

CICA Board of Directors' Meeting

March 21, 2012

7:00 p.m.

Board members present: Ed Campbell, Jim Carter, Karen Dryden, Andrea Gilde, Joe Greenfield, Diana Hawley, Don Manges, John Reber, James Richardson

Board members absent: Joan Ferrick, Troy Gunden, John Murch

Community members/guests present: Phyllis Doyle, Bill Dryden, Allan Johns, Kathi Lichtenstein, John Murray, Chris Peirson, Paul Pudlinski

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

President's Report (John Reber)

Except for updates on the Mason Lane vs. CICA case, which will be covered under the Legal Committee section of the agenda, it's been a quiet and pleasantly warm month. We will be making all permissible information available regarding this case to the Association and community at large in the very near future.

Now that budgets have been submitted, it's time to begin the budget committee meetings. John can start to schedule that as soon as he knows who's on the committee.

Secretary's Report (Diana Hawley)

The draft minutes from the February Board meeting were e-mailed to all Board members on February 22 for review and approval (with a response deadline of 2/25/12). The minutes were approved (9 yeas; 3 non-votes that counted as yeas) with the following changes incorporated:

- The date of the next Board meeting was not listed correctly; it should be March 21, 2012.

The final minutes were posted on the Web site and on the beach and harbor bulletin boards on February 26.

Treasurer's Report (Andrea Gilde)

- Andrea presented and reviewed the January CICA Monthly Treasurer's Report. Highlights include the following: (1) Income for the month was reviewed; (2) The amount listed for the tax reimbursement in the income section will be half of what is listed because the refund was received at the end of February and the transfer to the Community Maintenance account was done at the beginning of March. We received money back for all three amended tax returns. (3) The Community Events expenses were all for past events (Christmas and ice cream social); the receipts were not submitted until February. (4) General maintenance expenses included some uncontracted grass mowing. (5) Printing/mailing expense was for the duplication of the newsletter and the purchase of the new scanner. (6) The Fourth of July expense was for last year's (2011) event; receipts were submitted in February. (7) The \$1002.42 deposit into the reserve account consisted of \$1000 repayment of an earlier transfer and \$2.42 in interest.

Bill Dryden also noted that the amount we have paid in CPA fees and tax refilling fees (\$75 each) is miniscule compared to the total amount that we have been refunded in these back taxes.

- Andrea presented and reviewed the December Community Maintenance Monthly Treasurer's Report. Highlights include: (1) The only expense that we had this month was for electricity. (2) The income from the maintenance fees that we received should be higher, as \$8000 in maintenance fees was mistakenly deposited into the CICA account. It was immediately transferred into the Community Maintenance account, but it will show up in the March report. (3) Transfers that were made into the Community Maintenance account to pay bills when funds were low (maintenance fee income had not yet been received) have been transferred back into the appropriate accounts. All borrowing has been paid back into the reserve account. The only other transfer that will show up in March was \$2000 for tractor replacement fund for both accounts. (4) There is a total of \$44,443.08 in all of the Community Maintenance accounts.

There was a question regarding the amount of money in the Roads Fund. There is about \$42,000 available to be spent; it is currently in the checking account.

- A motion was made and seconded to approve the Treasurer's Reports; all in favor.
- It was reminded to all present that the list of all paid and non-paid property owners will be published in April. Those who have not yet paid mandatory maintenance fees should do so ASAP, as they were due on February 15.

Committee Reports

- **Architectural Review (Bill Dryden)**

Lot F-12 (127 Cliffview Drive; Chris and Donna Peirson): The owners desire to park off the road and not on their steep drive in bad weather. Their original idea of building a retaining wall in their front yard and installing a black top parking area has been scrapped. They desire to remove the large front tree and add gravel to that portion of their front yard which would permit parking in the front. By doing this, a small portion of the parking area would be in our 50 foot right of way.

Bill reported that he has previously explained to the owners that if the Board approved any encroachment on the 50 foot R/W that it could be rescinded at any time the community needed to make improvements to that portion of the road. (The neighbors on the either side presently use parking in the front of their homes which encroaches on our 50 foot R/W.) It does not currently appear that the community would ever need to construct a drainage swale on this side of the road.

If the Board approves the request, Bill recommends that a written agreement be drafted and signed by the owners and the CICA Board so that there are no future misunderstandings. Chris Peirson, who was present at the meeting and was available to answer questions, is in agreement with this recommendation.

After discussion and review of pictures that Bill present, the Board agreed on the following:

- The plan involves putting gravel on a portion of our roadway, but no construction. Even though encroachment and adverse possession issues are addressed in the annual invoice, the Board agreed that an additional agreement between the property owners and CICA would be helpful. Bill Dryden will draft this agreement and forward to the Board for review and approval.
- Board members who are interested in looking at the property can meet at 9:00 a.m. on Saturday, March 24, for a site review.

