

CICA Board of Directors' Meeting
November 28, 2012
7:00 p.m.

Board members present: Jim Carter, Phyllis Doyle, Karen Dryden, Joan Ferrick, Andrea Gilde, Diana Hawley, John Murray, John Reber, Chris Shelton, Justin Thomas

Board members absent: Troy Gunden, John Murch

Community members / guests present: Bill Dryden, Joe Greenfield, Sonny Hayes, Don Manges, Don Smith, Joe Spall

President's report (John Reber)

The biggest issue that has been settled is Mason Lane. Since the results have been detailed in the newsletter, I'll just briefly touch on it. Although for years, CICA believed that it was not the owner of the northern part of Mason Lane, and defended its maintenance of that property in court, the court's decision was not in our favor on that matter. It was determined that CICA is the owner of that property and is responsible for its maintenance to the same standard as CICA's other roads. The court determined, however, that CICA did not have undertake the improvement project demanded by the lawsuit, and would be responsible to determine how best to maintain that portion of road along with all other CI roads. As this is court ordered, John Murray is evaluating what needs to be done and will be talking about it in his committee report.

One concern that was discussed was the fence that was erected along Mason Lane, within our ROW, by Mr. and Mrs. Spall. I have talked with them and they have already contracted for someone to remove it. They were concerned about our redirecting storm run-off across their property, causing erosion, but I assured them that it is not our intent. Something else that came out of this court case is our record keeping. Karen has asked that we discuss record keeping, mostly about the roads and work/materials used on individual areas. But as I thought about things and the many man-hours needed to track down documents, committee reports and e-mails that we were required to produce, I see we need to vastly improve our document management procedures. We can discuss this during new business.

Also touched upon in the newsletter was Hurricane Sandy, so again I'd like thank everyone that helped in clearing of the roads and for assisting neighbors in need.

It was a great pleasure, seeing all the decorated trailers hauling around the trick or treaters. A favorite time of the year for me, especially partying around a bon-fire.

Secretary's Report (Jim Carter)

Jim e-mailed the draft minutes to the Board on October 18, with a response deadline of three days. Final minutes were e-mailed to the Board on October 22, and were approved (8 yeas and 4 non-votes that counted as yeas) with minor requested changes incorporated.

The final minutes were posted on the web site on October 24 and on the beach and harbor bulletin boards on October 24.

Treasurer's Report (Andrea Gilde)

Andrea presented and reviewed the October CICA Monthly Treasurer's Report providing an overview of the income and expenses. Highlights include:

- Diesel fuel for the winter season was purchased. The \$1950 cost was split between CICA and CM.
- There were other ordinary expenses such as electricity, community events, wages, etc.

Andrea presented and reviewed the October CM Monthly Treasurer's Report. Highlights include:

- Diesel fuel for the winter season was purchased. The \$1950 cost was split between CICA and CM.

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

Committee Reports

- Architectural Review (Bill Dryden)
Nothing to report.

- Beach (Joe and Jennifer Greenfield)

The pavilion and bath house have been winterized for the season. The water has been shut off and the pipes drained; the winter locks are on the bath rooms. See you in the spring!

Jim Carter completed the proposed changes to the pavilion propane piping system and Joe will post a new set of directions in the propane locker for users. The new configuration is less complex and more user-friendly.

- CICA Clothing

- Community Events (Pat Day / Sue Seeley)

Again, a reminder that the Community Events Committee now meets quarterly. Our next meeting will be on December 10, 2012, at the home of Pat Day for the annual cookie exchange. The meeting will start at 7 pm and each person attending is asked to bring two dozen cookies and a container to hold two dozen cookies if they would like to participate in the exchange. Refreshments will be served.

The Christmas season will kick off with the Wine & Cheese gathering on December 2nd at 4 pm at the home of Christine Valuckas at 33 Diana Way. All participants can bring an appetizer or dessert and wine if they prefer. A non-alcoholic punch will be provided as well as sodas and water.

On the 15th of December there will be caroling at the Pavilion with hot cider and hot bowls of soup. Water and sodas will also be provided.

The Christmas Card Delivery will be made available again this year. The deadline is December 15th. Please put the name and address of the recipient on the envelope and drop off your cards for your neighbors in the Isle at the home of Susan Clare, 19 Gull Circle. A mailbox will be available. **Do not put them in the Federal Mailbox! Postage is not required.**

Santa Claus and Mrs. Claus will be in the neighborhood again on Christmas Eve to visit at the homes of those who would like to have a visit from Santa. Please call Karen Dryden to schedule the visit. Approximately 15 minutes will be the length of each visit. The deadline for scheduling will be Friday, December 21st. In the Newsletter it was stated that the visits would be 5:30 to 7:30 but earlier times can be schedule at the discretion of Karen.

