

CICA Board of Directors' Meeting

February 15, 2012

7:00 p.m.

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

Board members absent: Karen Dryden, Troy Gunden, James Richardson

Community members/guests present: Brian Clare, Susan Clare, Phyllis Doyle, Kathi Lichtenstein, John Murray

The meeting was called to order at 7:04 p.m. by President John Reber.

President's Report (John Reber)

Roads: The intersection of Bennett & Rolling has washed out again. Thanks to Brian Clare, Luke Gilde, and the Richardson boys for cleaning up the area. Also, thanks again to Brian for the work he performed in other problem areas.

A diverter pipe is needed to direct the storm run-off under this intersection. John Murray was working with Brian Morgan on this, but Brian is no longer willing to work on the road issues due to liability and other issues. Liability issues stem from ANY project that involves over a 5000 sq/ft area and requires permits and an erosion/green plan, regardless if it's considered maintenance or new work. Being that we are in the Chesapeake Bay critical area, the erosion/green plans are paramount to limiting liability. Brian feels that the work we had done was not done properly as per his recommendation. He is willing to help transition to another engineering firm to assist us.

It's John's feeling, especially since we are in the Chesapeake Bay critical area, and that we are applying for grants, that our drainage/road issues need to be handled properly. While he loves the volunteerism of Chesapeake Isle, he does not think it's working in regards to drainage/road issues and that we need professional assistance in these matters. This issue will be discussed further during the Roads Maintenance committee report.

Mason Lane: We have received a settlement proposal. As this is an ongoing legal issue, John will distribute to Board members privately at the conclusion of the meeting.

Expense Request: We have received a request for our itemized expenses for 2011. By law we must make them available within 21 days of the request. The documents will need to be copied, as we can't release original receipts, etc. Since we need to copy them anyway, John thinks that it would be a good time to purchase a document scanner to help us organize our files better. We will discuss under new business.

Man/Woman of the Year: At the conclusion of tonight's meeting, we will be voting on the Man and Woman of the Year.

Secretary's Report (Diana Hawley)

The draft minutes from the January Board meeting were e-mailed to all Board members on January 25 for review and approval (with a response deadline of 1/28/12). The minutes were approved (10 yeas; 2 non-votes that counted as yeas) with the following changes incorporated:

- Under President's Report, paragraph 3, changed ".....operator, he was adamant..." to "....operator, the owner was adamant..."
- Under Treasurer's Report, second bullet, changed "...Huber for the sales tax." to "....Huber for the lawn mower sales tax."
- Under ARC (Hinkle discussion), Richard & Donna Hinkle (M-3, 33 Rollins Road): "It will be within the 12½' side and rear set-backs" was changed to "It will conform to the required 12 ½' rear and side set-backs."
- Under ARC (Peirson discussion): (1) Corrected the spelling of "Peirson," (2) Board Item #3, the following text was added: "(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.)"
- Under Community Events, the language for Bob and Phyllis Doyle's thank you was changed.

The final minutes were posted on the Web site and on the beach and harbor bulletin boards on January 30.

Treasurer's Report (Andrea Gilde)

- Andrea presented and reviewed the January CICA Monthly Treasurer's Report. Highlights include the following: (1) Fee for the safe deposit fee is included under the Legal category; (2) Taxes: As discussed at last meeting, the \$703 is the tax penalty. We hope to get it reimbursed; and (3) The tractor expenses includes the lump sum sales tax on the tractor plus monthly payment. (As mentioned at the last meeting, we owed \$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) Beach expenses include the purchase of a new wet suit for the beach; (2) General maintenance and erosion includes mosquito spraying fees; (3) Legal fees include the Mason Lane lawsuit plus legal fees relating to recovering maintenance fees that were not collected in the past couple of years. (Payment of these legal fees is included in the total amount we hope to collect from these parties when they pay old maintenance fees and interest.)