- **Beach (Joe and Jennifer Greenfield)**

Plans are in place for the Spring Clean-up on Saturday, April 28. A list is in the process of being compiled; items include fixing playground damage, purchasing a new screw pile, and ensuring that the broken stub is flush with the river floor (or removed, if found), fixing the stub. A permitted burn will also be scheduled after the Spring Clean-up Day. (A request was also made to clean the entrance sign to the community; even though this job does not fall within the realm of the Beach chairperson's responsibility, he will add it as an additional Spring Clean-up Day task.)

Un-winterization will be taking place during the next couple of weekends, as the Beach chairpersons' schedule allows. Kathi Lichtenstein will give Joe the number of bathhouse keys that have been purchased so that he can order the keys.

- **Bulletin Boards (Karen Dryden)**

No report.

- **CICA Clothing**

No report.

- Community Events (Pat Day/Babs Manges)

The Community Events committee met on March 12, 2012, at the home of Pat Day. In attendance were Babs Manges, Anne Bates, Phyllis Doyle, Karen Dryden, Mab Finch, Loris Mucklow, Karen MacCleary, Janice Newkirk, and Kathi Lichtenstein.

Appreciation and thanks go to Phyllis Doyle and her committee for chairing a very successful Progressive Dinner. Approximately 60 people attended, with appetizers being served at the home of Christine Valuckas, and dessert at the home of Justin and Angie Thomas. Entrée hosts were Phyllis and Bob Doyle; Diane and Jay Gilfillan; Jeanmarie and Frank Leopold; Pat and Bill Day; Janice and Bill Newkirk; Marianne and Ray Perry; and Kathi and Kurt Lichtenstein.

Upcoming events include the following:

- Mooring Inspections & Pick-Up on March 31 will be covered by Karen Dryden and Diane Gilfillan.
- Easter Egg Hunt on April 7 will be covered by Diana Hawley.

Future events were discussed but will be presented at the next Board Meeting. The Yard Sale date was set as May 19th and will be chaired by Kathi Lichtenstein. Information will be included in the April newsletter.

A request was made to those attendees that any information that should go into the April newsletter be sent to Diana Hawley by April 1.

- Fourth of July (Bill and Pat Day)

The Committee has not had a formal meeting as such; that will be saved for May. But, nevertheless, the planning has already started. Bill and Pat are happy to announce that they have already received commitments for several of the events and we know that plans are already in the works for some of the committees.

A new event this year will be a corn boil, chaired by John Murch, and boiled corn will be sold at a "Buck An Ear." After my first email to last year's chairpersons, Bill and Pat will have a better handle on what will happen this year. They invite anyone who wants to lend a hand in any way to contact them at 410-287-9432 or bandpday57@aol.com.

Question to the Board from the Committee Chairs: Because the Fourth of July happens on a Wednesday, should the event be held on that date or should it be moved to the weekend before or after that date? If we continue to follow suit and have it on July 4th, it will impact the ordering of supplies, as there probably will not be as large a crowd. Thoughts and guidance on this issue were requested. After a discussion, the Board members decided to change the date of the event. A motion was made and seconded to change the Fourth of July celebration to June 30; all in favor. (Because of the set-up requirements the night before the event, it was also agreed that the June Summer Social will now be held on June 22 instead of June 29.)

- 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)

Due to the spring weather arriving early this year, the need for the CICA grass mowing of empty lots may begin earlier than usual. The current grass mowing rate for lots without homes is \$150. Karen previously spoke to Sonny Hayes, Maintenance Chair, and he felt that this rate would be sufficient for the 2012 season. (Despite rising fuel prices, the new mower should be more efficient than the tractor.)

A motion was made to keep this fee at \$150; it was seconded and all were in favor. Karen will therefore attempt to mail the invoices this weekend, with a return date of April 18, 2012. A separate reminder e-mail targeted to the empty lot owners could also be sent. The Board decided that there is no need to put an additional form in the April newsletter, since the service is not for the community at-large.

- Harbor (Jay Gilfillan)

The floating docks and ramp were put in the water on Sunday, March 4, at the boat ramp. The observation platform has been re-decked and the seats replaced.

- History (Pat Day)

The History Committee met on Friday, February 24, at the home of Pat Day. In attendance were Audrey Buck, Anna Green, and Peggy Graef.

The future needs of the Committee for the History Committee were discussed. They were advised that a scanner has been purchased and will be at the committee's disposal to document past records for safekeeping.

