

**CICA Board of Directors' Meeting**  
**December 19, 2012**  
**7:00 p.m.**

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

**Board members absent:** Troy Gunden

**Community members / guests present:** Frank Conway, Bill Dryden

**President's report (John Reber)**

The Holiday Party hosted by Christine Valuckas was a great success and attended by many of the residents. My thanks go out to the Community Events Committee for organizing this and especially to Christine for the use of her home!

Christmas Caroling at the pavilion was also a great success, attended by more than 60 people. Thanks go out to the Schooleys for chairing this event, the Community Events Committee for organizing, Sarah & Sonny Hayes for providing the musical leadership and to everyone who contributed their excellent soups and desserts!

It has been rather quiet in the Isle this month as our residents prepare for the holidays and some have already abandoned us for warmer climes.

Wishing you all Happy Holidays and a wonderful New Year!

**Secretary's Report (Jim Carter)**

Jim e-mailed the draft minutes to the Board on December 6, 2012, with a response deadline of three days. Final minutes were e-mailed to the Board on December 9, 2012, and were approved (12 yeas) with minor requested changes incorporated.

The final minutes were posted on the web site on December 10, 2012, and on the beach and harbor bulletin boards on December 11, 2012.

**Treasurer's Report (Andrea Gilde)**

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

- \$ 286.93 was reimbursed to volunteers for the Halloween Party, Fall Clean-Up Day and some remaining expenses from the Annual Dinner.
- ~ \$ 180. was spent for bathhouse cleaning, refilling of the pavilion propane tanks, and purchase of a flash drive for the History Committee.

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

- \$424.85 expenditure for printing and mailing of the newsletter and invoices.
- ~ \$380. was spent for normal expenses such as trash collection, copies and bank deposit slips.
- \$ 20,352.97 legal charges shown are for the Mason Lane trial expenses and plat copies.
  - Approximately 25% of the legal charges shown originated in the last fiscal year.

- 41 payments were received ahead of the February 15, due date for 2013 Maintenance Fees and an additional one payment was received for 2012 Maintenance Fees.
- Thanks go out to all who have paid their fees early or have gotten caught up – these actions help to ease any cash flow problems which we have at this time of year!

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)  
Nothing to report.
- CICA Clothing  
Diana sent an e-mail via Hot Topics reminding everyone that CICA clothing makes a great Christmas gift! A promotional code was also included.
- Community Events (Pat Day / Sue Seeley)  
The Community Events Committee met on December 10<sup>th</sup> at the home of Pat Day for the Annual Cookie Exchange.

The Wine and Cheese which was held on December 2<sup>nd</sup> at the home of Christine Valuckas was a resounding success with attendance of more than 80 people. Delicious appetizers and desserts were shared by all as well as festive drinks. Our sincere thanks go to Christine for generously opening her home for the day which was beautifully decorated for the affair.

Upcoming this month the Committee will be having the Christmas Caroling Sing and Soup on December 15<sup>th</sup> at the Pavilion. The Schooleys will be chairing this event. Volunteers for making a crock pot of their favorite soup or a dessert will be most welcomed. Please contact the Schooleys at 410-287-0187 if you can help out.

As mentioned with last month's report, I will repeat the following:

- The Christmas Card Delivery will be made available again this year. The deadline is December 15<sup>th</sup>. 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 and Brian Clare. 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 21<sup>st</sup>. 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 19<sup>th</sup> to the 24<sup>th</sup>. Everyone show your best!!!!

I appreciate the reminder "Hot Topics" that went out to the list and ask that another go out to remind folks of the Christmas events in the Isle.

Our sincere appreciation goes to Don Manges for keeping our entrance board up to date of the current events.

