

CICA Board of Directors' Meeting

May 16, 2012

7:00 p.m.

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: Brian Clare, Bill Dryden, Jack Ferrick, John Murray

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

President's Report (John Reber)

The meeting of the Common Property Maintenance and Capital Improvements Committee will be held on Wednesday, May 23, 2012, at 7:00 p.m. at the home of Justin and Angie Thomas. An additional meeting, if necessary, will be held on May 30, 2012. All committee members have been appointed; there is space for one additional member. If anyone is interested in volunteering, please contact John. The committee will be preparing the annual budget to present to the Board of Directors then to all property owners in the July newsletter.

The grass is growing early this year, and we have received numerous complaints regarding grass lengths in violation of the Restrictive Covenants. Notices have been sent to applicable property owners.

Secretary's Report (Diana Hawley)

Diana expressed thanks to Andrea Gilde for completing the minutes from the April Board meeting in her absence. Andrea e-mailed these draft minutes to all Board members on April 22 for review and approval (with a response deadline of 4/28/12). The minutes were approved (8 yeas; 4 non-votes that counted as yeas) with minor changes incorporated. The final minutes were posted on the web site on May 2 and on the beach and harbor bulletin boards on May 3.

Once finalized and approved, Diana will post May meeting minutes on the bulletin boards in Karen's absence.

Treasurer's Report (Andrea Gilde)

- Andrea presented and reviewed the April Community Maintenance (CM) Monthly Treasurer's Report. Highlights include the following:
 - There was one big expense of \$9508 for the road work that was done.
 - We have a lot of upcoming expenses (a total of approximately \$7000), which will be reflected in next month's report:
 - We just received a \$5000 legal bill for the Mason Lane lawsuit and collection of past due maintenance fees. That will come out of the reserve account once we receive clarification from our attorney on several items on the bill.
 - We will be paying \$1500 to Eric Sturm for completion of the approved Phase I work.
 - We owe for Workers Comp Insurance (approximately \$550 will be split between CM and CICA).
- Andrea presented and reviewed the March CICA Monthly Treasurer's Report. Highlights include the following:
 - Andrea reviewed the income. We are close to 100% in many budget categories. She noted that we are obviously over percentage with the tax reimbursement, as we did not know how much, if any, we should expect from our tax investigation.
 - Andrea reviewed the expenses. She reported that we do not have any significant anticipated CICA expenses in the next month.
- A motion was made and seconded to approve the Treasurer's Reports; all in favor.

- Andrea requested that all receipts that are submitted for reimbursement SHOULD NOT be stapled. If possible, she requested that all receipts be scanned and e-mailed directly to her. We will keep all receipts for seven years.
- Andrea reported that she received a bill at her personal home address addressed to CICA regarding a Telecom maintenance agreement bill. Because we do not have a telecom system, we will not pay this bill (as it does not appear to be legitimate).
- Andrea reported her concerns about community members' personal liability when transporting and carrying large amounts of community money and checks to the bank. Additionally, if the money is stolen or lost en route, there is a chance that we will not be able to recover it. Bill Dryden therefore investigated insurance coverage; for \$29 per month, we are covered for \$10,000. The Board recommended that we increase this coverage to \$20,000 next year. The policy does not specifically name a particular person, so any CICA member is covered.

Committee Reports

- Architectural Review (Bill Dryden)
No report/activity since last meeting.
- Beach (Joe and Jennifer Greenfield)
It's been a busy month at the beach! After a rash of vandalism and destruction at the playground and beach area, the Chesapeake Isle volunteers showed up in force. We also experienced one of the best turnouts ever for the beach clean-up on April 28, including a lot of new faces! A big thanks to all the volunteers, and a special thanks to the following community members who stepped up to the plate for "special projects:"
 - Alex Szep and Justin Thomas found the bath house septic tank after years of searching. The tank was subsequently pumped on May 5.
 - Gary and Luke Gilde, John Reber, and Justin Thomas put in the swim floats and buoys. New screw piles were purchased to replace the broken one from last year.
 - Jim Carter cleaned and fixed the ladies room toilet, then fixed it again! Jim and Polly also coordinated the controlled burn on May 12.

