

CICA Board of Directors' Meeting

December 21, 2011

7:00 p.m.

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

Board members absent: Ed Campbell, Troy Gunden, John Murch, James Richardson

Community members/guests present: Bill Dryden, Sonny Hayes, Kathi Lichtenstein

The meeting was called to order at 7:02 p.m. by President John Reber.

President's Report (John Reber)

It's been an enjoyably quiet month. The Wine and Cheese held at the Ullman's appeared to be quite a success; John's only disappointment was that beautiful pool table covered with food! He was able to meet many members of the community he's never met, and he is glad to see that members are enjoying the social activities. He was sorry to report that he couldn't make Christmas Caroling at the pavilion this year, but he was busy getting their new dog, a rescued Tibetan Mastiff, acquainted with his new home.

The Annual Dinner is in April, and the Board needs to begin thinking about nominees for the Man and Woman of the Year. He would like to have the winners chosen by February.

John also received a call from a Loan Officer about a VA Homeowner's Refinancing. He questioned John about the status of our private roads, how they are maintained, and the status of our lien position. The VA requires that they be the primary lien holder, and they want something in writing stating that we will relinquish right being a primary lien holder. The Board agreed that we would not sign such documents.

Secretary's Report (Diana Hawley)

- The draft minutes from the November Board meeting were e-mailed to all Board members on November 23 for review and approval (with a deadline of 11/26/11). The minutes were approved (9 yeas; 3 non-votes that counted as yeas) with the following changes incorporated:
 - Clarification from Andrea Gilde in the Treasurer's report
 - A brief discussion that the Board had regarding upgrading the pavilion electric was not included in the November minutes; it will therefore be discussed at length during the December Board meeting and any decisions will be documented in the December minutes.

A copy of the final minutes was posted on the Web site and the bulletin boards at the end of November.

- The Board discussed the concern that there are a small number of Board members who do not respond with their comments/approval of the minutes within the 3 day time frame that is allotted (as decided at the October Board meeting). The importance of reviewing the minutes was stressed, as the final version of the minutes is a legal document that people may reference in the future for information. Board members are therefore encouraged to respond to the draft minutes, even if they do not have changes. In addition, Board members who were not present at the meeting should still review the minutes—checking for clarity and ensuring that enough detail is included.

Treasurer's Report (Andrea Gilde)

- Andrea presented and reviewed the November CICA Monthly Treasurer's Report. Highlights include the following: (1) We received a State and Federal tax refund that is split between CICA and Community Maintenance; (2) To date, we have not received any refunds from amended tax returns that we submitted; and (3) CICA made full payments for certain bills (including tractor repair and tax prep) because the Community

Maintenance account was low on funds. We have since received maintenance fees, so this reimbursement will be reflected in the December report.

We will discuss the lawn mower payment distribution under New Business.

- Andrea presented and reviewed the November Community Maintenance Monthly Treasurer's Report. Tax refund shows up in the income.
- A motion was made and seconded to approve the Treasurer's Reports. All in favor.
- Andrea assisted with the mailing of the invoices. To date, we have received approximately 40.

Committee Reports

- Architectural Review (Bill Dryden)

The group is reviewing plans for Jack and Fran Cassidy on 27 Arden Road (Lot: 25-D). They are replacing an existing rear deck and adding a roof to it. There is no violation of the side and rear set-backs.

If you see any new construction that should be reported/reviewed by ARC, please contact Bill Dryden.

It was reported that there is a house on Darrel Road that is having septic work done. We should request that people who dig up their yards do proper maintenance and/or install a silt fence, as it is a sediment and runoff issue; dirt and straw enter our roadways and go into our swales, causing them to malfunction.

- Beach (Joe and Jennifer Greenfield)

No report.

- Bulletin Boards (Karen Dryden)

No report.

- CICA Clothing

Diana sent an e-mail and posted a Facebook message to remind community members about the merchandise.