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

- Fourth of July (Bill and Pat Day)  
Nothing to report.
- General Maintenance / Erosion (Sonny Hayes)  
No activity this month. If anyone is aware of other items needing attention, please let me know.  
Discussion:  
- There were numerous potholes noted on Bennett, Chris Shelton will incorporate some pothole filling with a training session for new tractor drivers.
- Grass Mowing (Karen Dryden)  
Nothing to report. Mowing activities have ceased for the season.
- Harbor (Jay Gilfillan)  
No report was submitted.
- History (Pat Day)  
Nothing new to report at this time.
- Legal (Bill Dryden)  
On December 10, 2012 the following were delivered to our Attorney for collection of past due Maintenance Fees.

Blackburn, Lot: H-19  
2011 & 2012 = \$ 462.32

Lam, Lot: E-17  
2011 & 2012 = 462.32

Moran, Lot I-01  
2011 & 2012 = 462.32

Rizzo, Lot: C-33  
2011 & 2012 = 462.32

Miller, Lot: P-09  
2009, 2010, 2011, 2012  
plus grass mowing = + 1,062.20

TOTAL DUE: \$ 2,911.49

The following now live out of State and their properties will likely go to foreclosure in the near future and we will try to collect at that time. Bill noted that CI has had very good co-operation from banks in the past with the collection of overdue Maintenance Fees at the time of foreclosure settlements.

Hill, Lot: P-12 & P-13 = \$ 930.14

Shaw, Lot: M-15 = 709.62

Webster, D-19 = + 462.32

TOTAL DUE: \$ 2,102.08

- Library (Joan Ferrick)  
Nothing to report. The Library will remain closed until the end of April.
- Membership (Karen Dryden)  
2012 MEMBERSHIPS:  
(293) – Lot owners have paid their Maintenance Fees for 2012 to date.  
(242) – Of those paid have joined the Association  
\* (8) - Lot owners have not responded or paid two years or more.  
(5) Have been turned over to our Attorney for collection  
(3) Owners are out of state and are in the hands of the Bank

2013 MEMBERSHIPS:  
(57) – Lot owners have paid their Maintenance Fees for 2013 to date.  
(44) – Of those paid have joined the Association.

**February 15, 2013, is the due date for the 2013 Fees.**

- Newsletter (Diana Hawley)  
The deadline for submissions for the January newsletter are due on January 1, 2013.  
Diana will send an e-mail to the community informing property owners of this deadline.
- Nominating (Diana Hawley)  
Nothing to report at this time.
- Pavilion Rentals (Sonny Hayes)  
The pavilion is currently committed for the following dates in 2013:  
6/8 6/22  
I will add community dates as soon as I am informed of those scheduled activities.

Discussion followed:

- Diana and Andrea are in the process of publishing a CICA calendar of events. It will be available soon at [cica.calendar@gmail.com](mailto:cica.calendar@gmail.com)

- The Progressive Dinner should be added to the calendar; March 16, 2013.

- Road Maintenance (Sonny Hayes)

I have prepared a Maintenance Log for Maintenance. 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)

Recently, John Murray and Frank Conway (long time resident of Mason Lane) spent several hours walking Mason Lane. Frank was able to point out many features and provide a great deal of information concerning the conditions on Mason Lane. Frank was able to point out conditions not readily apparent such as the location of seasonal springs and property corner stakes. Many thanks to Frank for sharing his knowledge and providing input at this meeting!

Among the issues that came to light during these discussions was that of existing easements for the "Exempt Properties." It was reported that the owners of the Exempt Properties have rights of passage to the north or to the south; CI residents only have rights of passage to the north or to the south depending on the location of their property. If this is true, it was felt that a formal easement should be obtained from the Exempt Property owners to allow the CI residents access to all of Mason Lane.

There is an existing priority list for road improvement projects in CI. These projects fall into four general categories:

- Ongoing maintenance – pot hole filling and minor grading – Sonny handles these.
- Contracted work without site engineering required – S&M Paving or other contractors.
- Contracted work with site engineering but without permits required. These are projects involving less than 5,000 square feet. S& M Paving or other contractors. (There are currently no more projects that fall under this category.)
- Contracted work with site engineering and permits. Mason Lane falls into this category, and needs to be incorporated into the existing list.