The following items will hit the May 2012 beach budget:

- Renewal of annual burn permit
- New screw piles
- Septic tank clean-out
- Paint, sealer, and stain for bath house, picnic tables and playground

A lot was accomplished, but there are still a few items on the list looking for volunteers (yes we have a list!):

- Replace screens on pavilion doors
- Repaint bath house and bath house doors – thanks to Kathi Lichtenstein for picking up the paint!
- Put sealer on picnic tables (only a few that stayed out for the winter need it) – thanks to Kathi for picking up the stain!
- Apply stain to flat surfaces of playground
- Replace seats on benches along road to beach
- Pavilion closet shelves – in progress thanks to Sue Seeley! She's going to need some help organizing and installing.

And don't forget, if you have an idea for making our beach a better place and you want to be part of the solution, please contact Joe or Jennifer Greenfield at x2904 with your suggestion and availability.

- Bulletin Boards (Karen Dryden)
No report.

- CICA Clothing

No report.

- Community Events (Pat Day/Babs Manges)

Since the last Board Meeting, the Annual Spring Dinner was held at the Chesapeake Golf Club's restaurant (Knickers). It was a lovely evening, chaired by Iva Burroughs and emceed by Diana Hawley and Andrea Gilde. They did a wonderful job of moving things along with the introduction of the Man and Woman of the Year. An arrangement of photos of the past year's events and Board members along with newspaper articles of residents past and present was presented by the History Committee.

Brian Clare and Iva Burroughs represent everything that is positive about Chesapeake Isle, and they have unfailing willingness to volunteer their time and talents where needed. On behalf of the community, the CE committee thanks them deeply for all they have done.

The Community Yard Sale will be held this Saturday, May 19, and it is chaired by Kathi Lichtenstein. For those interested, please contact her.

The Spring Cruise is scheduled for the week of May 19-27. The group plans to meet for dinner on Wednesday, May 23. Anyone interested in participating should please contact Karen Dryden.

Don't forget the Friday Night Social to be held May 25 at the Pavilion and hosted by Pat and Bill Day.

- Fourth of July (Bill and Pat Day)

The Committee will have a meeting on Thursday, May 17. E-mails were sent to those who participated last year; the response was overwhelming. So far, everyone will be chairing their respective committees again this year.

The addition of a Corn Boil Booth will be the new attraction this year. John Murch has kindly offered to chair this booth and provide all of the necessary equipment.

Bill and Pat look forward to seeing if and how the date change will affect attendance.

Bill and Pat will be away during most of June, but they hope to have most items finalized when they return.

- General Maintenance/Erosion (Sonny Hayes)

Benches along Jacob's Nose were repaired by Jim Abel and Gary and Becky Fair. If anyone is aware of other items needing attention, please contact Sonny Hayes.

It was reported that there are still some drainage areas (which were existing swales) by Rolling Avenue and Mowbray that need to be cleared. This work was never completed. We will request that Sonny investigates.

- Grass mowing (Karen Dryden)

OPEN LOTS:

(39) CICA Seasonal Contracts were sent on April 18, 2012

(Balance of lots are being maintained by owners)

(25) Contracts and payments received for CICA Seasonal Mowing to date.

(6) Not interested

(7) No response

(1) In the process of Bankruptcy

(1) Responded – sending check

(6) Follow-up letters sent (2) paid (1) contracted – own arrangements

(2) Cut – CICA billed

LOTS WITH HOMES:

(Grass exceeds six inches which is documented in our Restrictive Covenant #3 of our Deeds)

(9) Letters sent to owners (in response to complaints that had been brought to the attention of the Board)

- (3) Cut
- (1) Partial cut
- (4) No response
- (1) Owner will follow-up

Grass length violations are becoming increasingly serious situations; we are receiving a lot of complaints from community members. Today, as a follow-up, Karen called Cecil County's Planning and Zoning Commission, and she was told that there are no ordinances on grass length. It is therefore the Association's responsibility.

Because we do not want to trespass on private property, damage our equipment (many properties are full of sticks and rocks), or risk damaging personal property, the Board discussed how we can appropriately address these violators:

- We currently send letters to property owners who have houses on their property. Some of these lots need cleaned prior to cutting grass. Some of them are fenced. It would be difficult for the Association to have the work done at the owner's expense.
- In some circumstances, we can send a letter and then cut it at the owner's expense if they remain in violation after a specified date. We can pursue legal action if they do not pay their bill.
- For houses currently in bankruptcy, we can cut the grass and continue to bill. Title companies want to make sure the house does not have a lien, so they typically will cooperate to make sure payments for all grass mowing services are made.

It was recommended that the Board makes friendly phone calls to lot owners in violation prior to sending letters, with the hope that personal communication would be effective. Joan Ferrick volunteered to make these phone calls on behalf of the Association.