- Community Events (Pat Day/Babs Manges)

The Community Events Committee met on December 8 to celebrate the annual cookie exchange. The meeting was held at the home of Phyllis Doyle and was well attended and very successful. Each person brought two dozen cookies, made the rounds of the table, and took two dozen cookies home. Refreshments were served and a good time was had by all.

Past and Upcoming December events include:

- Christmas Caroling – Sonny and Sara Hayes were chairpersons. About 50+ attended, from 2 week old PJ Murch to 'no one will confess to how old.' The caroling was followed by servings of delicious soups made by Sonny and Sara, Bob and Sandy Biedermann, Carl and Ruth Killian, Kurt and Kathi Lichtenstein, Don and Sue Schooley, Dick and Judy Brinton, and Courtney Walters. Goodies were supplied by attendees and everything was absolutely delicious. Hot chocolate was offered, and Bonnie Boyer made hot cider to keep the chill away. The decorating team of Don and Sue Schooley, Jack and Joan Ferrick, Bill and Pat Day, and Sonny Hayes and Holden, his grandson, did a fine job of putting up lights, candles and Christmas trees. They also put a wind barrier around the outside of the Pavilion, which made us very comfortable.
- CICA Christmas Cards Delivery – Susan Clare. Cards were deposited in the white mail box at the Clare home. The committee met on Tuesday to sort and then deliver the cards. The committee was made up of Susan Clare, Jack and Joan Ferrick, Anne Bates, Karen Dryden, and Pat Day.
- Santa Visits – Bob and Phyllis Doyle. They have received several requests for visits and will be "ho-ho-ing" on Christmas Eve.

- House Decorating – Susan and Brian Clare – They are making their rounds this week and will announce the winners in the January Newsletter.

There are no events in January. February brings the Children's Valentine's Day Party and March is the Progressive Dinner. More to follow in the January Community Events Committee's report to the Board of Director and the January Newsletter.

All who are interested in helping with the community events are invited to attend the meetings, which are held the second Monday of the month. (Locations to be determined before notices go out).

- Fourth of July (Pat Day)
No report.
- General Maintenance/Erosion (Sonny Hayes)
There are no issues being worked on at this time. If anyone is aware of items needing attention, please contact Sonny Hayes.

In his absence, Chris Shelton and Tom Beman will take over plowing. Sonny is available by telephone for General Maintenance needs. He will organize any work that needs done.

There was a question regarding the finality of the swale work that S&M conducted. Sonny explained that the work is complete, but that S&M remains committed to fixing any problems beyond the normal expectation. If there are any problems, please call Sonny and he will coordinate with Sam (from S&M).

- Grass mowing (Karen Dryden)
No report.
- Harbor (Bill Dryden)
The Harbor is quiet and in hibernation for the winter. Following the holidays, all of Bill's records will be turned over to Jay Gilfillan so that he is ready for the Spring Mooring Pick-up and set.
- History (Pat Day)
Nothing new to report.
- Legal (Bill Dryden)
The Summary Judgment will be heard in Circuit Court on January 9, 2012 from 9:00 to 10:00 AM. We are asking the Judge to rule on the ownership of the Mason Lane road bed. Robert V. Jones, Esq. will advise if we need to meet with him prior to the hearing. Bill recommended that the President and/or Vice President attend this hearing, but that other Board members should not be present.

The Lawsuit filed by the three owners will be heard on June 13, 2012.

The final legal letter prior to Court action has been sent to Mr. and Mrs. Coco (Lots: N-01, N-16) and Mr. and Mrs. Tim Smith (Lot U-02) for grass mowing. They have been given until January 2, 2012, to pay the delinquent bill or we will request our attorney to start the legal action necessary to collect the debt.

- Library (Joan Ferrick)
The library is officially closed as of October 29.
- Membership (Kathi Lichtenstein)
Maintenance invoices were sent out the first week of December. A big thanks to Andrea Gilde and Karen Dryden for all their help. To date, we have received about 40 responses.