The house decorating committee will be checking out the homes and their finery the week of December 19th to the 24th. Everyone show your best!!!!

I would ask that a "Hot Topics" go out to remind folks of the Christmas events in the Isle.

Future business: Please, all sub-committee chairpersons are reminded that all announcements and Kudos should be into Diana Hawley by January 1, 2013 for inclusion in the January Newsletter. Please copy either Sue Seeley or I with your copy.

Diana will prepare a Calendar of Events for 2013 and distribute.

The CICA 5K is still in the planning stage.

- Fourth of July (Bill and Pat Day)

- General Maintenance / Erosion (Sonny Hayes)

I plan on filling pot holes on all community roads this coming week. If anyone is aware of other items needing attention, please let me know.

This will probably be the last round of pot hole filling before the winter plowing season.

Chris has volunteered to help Sonny with mounting the snow plow blade on the tractor, maybe if we are prepared – we will not need it!

I can be reached at 410-287-7588 or 443-693-2090 if there are any problems or concerns.

- Grass Mowing (Karen Dryden)

Nothing to report.

- Harbor (Jay Gilfillan)

Our floating dock was pulled out in preparation for Hurricane Sandy. During that work, it was discovered that the dock is in very poor condition and will need to be completely rebuilt in the early spring. Material costs can be held down to about \$2,000, provided we salvage and reuse the existing flotation material.

- History (Pat Day)

Nothing new to report.

- Legal (Bill Dryden)

The last reminder letter was sent to nine (9) owners that were two or more years overdue in paying their Maintenance Fees.

Of the nine, one has paid their fee and eight owners have not responded. Three of those are now living out of State and their properties will probably go into foreclosure. It does not make sense to send these three to our attorney for collection. We will track the sale of the properties and try to collect the past due amounts at that time.

The remaining five will be being turned over to our attorney within a week.

- Library (Joan Ferrick)

Nothing to report.

- Membership (Karen Dryden)

2012 MEMBERSHIPS:

(293) – Lot owners have paid their Maintenance Fees for 2012 to date.

(243) – Of those paid have joined the Association.

* (9) Lot owners have not responded or paid two years or more.

* (19) Lot owners have not paid for 2012.

2013 MEMBERSHIPS:

(39) – Lot owners have paid their Maintenance Fees for 2013 to date.

(29) – Of those paid have joined the Association.

- Newsletter (Diana Hawley)

The deadline for submissions for the January newsletter is January 1, 2013.

Many thanks to Karen Dryden and Susan Claire for compiling and distributing the newsletter!

- Nominating (Diana Hawley)

Even though Diana is leaving the Board after this year, she has agreed to continue serving as the chair of the Nominating Committee. Thanks to Diana for volunteering for this important job!

Nominations should be submitted to Diana.

- Pavilion Rentals (Sonny Hayes)

The pavilion is currently committed for the following date in 2012: 12/15/12.

- Road Maintenance (Sonny Hayes)

As of this report I still have not heard from Bobby Jones regarding repairs to his Driveway and Rolling Ave. in front of his house. I called him on two separate occasions but have not heard back from him. No work remains other than those drainage activities planned by the long range Roads and Drainage Committee.

I 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)

As previously approved, Photo Science has begun their work preparing the aerial topographic survey of the community. Survey crews have been on-site establishing the necessary ground controls and the aerial portion of the work will begin soon. We anticipate a final base plan by mid-December; Eric Sturm will then begin the site planning and document preparation for the problem areas we had previously identified.

We currently have a copy of the Court Order regarding Mason Lane. In order to include this in our scope of work we will need a copy of all documents that were entered into evidence as part of this decision, specifically any plot plans, deeds, surveys, etc.

It has been recommended that CICA obtain a boundary survey of the area in question (*see also, "Post Meeting Discussion", below*). I support this recommendation and with the Board's permission will obtain cost estimates from both American Engineering and Exacta Surveying.

Discussion followed:

The judge's ruling on Mason Lane states that Mason Lane "must be passable by a single Vehicle;" we will need to get a definition of what width is required to fulfill that requirement. Twelve feet is thought (by BOD consensus) to be sufficient, but we need confirmation. Passage by an ambulance or other emergency vehicles is the primary concern.

John Murray will be sure that Photo Science provides topographic surveys for Mason Lane for use by Eric Sturm in his road / drainage design work.

The Board noted that although there is an existing "priority list" for road improvements, the court-ordered improvements to Mason Lane will have to take priority.

- Town Watch

- Tractor (Harry Seeley)

Thanks to Eddie Earle who did some welding to repair / reinforce the snow plow blade!