- Harbor (Jay Gilfillan)
No report.
- History (Pat Day)
A presentation of pictures and newspaper articles was arranged at the Annual Spring Dinner held in April. The committee awaits information regarding scanning documents. They will need to determine what should be scanned for posterity and what is not necessary.
- Legal (Bill Dryden)
We had a hearing to bifurcate two items in the Mason Lane Suit on April 25, 2012. We were not successful and the issues will be ruled on at a later date, possibly in the June hearing.

Letters have been sent to three residences concerning the extremely poor condition of their yards: (1) Lam, Zamas (18 Gull Circle); (2) Rizzo, Tony and Jodi (101 Bennett Avenue); (3) Sanden, Mats and Ingela (192 Rolling Avenue). We await a response.

- Library (Joan Ferrick)
We have volunteers for every week, so we are good.
- Membership (Kathi Lichtenstein)
No report was submitted.
- Newsletter (Diana Hawley)
Diana drafted and finalized the newsletter; it was sent to the community via e-mail on April 29, 2012, and via mail or tube drop on April 30, 2012. Thanks to Angie Thomas for proofing, to Andrea Gilde for printing the labels, and to Karen Dryden and Susan Clare for distributing hard copies. Newsletter submissions for the July newsletter are due to Diana by July 1, 2012.

- Nominating (Diana Hawley)

We currently have two nominees (Phyllis Doyle, and Justin Thomas). Diana reported that the Board members whose terms will be ending (and are eligible to run for another term) have thus far decided not to do so. Board members should consider additional prospective candidates, as there are a total of four vacancies. A request for candidates was also included in the April newsletter.

- 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/Drainage Improvement and Planning Committee. Sonny can be reached at 410-287-7588 or 443-693-2090 if there are any problems or concerns.

It was mentioned that Rolling Avenue (South) in front of lot N-12 is in bad shape. It is on the list to be engineered. The only thing that can be done before that happens is to fill potholes and clean out the drain pipe.

- Roads/Drainage Improvement and Planning (John Murray)

John Murray reported that he previously forwarded to John Reber an opinion regarding Mason Lane.

John also reported that he reviewed the Johns property with Eric Sturm, RLA. While we hoped to be able to provide a non-engineered solution, it is not possible due to the location of the property at the bottom of the water shed. We need to build from the bottom up. The easy solution to prevent water from going into the garage in the short-term is to remove the curb. John plans to discuss this simple onsite solution with Allan Johns.

As expected, we received an invoice in the amount of \$1500 from Eric Sturm for the completion of the approved Phase I report. Andrea Gilde requested clarification that payment of the invoice would not automatically obligate us into moving to the next phase of the study. John Murray and other Board members agreed that subsequent work would require an additional signed contract.

John sent this proposal and the Phase I report to the Board prior to the meeting. Specifically, sent to each member via postal mail on May 10 the following from Eric Sturm: (1) the Phase I Project Implementation, Analysis, Design Strategy and Plan (dated May 5, 2012), and (2) the revised proposal for the successive phases of work (dated May 2, 2012). As noted, Eric Sturm recommends completing an aerial survey so that he can move forward with Phase II.

John provided the following information regarding the aerial survey:

- The aerial survey will tell us where the swales are located and where the high and low points are. We currently do not know elevations from a design standpoint. The survey will allow us to see it as a comprehensive whole and how it all interconnects. While some of the collection points do work, we can't get a comprehensive look at the collection points and the big picture without the aerial survey.
- The existing subdivision is designed well and for the most part, water drains where it is supposed to go. Over time, however, people have built things and changed configuration of the land and the drainage pattern. We have been able to do some piecemeal work to return some areas to this original effective drainage pattern. We are now at a point where we need to engineer it; this will allow us to obtain necessary permits so that we can continue to move forward and do the work properly. In order for this to happen, we need a base survey to work from. This aerial survey is a function of liability.
- We should not do a partial survey; it is more cost effective to do a survey for the whole thing than for individuals surveys of even just the 5 we have identified. This survey will also be useful for any future work. Additionally, if we want to solve the entire community problem, we should look at the big picture. The contour plots of the whole area (which we have had done and have used for past work) are not adequate for future work.

- Several Board members agreed that we should move forward with the study. They believe that before John's committee began their drainage work, much of the prior repairs and work was done without professional help and may not have been the most effective.

