairperson. *(The Board discussed and no approval is needed.)*

Events that were held during the past month included the following:

- 1) Oktoberfest (September 24): Again this event was a great success and many thanks go out to Charlotte Hallett and Cindy Mistysyn for all their hard work.
- 2) Annual Meeting (October 2): The CE committee organized the potluck and served the main dish (sloppy joes) following the meeting.
- 3) Fall Clean-up (October 15): A great community crew showed up to clean the beach, pavilion and harbor. The CE committee provided morning refreshments and organized the pizza party lunch. Thanks to all who came out to help.

The last quarter of the year's activities are being announced in the October Newsletter and a flyer will be going out to remind the community of all the events between now and Christmas. We will host the Halloween Party for children of all ages at the pavilion; events chairs are Diana Hawley and Jennifer Greenfield. If you have any questions, please contact either of them at 410-287-7596 and 410-287-2904, respectfully.

November is a family month and Community Events do not plan any events, but December is going to be busy. It starts with the Wine & Cheese (for adults only) on December 4, and continues with Christmas Caroling at the pavilion on December 17 at 6:00, a house decorating contest, and Santa's home visits on Christmas Eve.

Volunteers for soup and sweets after caroling are needed; please call Pat Day (410-287-9432) with your soup donation. The CE committee will serve hot chocolate and other beverages.

All community members are invited to come to the meetings to offer ideas, assistance, and encouragement for the community.

- Fourth of July (Pat Day)

No report.

- General Maintenance/Erosion (Sonny Hayes)

Dead trees were cut down at the Beach on 10/18/11. No other issues are being worked on at this time. If anyone is aware of items needing attention, please contact Sonny.

There was a request to move the "Private Road" sign at the entrance of Racine and 272; it is not clearly visible now and would be much better if it was located next to the street sign. Sonny will take care of it.

A question was asked regarding the possibility of moving some of the dirt that is being dug from the swales to help fix some of the beach erosion that we are encountering. We CAN NOT, however, do so because of environmental factors. John Murch volunteered to help Don Manges with the beach erosion issue when we have the funds to begin work.

- Grass mowing/Snow plowing (Karen Dryden)

The CICA Grass Mowing of 29 Contracted Open Lots and 3 Open Lots being billed per cut, as well as one Lot with a Home and adjacent lot, will have their final cutting for the 2011 Season by the first week of November.

The Legal Committee will send out final request letters to the 3 Open Lot Owners requesting payment for the cutting of the lots during the 2011 cutting season before starting legal action.

Special thanks to Sonny Hayes and Tom Beman for helping to keep our community looking good.

The following questions were raised and discussed:

- Now that we have purchased the lawn mower, should we continue to pay outside parties to mow? It was agreed that we will discontinue such services. Sonny will contact the Richardsons so they know that they will not be needed next year.
- Karen received a call from a community member requesting names of companies or individuals who will plow driveways. Diana reported that the list currently only has 3 names and that it will be included in the newsletter. Karen will confirm with others who have expressed interest in the past.
- During the last meeting, Mike Burroughs mentioned that he may be able to find a tractor attachment for plowing that would allow us to use the front blade instead of the back. Karen will follow up with Mike.
- We need to verify that the lawn mower is insured properly. Andrea will double-check the paperwork and follow-up with Bill Dryden if necessary.

- Harbor (Bill Dryden)

The Fall Clean-up was successful; the group came ready to work and accomplished a great deal. A special thanks to Mike Burroughs and the piece of equipment he brought with him.

The Harbormaster and his crew will begin pulling moorings this week in anticipation of the final pull and delivery on November 5, 2011.

As of this morning, there are only 10 boats in the Harbor.

Work under the direction of Bob Biedermann has begun on the large floating dock.

Hobie Cats and Sunfish are to be removed by November 30, 2011.

- History (Pat Day)

No report.

- Legal (Bill Dryden)

Bill Dryden is awaiting the following information from Robert V. Jones, Esq.:

1. If there has been response from the two delinquent owners that owe two years Maintenance Fees.
2. If we are still on track for the November 11, 2011 pre-trial hearing on Mason Lane complaint.