The committee's presentation for the Annual Spring Dinner was also discussed. The committee decided to assemble a pictorial presentation of the past year's events and pictures of the current Board members.

- Legal (Bill Dryden)

Bill attended a hearing in District court with our attorney on March 15, 2012, in an attempt to collect two years overdue maintenance fees from Paul and Patricia Jewell (H-21-24 Racine Road). The Judge ruled in our favor and our attorney will file a lien on the property.

There is one other owner who owes for two years (Mr. and Mrs. Timothy Smith); that case will be heard as soon as the owners' can be served. They live in PA, hence the delay.

We also continue to work with our attorney in our defense of the Mason Lane lawsuit. John Reber previously sent information via e-mail to the Board members regarding the Mason Lane issue, specifically discussing what and how we can communicate the facts of this case to the community. In an effort to educate property owners about this case and its impact on maintenance fees and the operation of CICA, John plans to draft a letter that includes all information that we can legally provide. He will send this draft to the Board members and our legal counsel for review and approval.

- Library (Joan Ferrick)

Opening day for the library will be April 21.

- Membership (Kathi Lichtenstein)

As of yesterday, about two-thirds of the mandatory maintenance fees have been collected. (Fourteen more were given to Kathi today.) An additional six moorings have also been reserved. Second notices will be mailed by the first week of April. An e-mail was sent to the community on 3/20/12 to remind people to pay these fees prior to the second notice.

A clarification was made regarding our acceptance of partial payments. While we do not advocate or encourage partial payments, they will be accepted as long as subsequent payments are made in a timely manner.

As mentioned in the Beach report, Kathi will give Joe Greenfield the number of bathhouse keys to be ordered. They will be available for distribution at the Spring Clean-up and can also be mailed with the newsletter. (Kathi will obtain the list of people who receive the hard copy of the newsletter so that she can coordinate this distribution.)

- Newsletter (Diana Hawley)

Newsletter submissions for the April newsletter are due to Diana by April 1, 2012. A reminder e-mail was sent to the community on 3/20/12.

- Nominating (Diana Hawley)

We currently have two nominees (Phyllis Doyle, and Justin Thomas). Board members whose terms will be ending this year (and are eligible to run for another term) should determine their willingness, if they have not already done so.

- Pavilion Rentals (Sonny Hayes)

The pavilion is currently committed on the below dates in 2012:

4/7 4/28 5/25 6/23 6/29 7/4 7/7 7/20 7/27 8/3 8/11 8/18 8/24
8/25 8/26 8/31 9/28 9/29 10/13 10/27 11/3 12/15

- Road Maintenance (Sonny Hayes)

There are no problems demanding attention at this time, other than those drainage activities planned by the long range Roads and Drainage Improvement and Planning Committee. Sonny can be reached at 410-287-7588 or 443-693-2090 if there are any problems or concerns.

- Roads/Drainage Improvement and Planning (John Murray)

In follow-up to the list of road improvements that was presented at the last Board meeting, John Murray provided estimates that he obtained for both (1) the projects that require only road maintenance and (2) the projects that require site design and engineering, as follows:

- (1) John met with Sam from S&M Paving, Inc. to get estimates for Rollins Road and Rolling Avenue (installing millings to build up road to maintain swale [240x20] and Keeping 2% crown); Mowbray Lane and west end of Rolling Avenue (grading and leveling a 465x20' of road using existing materials, maintaining crown, and rolling with a 5 ton roller); and Pine Lane (grading and leveling existing stone making road 20 feet wide, sloping 170 feet of the road to the right from Turkey Point Road so that pitch to swale is maintained, making a 2% crown for 675 feet, reshaping the existing swale, saw cut existing asphalt apron, and patch apron as needed). *(S&M Paving also provided an estimate for installing a new 60'x24" galvanized drain pipe, but site design and engineering is required before this work can be done.)* This estimate was presented to the Board.
- (2) John also met with Eric Sturm, a landscape architect, to receive a proposal for the projects that require site design and engineering (Bennett Avenue and Rolling Avenue; Rolling Avenue, south end; Harbor access, Rolling Avenue, and Racine Road; Cliffview Drive and Gull Circle; Mowbray Lane and Rolling Avenue, East end). The proposal includes professional consulting services (site analysis, site design, and landscape architecture) as well as related services (grading and drainage, and wetland and soil sciences) to evaluate existing road and ROW conditions (swales, ditches, embankments, grade differentials, etc.) relative to existing drainage, stormwater and erosion problems throughout the CI roadway system. This proposal was presented to the Board. It is divided into three phases: Project Implementation Analysis, Design Strategy & Plan (Phase I); Implementation Plans for Improvements (Phase II), and Phase I Prototype Roadway Improvements (first year's budget) (Phase III).