There are also new part-time residents at 50 Rolling Avenue (Jaffies); Kathi spoke with them and gave them their invoice.

Per Diana Hawley's request, a Membership Committee Meeting was scheduled for Monday, January 23, at 7:00 p.m. During this meeting, we can better define roles and responsibilities (since several individuals may be doing duplicate work) and discuss general committee operation.

- Newsletter (Diana Hawley)
Newsletter submissions for the January newsletter are due to Diana by January 1, 2012. Diana will send a reminder e-mail.
- Nominating
No report.
- Pavilion Rentals (Sonny Hayes)
The pavilion is currently committed on the below dates in 2012:
4/7 5/25 6/29 7/4 7/27 8/11 8/18 8/31 9/28 10/27
Sonny still needs to add many of the CICA activities, such as Spring and Fall Clean up, the Chili Cook off, etc. Diana e-mailed the 2012 Calendar of Events to Sonny today so that he could complete this task.
- Road Maintenance (Sonny Hayes)
The only road and/or drainage work done in the last month was on Bennett Ave and Darrell. Sonny filled potholes and did some drainage repair to stop water from crossing Darrell at the low spot halfway down the street. Sonny has made arrangements for Chris Shelton and Tom Beman to cover for him while in Florida during January and February. He will still be reachable at 410-287-7588 or 443-693-2090 if there are any problems or concerns.

Andrea and Diana continue to investigate grant opportunities and have initiated the application process.

- Roads/Drainage Improvement and Planning (John Murray)
Nothing new to report. John is waiting to prepare budgets for next year.
- Town Watch
There is currently no Town Watch.
- Tractor (Mike Burroughs)
As approved at the last Board meeting, Diana talked to Mike about selling the mower deck.
- Web page/e-mail (Gordon Hawley/John Reber)
No issues to 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.*)

- No issues were presented to the Board.

Old Business

- Pavilion Electric Discussion: We have held several events at the pavilion/beach during which we need to use a good amount of electric, and we have encountered problems with doing so. The Board therefore had a discussion on the possibility of electrical changes in pavilion.

Don Manges had reviewed the pavilion wiring and reported that we have plenty of power, but it is distributed poorly. He also made the following recommendations: (1) Convert the 240V, unused circuit (old AC circuit), to a lower level 120V, 20A circuit; (2) Check above the ceiling to see how the place is wired; (3) Possibly remove the refrigerator from breaker 5 and put it on its own circuit; (4) Put all of the lights on a separate 15A circuit; and (5)

Add another 20 circuit with 2 outlets on the inside wall. The outlet by the bookcase would be put on this new circuit and off of Breaker 5.

The Board discussed the best way to move forward. The need for additional information and facts from a licensed electrician was recommended. The contractor would know whether or not a permit is needed.

A motion was made that we talk to an electrical contractor regarding the electrical changes per the recommendations that Don documented. There were 7 in favor, 1 abstained. Don will follow-up.

New Business

- The Board discussed donating money to the North East Fire Company (NEFC). A motion was made that we donate \$500 to the NEFC from the CICA. All in favor.
- Andrea has set up an automatic payment for the lawnmower; this monthly payment comes out of the CICA checking account. She requested that we investigate how we should bill the Community Maintenance account for the use of this mower when it is used to mow community property (i.e., what percentage should be paid by Community Maintenance?). The Board discussed that, during this past season, the tractor was used about half for private lots and half for community property; we will, however, be using the mower more for community property since we will now also complete the mowing of the beach and harbor. We will need to get reimbursed for use/rental of the CICA equipment, fuel, and wages. Sonny and Karen will investigate and determine the estimated percentage.

Meeting Adjourned: A motion was made to adjourn the meeting; all in favor. The meeting was adjourned at 8:19 p.m.

The next monthly Board meeting is scheduled for Wednesday, January 18, 2012, at 7:00 p.m. at the pavilion.

Respectfully submitted,

Diana Hawley, CICA Secretary