

# CICA Board of Directors' Meeting

January 18, 2012

7:00 p.m.

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

**Board members absent:** James Richardson

**Community members/guests present:** Bill Dryden, Jay Gilfillan, Kathi Lichtenstein, Justin Thomas

The meeting was called to order at 7:01 p.m. by President John Reber.

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

### **Road Maintenance:**

Hard rains washed out part of the intersection at Bennett & Rolling. Since Sonny Hayes is away, Andrea Gilde contacted Chris Shelton, who has agreed to be the tractor operator for this cleanup/repair, scheduled for this Saturday, January 21.

It is clear that more work needs to be done at this intersection to prevent all the work that has been performed there from being washed away. S&M was contacted about redoing the swales in that area, as many thought they were undersized; we await a reply from them. The Road Maintenance Improvement/Planning Committee is recommending that a diverter pipe be placed across this intersection. We are waiting to hear from them on the placement and size pipe necessary so that we can request quotes.

The owner at the end of Basin Lane contacted us regarding the removal of road surface/rocks that washed into his front yard. Sonny explained that due to bad weather and lack of volunteer help, he wasn't able to previously perform the planned work. When Sonny mentioned having kids from the neighborhood doing the work, with Sonny being the tractor operator, the owner was adamant that he didn't want anyone under 18 doing the work. Sonny has requested a quote from S&M to perform this work; we await this quote.

**Mason Lane:** A Summary Judgment Hearing was held regarding the ownership of Mason Lane. The judge denied our request for Summary Judgment of the ownership issue of Mason Lane, which means that he did not want to decide the issue and that it will instead be decided at the upcoming trial in June.

**Man/Woman of the Year:** It's time to select the Man and Woman of the Year. Board Members should submit their recommendations to John, along with narrative outlining the reasons for nomination. John will then make a compilation of the recommendations, send them to Board members for review, and then the Board will vote at the February meeting so that there is enough lead-time to make the plaques. [*Karen disseminated a list of past winners for reference.*]

**Comcast:** People should be seeing Comcast vehicles in the area. They are beginning to install the cable infrastructure for Chesapeake Isle. They have already submitted the applications for the necessary permits to run the required cabling through the park. With the infrastructure completed, once the permits are issued, it's just a matter of running the cables through the park and connecting to us.

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

- The draft minutes from the December Board meeting were e-mailed to all Board members on December 28 for review and approval (with a deadline of 12/31/11). The minutes were approved (8 yeas; 4 non-votes that counted as yeas) with the following changes incorporated:
  - Added the word "repair" to Item 3 in the Treasurer's Report as follows: "...including tractor *repair* and tax prep..."
  - Moved "Pavilion Electric Discussion," from the Beach report to Old Business. Beach report changed to "No report."

- Edited text under “Pavilion Electric Discussion.” Changed “upgrading the service” to “electrical changes” to accurately describe the proposed changes—not a service upgrade—that were discussed.
- Changed “Grass Mowing/Snow Plowing” committee report to “Grass Mowing” (since we no longer offer snow plowing of private driveways/lots and the snow plowing of roads is discussed under another committee’s report).

The final minutes were posted on the Web site and the bulletin boards at the beginning of January.

### **Treasurer’s Report (Andrea Gilde)**

- Andrea sent an amended Nov. 2011 CICA Treasurer's Report to the Board on December 28, 2011, for review and approval. This report contained a change to the report that was previously approved at the December 2011 Board meeting with a change to the newly added line item for the Kubota Lawn mower. (When she first added the line item, she simply divided the purchase price by 5, since we have a 5 year, 60-payment agreement. However, since the first payment was not made until November, there are actually only 8 payments allocated in the current fiscal year (Nov. - June), for a total of \$1564.40 in FY2011-2012. (\$195.55 x 8)

Since Board members did not respond and provide approval via e-mail, a motion was made to approve the amended November 2011 CICA Treasurer's Report.

- Andrea presented and reviewed the December CICA Monthly Treasurer’s Report. Highlights include the following: (1) We are beginning to receive income; and (2) Negative categories reflect the reimbursement that was made from CICA to community maintenance when funds were low. In addition, we received a bill from Huber for the lawn mower sales tax. We owe \$666 that was not paid at the time of sale (we do not have tax exempt status).