John Murray also highlighted the following:

- He stressed the importance of avoiding costs wherever possible, which is why we proceed with caution and on a step-by-step basis. We have proceeded with caution so far, and we have gotten a lot of things done correctly with minimal amount of money.
- He clarified the need for permits. For typical road maintenance, most counties and townships do not require erosion and sediment control plans. When things are constructed, however, like putting a pipe in the roadway, then a permit is necessary. If more than 5,000 square feet is constructed, we will need a permit.
- The Board should consider moving forward with the items that just require road maintenance first. Even if an improvement area is not at the top of the list, we might be able to get some of the lower priority items completed sooner if they do not require further site design and engineering. We could proceed with what we can do. He recommends improving the areas we can now, and design the ones we can't.
- For the work at the intersection of Bennett and Rolling Avenues, we need to determine the size and location of the pipe, which is why site engineering is needed.
- Eric Sturm will try to do surface drainage first, as it is easier to install and is environmentally friendly. This is important, as he will also investigate and write appropriate grant proposals for potential funding. It is a better choice all around is to do positive drainage into the surface than to put it in a pipe, although this is not always possible.

- Before any work is done, the Board should contact the appropriate homeowners provide an explanation regarding the work that will be done to improve the roadway and drainage.
- S&M estimate: The cost of materials for millings or crusher run gravel is the same. We can use whatever the Board decides. (The Board agreed that we should use millings.) John can verify that the materials cost is already included in the estimate. The Board requested the he correct the spelling of "Mowbray" on the estimate.
- Eric Sturm's proposal: If we order the aerial survey, it is best to have it done when the leaves are not on the trees. We may not, however, need to have the survey. John recommends that the Board approves the \$1500 fee in Phase I to complete the initial phase of services. This includes researching available related documents, both as provided by CICA and at government agencies, and completing a thorough site analysis of the roadway and ROW conditions as they relate to the desired improvements. (This would also determine if we need an aerial survey.)

Allan Johns (Lot G-08) was present at the meeting and expressed his concerns regarding the damage that he reported to his property resulting from inadequate drainage (washing out his front and back yards and front walkway, and tearing up the driveway). He would like to do something to fix this problem, but he does not want to do work that will not coincide with the Board's long-term repair plans. Since this area is listed as one of the top priorities, the design plan will begin once the Board approved the project. Allan requested that we continue to keep him informed of any progress.

The Board discussed the above-mentioned areas and made the following recommendations:

- Eric Sturm's proposal states "pavement" considerations. It should state "surface improvement," as we have not determined what the surface will or should be in the long-term. John Murray will work with Eric to revise the language in the proposal accordingly.
- Road names are spelled incorrectly in the S&M estimate, and the last line item (Bennett Avenue and Rolling Road) should be deleted at this time. John Murray will work with Sam to obtain a corrected estimate.
- S&M Paving, Inc., should report to John Murray, who will supervise any approved projects.
- Our priorities are (1) maintenance projects; (2) intersection of Bennett and Rolling Avenues; and (3) Harbor access, Rolling Avenue, and Racine Road

A motion was made to approve \$8,008 to complete the top three line items from the S&M, Inc., estimate #1290, dated 3/15/2012 (Rollins Road and Rolling Avenue; Mowbray Lane and Rolling Avnue, west end; and Pine Lane), with a revised estimate to be submitted before any money is released, and \$1,500 for the Phase 1 deliverable as provided in the revised documentation from Eric Sturm ("The deliverable for this phase will be a report and 11x17documents showing the site analysis and project findings and recommendations listing for achieving the desired improvements") for a total of \$9,508. It was seconded; all in favor.

Note: During the week of March 26, a vote was taken via e-mail to approve an additional \$1,500 for a pipe to be installed under the driveway at 21 Mowbray Lane. (The pipe is only needed on the downhill side of the circular drive. The other drive is at the high point and no swale/pipe needed.) This amount was mistakenly omitted from the original estimate from S&M, Inc. A motion was therefore made and seconded to approve this additional expenditure and ask that an amended contract be provided from S&M, Inc., showing the new total amount of \$9,508 for this phase of the project. It was approved, with 11 votes received, all in favor.

- 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.)*

- There were no issues presented.

Old Business

- We completed the work on the Frazier property (U-04). Thanks to all who assisted with this effort.
- As approved at the February Board meeting, we purchased the document scanner.

New Business

There was no new business.

Meeting Adjourned: A motion was made to adjourn the meeting; all in favor. The meeting was adjourned at 9:14 p.m. The next monthly Board meeting is scheduled for Wednesday, April 18, 2012, at 7:00 p.m. at the pavilion.

Respectfully submitted,

Diana Hawley, CICA Secretary