He will advise the Board when he receives the above-mentioned information from Mr. Jones. He will also ask him as to the best way to handle the two properties that are not being maintained properly.

- Library (Joan Ferrick)

The library will close for the season on October 29, 2011.

- Membership (Kathi Lichtenstein)

There have been several sales this month, including 6 Arden Road, 127 Cliffview Drive, and 32 Rollins Road; Kathi is attempting to obtain the names of these property owners. She also awaits follow-up from the property owner of 16 Racine Road (Jessie Scott). Kathi would like to print new guidebooks, so she would like to include updated information. Since we will be sending invoices early and will likely receive contact information changes on these completed invoice forms, she will wait until after the new year to print new guidebooks.

Kathi also contacted Bank of America regarding the damage at 5244 Turkey Point Road; she awaits follow-up.

It was also reported that the Keenans purchased the empty lot across the street from their house on Bennett Avenue.

- Newsletter (Diana Hawley)  
Diana is working to finalize the newsletter; it should be disseminated early next week.
- Nominating  
No report.
- Pavilion Rentals (Sonny Hayes)  
The pavilion is currently committed on the following upcoming dates in 2011: 10/22; 10/29; and 12/17.
- Road Maintenance (Sonny Hayes)  
Sonny reported that he received bids from S & M Paving to complete our top 6 priorities. The Board previously authorized these projects in the quote and the work was completed on 10/1/11. This work included regarding Basin and reopening the swales on the left side of Basin; repairs to drainage swales on Mowbray, Bennett and Rolling Ave (between Bennett and Darrell), and Rollins and Mowbray. This project cost was approximately \$30,000. S&M also completed \$3000 worth of road repairs that resulted from major rain storms in late September, as was also previously approved by the Board.

Sonny also reported that S&M has guaranteed their work; if the swales are not functioning the way they are supposed to, then they will correct appropriate areas at their expense. This includes work that is related to the projects that we paid them to do (i.e., if they did not grade well enough or if the swale is not deep enough) within the realm of a normal rainfall.

Overall, the results of the road work seem sufficient, and it is a step in the right direction that we are moving forward and dealing with these drainage issues as funds allow.

As he previously informed the Board via e-mail, Sonny also reviewed the information regarding the clogged pipe that goes straight across Bennett Avenue (at the intersection of Rolling Road). He previously received bids from the contractor for \$500 to dig a catch basin and \$1200 to clean the pipe. The contractor does not think that he will have to cut out part of the pipe, but instead can modify his equipment to clean it out thoroughly.

*[During the past month, the Board approved, via e-mail, a motion to spend \$1700 to clean out the pipe on the intersection of Bennett and Rolling Avenue. The vote was 9 yeases, 1 abstain, and 2 non-votes.]*

- Roads/Drainage Improvement and Planning (John Murray)  
John Murray expressed his congratulations to the committee and to the Board for everything that has been accomplished to date. (As mentioned above, the Board approved road improvement construction to be completed on Bennett, Rolling, Basin and Mowbray. These areas were identified to be of the highest priority and within the allowable budget for 2011.)

We did what we could with the money that we had, and we have a very good strategy for moving forward. The committee has identified areas of priority, and, once we receive the funds in the spring, we will continue to make improvements. Planning and design for the work to be completed in 2012 will begin in January and construction will begin in the spring. The primary areas that have been identified for this budget year are: to complete the work at the intersection of Rolling and Bennett; to address the drainage issues at the intersection of Rolling and the Harbor access road; and to address the drainage issues at the intersection of Cliffview and Gull Circle. (Note that the area Harbor access road work may require a greater level of sophistication, as we will need surveys, design drawings and a construction document, and a title search to see if the easement exists and/or if we need an easement because the area is so tight.)

John and Sonny also explained the need for an additional pipe running diagonally from the intersection of Rolling and Bennett. The current pipe will be effective at receiving water from Bennett Avenue but is too small to handle the amount of drainage coming down Rolling Road.

John Murray also plans to be involved with the Budget Planning Committee in March so that the committee can effectively plan how much money would be needed to do additional work. The committee has also already begun the preliminary work necessary to investigate possible grant applications that may assist with the long range goal to improve the road conditions for the community. Even though grant funds would not be available until 2013, payment can be collected on work that we are doing now, as it involves soil and sedimentation control (given our close proximity to the Bay).