Andrea presented and reviewed the December Community Maintenance Monthly Treasurer’s Report. Highlights include: (1) As mentioned in the CICA report, many expenses are pay-backs to CICA from earlier expenses. (2) We will transfer money into roads account once more maintenance fees are received.

A motion was made and seconded to approve the Treasurer’s Reports. All in favor.

- There was a question by a Board member inquiring if we have collected as many maintenance fees to date as we normally do (in previous years). Andrea reported that we usually do not receive any income in December, since invoices are usually not sent until January (and they were sent in December this fiscal year). We do, however, usually receive half of the fees by the required due date.
- Andrea also reported that we continue to have issues regarding taxes. The last tax return that was supposed to be filed (by Cheryl Hite) was never received. Andrea sent it as soon as she became aware of the issue. Because the return was filed late, however, there are penalties. We hope that after the amended tax return is processed, we will get all that tax money back, but we may not get penalty back. We therefore have to pay the \$700 in penalty fees now, but hopefully we will be able to appeal.

### **Committee Reports**

- Architectural Review (Bill Dryden)

The following was approved since the last Board Meeting:

- Harry & Susan Seeley (M-1, 29 Rollins Road): A small 2’ overhang over their garage doors has been installed.
- Richard & Donna Hinkle (M-3, 33 Rollins Road): Is building a 24’ x 30’ studio/shed at the rear of their property. The existing shed will be removed. The building is a 100 year old school house that is now located on Rt. 272. It will be disassembled and rebuilt on a full basement. It will conform to the required 12 ½’ side and rear set-backs.

- Chris & Donna Peirson ( F-12, Cliffview Road): Bill Dryden was told that there is a possibility that the homeowners would like to remove their front tree and construct a parking pad to be used when ice and snow is present (instead of their steep driveway). To construct a flat parking pad, a bulkhead will need to be constructed on the house side of the parking pad. Some of the parking pad would probably extend into CICA's 50' right-of-way. (There is no survey currently.)

Bill distributed picture photographs and requested the Boards' input on:

- A. Do we approve an obvious encroachment on our R/W when it may have to be removed in the future for our road improvements?
- B. Do we approve with their written acknowledgment that it may need to be removed in the future and not permit it to be blacktopped?
- C. Do we approve only if it is not in our R/W?

The Board discussed and considered the following items: (1) If the whole bulkhead is on their property, we would need verification of this (they would need to have a survey conducted). All set-back requirements would have to be met. (2) No drawings have currently been submitted. (3) If the parking pad is in our right-of-way, it is different than a driveway entrance. The width would affect the cost of a pipe, and, as with any new driveway construction, an approved drainage pipe would be required. (It was mentioned that a pipe along their property would likely never be needed because the road is not crowned, but instead is sloped to drain to the uphill side.)

After discussion, a motion was made to not give approval to the owners to build in the community right-of-way; any construction must be completely on the property owner's property. All (11) in favor.

- Beach (Joe and Jennifer Greenfield)  
No report.

Joe again requested that anyone who is switching the propane tank for the heating system ensure that the tank is completely empty prior to switching; to complete the log book; and mark the empty tank. The propane tank should last at least one season.

- Bulletin Boards (Karen Dryden)  
No report.

- CICA Clothing  
No report.

- Community Events (Pat Day/Babs Manges)  
Community Events did not hold a meeting this month. The next meeting is scheduled for February 13<sup>th</sup> at the home of Babs Manges, 143 Bennett Avenue.

Many thanks to the people involved with the December events: Sonny and Sara Hayes for organizing the Christmas Caroling; Sue Clare for our mail delivery and house decorating committee; and Bob and Phyllis Doyle for their special help on Christmas Eve. You all did a great job.

In February we will be working on the Progressive Dinner (March 10) and the Children's Valentine Party (February 11). Come and join us. We promise a good time.

- 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.

Don Manges reported that we should acquire new quotes (we previously had two) regarding the beach erosion. John Murch volunteered to assist with this effort. Because it was not included in this fiscal year's budget, it was recommended that the expense be added to the proposed budget for next year. Don will also see how much the beach erosion has increased since last year and report his findings at the next meeting.

- Grass mowing (Karen Dryden)

No report. (To date, we have not received outstanding grass mowing fees from Coco.)