Complete factory service / shop manuals should be ordered for Kubota mower. CICA already has complete manuals for the tractor.

The "loss of power" problem with the lawn mower has been tentatively diagnosed as a clogged fuel filter serving the left fuel tank.

The minor overheating problem which we had with the mower been corrected. The radiator dust screen is not quite as efficient as we thought and fine dust had partially clogged the radiator fins.

- Web page / e-mail (Gordon Hawley / John Reber)

Nothing 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.)*

Beach Erosion:

Don Manges volunteered to co-chair a Beach Erosion Committee along with Joe Greenfield. Thanks to Don and Joe!

Based on a recent newspaper article, there may be some grant money available from various foundations and government sources to deal with beach erosion issues. The article mentioned North East Isles as a community which had received a grant. Diana saved this article and will forward to Don and Joe.

Based on his experience with the Fire Company, Chris suggested that we hire a professional grant writer to draft any grant requests. In their experience, the fees charged by these grant writers are a good investment.

Old Business

Comcast Cable Service:

Work is still underway in CI, there seems to be a general slowdown in the number of crews working in CI. This may be because of the season or the fact that Comcast has not yet obtained an approved cable path through the Park.

There are some issues with the quality of backfilling which the crews are doing in the swales and roadways. Sonny reports the crews are willing to fix any areas which are called to their attention, but may not be doing their own quality control very well.

Concerns were raised over the parking of Comcast vehicles in areas other than behind the CICA garage.

Diana will be talking with the Comcast contractors concerning these items.

Garage Roof:

As previously reported, the garage roof needs replacing. The temperatures and calendar have caught up with us and this project will be delayed until the spring. The hole in the roof (fallen tree limb) has been effectively patched and we will continue to monitor the roof for leakage (none at present).

New Business

Snow plow / tractor drivers:

There is a shortage of trained drivers. CICA pays for this work! Chris Shelton will be glad to train anyone willing to help with this job.

Record keeping / archives:

The recent Mason Lane lawsuit has identified the need for a better record keeping / document archiving system on the part of CICA. In preparation for this hearing, the retrieval of records was an arduous task involving many hours of the past and present officer's and committee chairperson's time.

Sonny has an old spreadsheet for road maintenance records and will retrieve it for possible use. The purpose of this spreadsheet is to track road maintenance activities

including dates, costs, material quantities, locations, work performed, etc. for possible future use.

Diana will set up a CICA e-mail archive for committee reports and disseminate that address to Committee chairs. A simple "cc" to the archive will automatically save the reports and correspondence to the archives.

CICA credit / debit card:

Andrea is looking into obtaining a CICA credit / debit card for use by Committee chairs for CICA expenses. Receipts would still be required from the users.

This would avoid having volunteers funding significant CICA expenses by using their own cash or personal credit cards and then submitting receipts for reimbursement – for example: several thousand dollars for dock materials, tractor parts or roofing supplies. Instead, these bills would come directly to CICA.

- The Board was in general agreement and Andrea will explore the possibilities further.

Meeting adjourned: A motion was made to adjourn the meeting; all in favor. The meeting was adjourned at 8:21 p.m.

The next monthly Board meeting is scheduled for Wednesday, December 19, 2012, at 7:00 p.m.

Respectfully submitted,

Jim Carter, CICA Secretary

Post Meeting Discussion

After the meeting was adjourned, Don Smith asked President Reber if he could have an opportunity to speak to him and the Board. The Board therefore remained after the meeting and the following was discussed:

Don Smith and Joe Spall, Mason Lane owners, offered CICA the use of all documents / surveys / engineering studies pertaining to Mason Lane already in their possession as an aid and cost saving step toward repairs to be undertaken by CICA. The Board thanked them for their offer and agreed to accept these documents from them.

The Mason Lane owners also offered to split the cost (50/50) of preparing and officially recording a plat with Cecil County to reflect the judge's decision regarding ownership of the Mason Lane roadbed and right-of-way. Although the judge's decision is recorded in the records of the Court, its terms would not appear, as it should, in a routine title search for a property. The estimated total cost of this filing would be \$ 500. – 600. No agreement was made at this time.

As previously discussed with John Reber via two telephone conversations, Joe Spall has again agreed to dismantle his fence which is currently on the CICA owned right-of-way. (During one of these conversations, John discussed the feasibility of the deadline given to

him and offered to extend the time for the removal if necessary) While he does not agree with this decision, Mr. and Mrs. Spall have agreed to remove the fence if required to do so and has already contracted for the fence removal.

Joe Spall also asserted that the "pipe under Mason Lane does not exist." He also stated that CI owns the roadbed, but not what is underneath it. None of these issues were discussed.

This discussion with the full Board ended at 8:50 p.m.