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

- Andrea encouraged all Board members to pay their mandatory maintenance fees (if they have not done so already). A list of all paid and non-paid members will be published.
- Andrea will identify the exact amount that is in the Roads funds and forward that number to the Board and the Roads Committee.
- Committee chairs must submit budget requests to Andrea; the deadline was set for March 15, 2012.
- It was noted that due to the pending litigation, we will need to increase the amount in the legal budget. This, along with the amount that will be budgeted to continue to fix the drainage infrastructure, will inevitably cause annual dues for the next fiscal year to increase.

Committee Reports

- Architectural Review (Bill Dryden)
No report.
- Beach (Joe and Jennifer Greenfield)
While the beach remains quiet and snowless, there was a "flurry" of activity at the pavilion. Under the supervision of our licensed electrician, Jim Carter and Don Manges have rewired the pavilion, providing additional outlets and redistributed the electrical load. We should no longer have electrical issues for events, including the 4th of July and pancake breakfast! A few minor punch list items and final inspection by the county remain. Great job to Jim and Don!

We also had a few members "retire" from the "Friday beach crew," so some new blood is needed. Any volunteers who can spare some time on Friday mornings in the summer (or any other morning) should please contact Joe or Jennifer (beach co-chairs) at x2904. Furthermore, if you see an opportunity to improve the beach area and want to be part of the solution, please contact Joe or Jennifer.
- Bulletin Boards (Karen Dryden)
No report.
- CICA Clothing
No report.
- Community Events (Pat Day/Babs Manges)
The Community Events Committee met on 2/13/12 at the home of Babs Manges with Babs, Pat Day, and Diana Hawley in attendance. The December events were reviewed and kudos were posted in the January Newsletter. Again, we appreciate the efforts and talents of all those who participated in those events.

There were no events held in January.

The upcoming event being held before the next BOD meeting is the March 10th Progressive Dinner, which is being chaired by Phyllis Doyle (call her at 410-287-7697 if you have not yet signed up). Appetizers will be at the home of Christine Valuckas (33 Diana Way) and desserts will be at the home of Justin and Angie Thomas (53 Diana Way). Other events are forthcoming and will be discussed at the March BOD Meeting report.

Also discussed was the forthcoming meeting agenda for the Community Events Committee. We will be meeting four times a year instead of monthly; meetings will be held the month before each Newsletter is published (specifically, March, June, September and December). Dates and locations will be announced before each meeting.

As most chairpersons have been named for the various events, we are asking for assistance in helping in these events. Please contact Pat Day (287-9432) or Babs Manges (287-7323).

- 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.
- Grass mowing (Karen Dryden)
No report.
- Harbor (Jay Gilfillan)
No report.
- History (Pat Day)
The History Committee will be meeting on Friday, February 17, at the home of Pat Day; a luncheon will be served. Discussions will surround the mission of the History Committee and the requirements of the Board of Directors. Modern technology doesn't require the maintaining of paper files; therefore, preparations must be arranged to accommodate future records, pictures, etc.

We will also be discussing plans for the Annual Spring Dinner presentation.

- Legal (Bill Dryden)
The Officers have met with our attorney since the last Board meeting to discuss the ongoing Mason Lane lawsuit.
- Library (Joan Ferrick)
Opening day for the library will be April 21.
- Membership (Kathi Lichtenstein)
Kathi reported the following numbers:
 - 192 residents have paid maintenance (59%)
 - 163 have joined CICA (84%)
 - 82 have ordered keys (50%)
 - 49 are putting their dinghies on the rack (30%)
 - 42 are mooring (25%)

Kathi sent e-mails to two residents who did not pay CICA and wanted moorings and/or use of the racks. She plans to send second notices to lot owners who have not paid their maintenance fees before Spring cleanup (April 28). Keys can be picked up the day of clean-up.

- Newsletter (Diana Hawley)

The January newsletter was posted on the web site and sent at the end of January; thanks to everyone who assisted with the printing and distribution. Diana also noted that there was an e-mail glitch that prevented Jay Gilfillan's harbor report from being included in the newsletter. Diana will therefore send his article to the community via e-mail.

Newsletter submissions for the April newsletter are due to Diana by April 1, 2012.

- 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.