- Harbor (Jay Gilfillan)

It was reported that there is a log in the canoe and kayak rack. This will be added to the clean-up day tasks.

- History (Pat Day)

The History Committee has not met this year but plan to resume meetings in February, when preparations for the Annual Spring Dinner presentation will begin.

The committee will also continue to catalog, sort, and compile comprehensible records for the use of the community. The committee was approached for information to help with the current legal pursuits and was able to provide the information required. That endeavor substantiates the purpose of our committee.

Anyone who is interested in joining the committee should contact any of our members: Audrey Buck, Anne Bates, Karen Dryden, Rene Schneider, Anna Green and Pat Day.

- Legal (Bill Dryden)

The Summary Judgment hearing on the ownership of the Mason Lane road bed was heard on January 9, 2012. The Judge did not approve our request, and the matter of ownership will be decided at our June 13<sup>th</sup> hearing.

A strategy meeting with our attorney to plan our future efforts in this regard will be on January 19, 2012.

- Library (Joan Ferrick)

No report. The library is closed for the off-season.

- Membership (Kathi Lichtenstein)

We have got a fairly good response so far this year: 71 residents have joined CICA and with another 11 paying just maintenance.

A Membership Committee Meeting will be held on Monday, January 23, at 7:00 p.m.

- Newsletter (Diana Hawley)

Newsletter submissions for the January newsletter were due to Diana by January 1, 2012. The newsletter will be published this month.

- Nominating

We should start thinking about nominees. Board members whose terms will be ending this year (and are eligible to run for another term) should also start thinking about their willingness to do so.

- 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; Diana e-mailed the 2012 Calendar of Events to him so that he could complete this task.

- Road Maintenance (Sonny Hayes)

As mentioned in the President's Report, John Reber is looking into the road and/or drainage work at the intersection of Bennett and Rolling Avenue, as Sonny is currently out of town.

Board members expressed concern about other areas in the community roads that need patched. John Reber will contact Sonny to inquire about any existing plans to complete such road work in his absence.

Sonny has made arrangements for Chris Shelton and Tom Beman to cover any snow plowing required while he is in Florida during January and February. He can be reached at 410-287-7588 or 410-920-0760 if there are any problems or concerns.

- Roads/Drainage Improvement and Planning (John Murray)

Once funds are available, the committee plans to complete road work according to the list of priorities, with the next planned job consisting of a pipe at the intersection of Rolling and Bennett and followed by drainage work on Rolling Avenue to the harbor access road, and the harbor access road. The committee is also Investigating grant possibilities.

The committee awaits a response from KCI regarding the size, location, and the pitch of the pipe on Rolling/Bennett. They will then reconfirm the bid with S&M.

- Town Watch

There is currently no Town Watch.

- Tractor (Mike Burroughs)

No report.

- 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**

- Frazer property: We plan to get a bid from S&M regarding the removal of stone/road material from the owner's property. Because this expense is not in the current budget, the approval process for completing such work using a contractor may not meet the homeowner's immediate request for removing the material. We suggested having community teenagers assist with this work, under adult supervision, but the homeowner did not want this option. Per the Board's request, John will draft a letter to the homeowner outlining options for completing work: (1) hire an outside contractor, with the premises that the work may not get completed until the next budget year, or (2) allow us to remove the stone using our own resources.

Board members expressed a concern with not being able to fix problem areas in a timely fashion because of budgetary restraints. It was proposed that maintenance fees increase so that we will have funding in the future to do so.

- Pavilion Electric – John Murch, Jim Carter, and Don Manges will put together a plan regarding the electrical work that they would like to have done. Because permits are required for all electrical work, Don obtained a list of Cecil County licensed electricians. Joe Greenfield recommended an electrician; the group plans to meet with him to discuss this electrical work.

### **New Business**

- Karen Dryden reminded the group of the outreach needs of a local organization. Andrea had previously sent an e-mail to community members who would like to assist with such outreach needs. Questions and/or donations can be directed to Dottie Fritz.

**Meeting Adjourned:** A motion was made to adjourn the meeting; all in favor. The meeting was adjourned at 8:24 p.m.

The next monthly Board meeting is scheduled for Wednesday, February 15, 2012, at 7:00 p.m. at the pavilion.

Respectfully submitted,

Diana Hawley, CICA Secretary