The following questions were received:

1) *Has resurfacing the road been discussed?*

Answer: We will discuss this during the budget process, but the committee is proceeding on the premises that we do not have the funding at this time. Drainage is the first step. Surface treatment that is affordable is probably in the future.

The fact that the milling machine pulled up a lot of river stone was discussed, as it is obviously not a good road base. We need to look at the road base and ensure that the base is good enough before paving is considered. If we get to that stage, we would test the road base material to see if it is sufficient. The goal would be to maintain a certain specification instead of attempting to save money and doing it poorly.

2) *How will we address removing the road surface materials that washed into the Scott's property and the Frazer property? (Note that the Board received a letter from Patricia Scott on 10/4/11 regarding this issue.)*

Answer: We can't address this until the tractor is repaired. Sonny will plan to solicit a crew of workers (including teenagers) when we get the tractor back from the shop and the weather is favorable.

- Town Watch

There is currently no Town Watch.

- Tractor (Mike Burroughs)

The tractor is currently being repaired. No additional report.

- Web page/e-mail (Gordon Hawley/John Reber)

No report.

**Community Members Issues** *(Community members present at the meeting who have questions or issues to bring before the Board were given the opportunity to speak.)*

- John Murch will investigate contacting a trash service who might offer a discounted contracted community rate. Such an option could not be incorporated into mandatory maintenance fees; it would have to be voluntary, but could possibly be a part of CICA membership.
- Upgrading the electricity in the pavilion was discussed. Depending on the cost, we could use generators when additional electricity is needed.
- Upgrading the water in the pavilion was discussed. It is not cost effective to configure a new water system. We had decided (and budgeted) for a water cooler that dispenses hot and cold water (using 5 gallon jugs). Kathi Lichtenstein will get prices.

**Old Business**

As mentioned in the Legal Committee report, Bill Dryden will consult our attorney regarding how to proceed with the two properties that are not being maintained in accordance with the Restrictive Covenants (despite numerous efforts requesting them to do so).

**New Business**

- **Tractor/Mower Policy:**

The Board agreed that Mike Burroughs is responsible for the maintenance of the new Kubota mower, and Sonny Hayes is responsible for the operation, just like the tractor.

John Reber disseminated copies of the current Tractor Policy. The following changes were suggested to incorporate the new lawn mower in this policy: (1) Add "Lawn Mower" to the title; (2) Add "as appropriate" in the first sentence of the fifth paragraph ("Drivers will be paid *as appropriate* based on the current rates..."); (3) Remove "(Revised 2000)" in the sixth bullet on page 2 (since we no longer provide a driveway snow removal service); and (4) Change "May" to "March" in the first sentence under "Budget." A motion was made and seconded to make the four changes to the tractor policy to include lawn mowing and revisions as outlined; it was approved (all in favor). The updated version will be used in the guidebook and posted on the Web site.

- **Shelves in the Pavilion:**

Joe Greenfield reported that he received a drawing and a bid package from Sue Seeley to install shelves in the storage closet of the pavilion. Such a project would help organize the materials and remove the boxes/equipment away from the piping. The wall unit shelf, clear containers, and labels will cost approximately \$220; Sue Seeley volunteered to do the installation. (Since this cost is within the approved budget for this fiscal year, an additional vote of approval is not needed.)

- **Sign-up Sheets for Committees:**

Diana collected the sheets that community members used at the Annual Meeting to sign up for committees. She will disseminate to committee chairpersons.

- **Potential Comcast Service:**

Don Manges reported that Comcast's budget approval is in January, and that our community is the first on the list for an upgrade. We could potentially have a Comcast service option (including cable and high speed internet) by July 2012.

**Meeting Adjourned:** A motion was made to adjourn the meeting; all in favor. The meeting was adjourned at 9:09 p.m. The next monthly Board meeting is scheduled for Wednesday, November 16, 2011, at 7:00 p.m. at the pavilion.

Respectfully submitted,

Diana Hawley, CICA Secretary