Some concerns were expressed and discussed, as follows:

- The cost of the aerial survey versus its benefit was questioned. It was stated that a lot of areas could be fixed with the amount of money that would be used to do the survey. John Murray reported that accurate topographical information is what the engineer needs.
- A question was raised regarding the need for surveying the entire area and redesigning the entire system when most of the pipes seem to be working effectively. Instead of redesigning some pipes that are working, it was recommended that we merely repair them so that they are working properly. John Murray, however, reiterated that, even though we do not need to redesign the entire drainage system, we need to look at the entire system so it can be fixed where need be.
- The estimate of the total cost of the project was requested, and a community member was concerned that we do not have a grand total for the entire project nor an idea of how many years it will take to complete all of the work. A rough estimate could be prepared given enough time and information, based on what we know (overall estimated cost of surveys, permits, design, and construction of the areas that we have identified). It is important to note that this information will not be accurate, but more in the $\pm 15\%$ range. Furthermore, we have estimated the project cost for the first five priorities, but we do not have a lot of others areas yet identified. The engineering must be first completed so that we can do so and a longer term comprehensive plan is finalized.
- In response to a question, it was clarified that John Murray previously gave all documentation and information from KCI (which was used for the previous work) to Eric Sturm. He cannot use this information for this additional work, as more elevation topography is needed.
- In response to another question, John Murray reported that we would still need additional boundary surveys (at an estimated cost of \$900 each) for certain areas. Even though property lines are typically along the utility lines and can often give us an understanding of the right of way, there are some areas where it is tight (such as the Harbor access driveway). We can isolate where these surveys are needed. Once a boundary survey is completed, the property lines will be staked out in the field.

The Board members questioned pieces of the two documents received by Mr. Sturm, including the following:

- The Phase I Project Implementation, Analysis, Design Strategy and Plan (dated May 5, 2012):
 - Board members expressed concerns regarding the many typographical errors that were included throughout the document including page 3, Summary (end of first paragraph, item #12, last sentence).
- The revised proposal for the successive phases of work (dated May 2, 2012)
 - Board members had concerns regarding the errors in page 1, paragraph 3 of the document. The wording is unclear.
 - Board members questioned the number of boundary surveys that would be needed. The approximate cost is listed as \$900 each in the abovementioned document, but this proposal does not specify the approximate number of surveys that will be needed for the five projects that are identified. (John Murray mentioned that this number may not be known until the aerial survey is completed.)
 - Board members were concerned that the first estimate on page 3, item 1 (Bennett and Rolling) was too broad (\$500-\$2500). John Murray mentioned that this might be engineering costs for sub-consultants, and that we will try to avoid needing those, if possible.
 - Board members requested clarification for Phase references. (Page 3, item 1 refers to "Phase II Part A," but this proposal does not contain any references to "Part A." Additionally, page 4 refers to "Part B" and there are no references to Part B.). This may mean "Area A" and "Area B," but we should not sign a contract in which items are up to interpretation.
 - There are no permit fees included in this proposal.

John Murray will work to provide estimates of projected costs for the upcoming fiscal year to include in the proposed budget. He will also request clarification from Eric Sturm regarding the abovementioned concerns.

- Town Watch

There is currently no Town Watch.

- Tractor (Mike Burroughs)

We will need a new tractor chairperson. The list of approved operators could be a possible reference for nominees. If necessary, we can advertise in the July newsletter.

A discussion was held regarding overall tractor operation and concerns. With the recruitment of a new chairperson, it is also a good time to redefine what is expected of a tractor chairperson, including the management of a tractor schedule, maintenance, operators, and trainings for operators. Brian Clare will also find the tractor mission statement.

A need to drain the diesel fuel bulk storage tank was also mentioned.

- 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.)*

- Joan Ferrick reported that she has been working with Hank Passi (owner of Eagle's Roost) to generate petitions for the Elk Neck Bridge. She provided an update about the recent community forum during which Mr. Passi and several others presented information to the County Commissioners regarding the importance of the bridge. Joan reported that she also spoke to the commissioners regarding the 90 signatures that she collected and gave them two copies of her 5 minute talk. She awaits information regarding what commissioners' decision.

The Board was criticized for not taking a collective position on this issue; however, as discussed at the last meeting, individual community members can form their own opinions and stance. It was requested that a Hot Topics e-mail be sent informing property owners that a petition is available should they like to sign it; Diana will do so.

Old Business

- We have no updated information regarding Comcast; the last we heard, Comcast was starting July 1.

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 9:18 p.m. The next monthly Board meeting is scheduled for Wednesday, June 20, 2012, at 7:00 p.m. at the pavilion.

Respectfully submitted,

Diana Hawley, CICA Secretary