- Road Maintenance (Sonny Hayes)

No report.

- Roads/Drainage Improvement and Planning (John Murray)

John Murray, Brian Clare, and Bill Dryden met on February 2 to do a site inspection. John disseminated a summary of this inspection, which included a list of road improvements necessary, and reviewed this list with the Board. The following are highlights of this presentation:

- We will have to raise the annual fee in order to have the money to solve these problems.
- If we exceed 5000 square feet of disturbance, we will need various surveys and permits. Aerial topography could be as little as \$5000. It may be more effective to have this survey at one time instead of getting an individual survey design for each project. Boundary surveys need to investigate the subdivision plan that was recorded.
- John reviewed the following road improvements in order of priority: (1) A drawing outlining the intersection of Bennett and Rolling, the location of the proposed pipe installation, and how to channel the water properly; (2) a drawing illustrating the proper swale and pipe installation; (3) a drawing outlining the problem with the water at the Harbor access road, Rolling, and Racine. It was noted that the Harbor access road is currently located on one side of the 25 foot right of way.
- When dealing with drainage, you have to design from the top down and build from the bottom up. We need to move water away from where it will cause a problem and put it where it will not.

Due to the limited funds currently available, the Board discussed the process for prioritizing and next steps. While we are moving in the right direction (the work we did last year has been effective and does not have to be repeated), there is still a lot to do. John Murray stressed the importance of having a survey completed to determine the location of the right of way. He also plans to contact and meet with Eric Sterm, who is a landscape architect, to discuss the priority areas (including the intersection of Bennett and Rolling) and the overall project. This will assist in determining budget numbers. John would also like to look into doing an aerial survey, looking at the drainage issue in its entirety, assign budget parameters for all of the elements, and then best determine how we can complete the work and how to pay for it.

The Board also discussed opportunities for assistance, including:

- John Reber has contacted the county Planning Commission, who are concerned with dwindling HOAs, to investigate areas where they may be able to help. He awaits a response.
- In 1987, when the community investigated the possibility of turning the roads over to the county, McCrone conducted an engineering study and gave this report to the county commissioners. In 2008-2009, McCrone's cost of redoing the study was \$6500 (but it was never done). John Murray will investigate the possibility of acquiring a copy of the original study, which would be useful and could potentially save the community money.

The importance of CICA taking back ownership of the right-of-way was stressed. Many lot owners have idiosyncrasies on the edge of their properties; when we begin to dig more swales on the right-of-way, some owners will not have continued access to these right-of-way areas adjacent to their property that they may have used in the past. We currently post a letter on the annual invoices informing lot owners that we are aware of encroachments on our property (and that the community still retains ownership of this property), but doing work on our right-of-way will still be a significant public relations issue. We need to begin to educate the community about how this drainage infrastructure will affect the edge of their lots/the right-of-way.

- 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.*)

- Joe Greenfield noted that he plans to file a report with Aberdeen Proving Ground (APG); he has several broken windows in his house due to the work at APG. Other people reported similar damages, including cracked walls, and will work with Joe to pursue this issue.

Old Business

- Frazer property: The lot owner agreed to CICA's terms for removing the rocks using our own resources. Due to inclement weather, the work will be rescheduled, likely for Saturday.

New Business

- Document Scanner: As John Reber mentioned in the President's Report, we have been asked for our financial receipts, and we are required to provide them within 21 days. All hard copies are currently filed in a box, and we do not want to relinquish these originals. A motion was made to purchase a document scanner at a cost of approximately \$400. This scanner can also be used for important historical documents. A motion was made and seconded; all in favor. (The purchase of this scanner will come out of the CICA budget, as it is CICA-owned equipment.

Meeting Adjourned: A motion was made to adjourn the meeting; all in favor. The meeting was adjourned at 8:53 p.m. The next monthly Board meeting is scheduled for Wednesday, March 21, 2012, at 7:00 p.m. at the pavilion.

Respectfully submitted,

Diana Hawley, CICA Secretary

After the meeting, the Board members met in closed session to discuss pending litigation and to choose the Man and Woman of the Year.