John is in the process of collecting drawings, reports, estimates and plats pertaining to Mason Lane. One of the studies, which John already has in hand, suggests three different drainage solutions depending upon the section of Mason Lane being addressed: the top section and 2 different steep slope areas; those solutions include positive drainage and a trench drain system. A guard rail protecting the extremely steep slope at the north end of Mason Lane is also suggested in that study.

The Cecil County standard for a road is 12' wide with a 3' shoulder (clear area in this case) on both sides. This standard is not readily obtainable on Mason Lane due to existing steep slopes in various locations. It is felt that CI needs to provide a roadway which is passable by an emergency vehicle and we feel this can be accomplished at a reasonable cost. The resulting roadway will not meet the county standard, but, being classed as a private road is not required to meet that standard. CI is bound by the judge's ruling to maintain Mason Lane only to the same standard as the rest of our

roads, not necessarily to the County standard. . We plan to do this work in a consistent fashion as we have done work on other community streets—take what’s recommended and see how we can do it within the confines of our budget.

It was suggested and approved that Mason Lane be provided with signage to match the other normal signage present on other CI roads, i.e., “Private Road”, speed limit and an additional warning sign calling attention to the steep grade present at the north end of the road.

The Spalls have removed the iron fence sections at the north end of Mason, but have left the posts in place at this time. Frank Conway stated that they did this to serve as a guard rail / boundary marker. He reported that the posts will be removed if needed at a later time to permit work in that area.

The aerial survey of CI has been flown and photographed by Photo Science. The analysis and compilation phase of that project is currently in progress and will be completed in the near future. Upon receipt of that survey, site design work will begin.

- Town Watch

It was recommended that this category be eliminated from the agenda list and minutes, as there is currently no Town Watch committee.

- Tractor (Harry Seeley)

In October I was asked to take over for Mike Burroughs who was moving out of state. The first thing I noted was I could not find any logs for the large equipment, so I have generated log books for the large tractor and the new mower. These logs are not to be removed from the equipment, and I have labeled the log books' covers, stating this. The large tractor has many manuals; however the new mower has none. I have the part numbers for the manuals so that I can order them, but I'm waiting for the board to figure out how to pay for them, as I don't want to use my personal card and number. If I can't order them before I leave for Florida, someone else can order them. The manual numbers are in the front of the new Kubota log book.

I had Eddie Earle weld a new steel reinforcement plate to the bottom edge of the scraper blade. The replaceable wear edge as well as the permanent backer plate were worn completely down to the mounting bolts (a complete disregard for the equipment; this took years to wear down). Eddie Earle needs to be paid \$100.00 for his welding and I asked Andrea Gilde to handle the payment for his services.

Sonny told me the mower would bog down under a load when mowing grass. I had to spend time investigating possible causes, since I didn't have any manuals to refer to.

I changed the pre- fuel filter, as it was dirty. I asked Sonny to test the mower, but as of 12/14 I haven't heard back from him, so I tested it myself. I didn't experience any bogging down. If Sonny tests it and it still has a problem, call Hooper, Inc., to fix it before the new mowing season. Hooper’s phone number is in the front of the new Kubota log book.

Hooper’s charge for pickup & delivery is \$110.00. If it does need any repairs, have them change the oil and all filters and also obtain a complete set of filters for future spares.

I think a thank you note to Mike Burroughs for his years of dedication to maintaining our large equipment would be appreciated. Keep in mind that Mike was a large equipment mechanic and is used to this type of work. Don't expect me to do much more than basic stuff like oil & filter changes, etc.

Any future reports will be short and to the point.

Discussion followed:

- Andrea confirmed that Eddie was paid after this report was submitted.
- Diana will handle a thank you for Mike for his long service as the tractor chairperson.
  - Diana reported that Mike has previously agreed to continue to function as a consultant on any future problems with our equipment.

- Web page / e-mail (Gordon Hawley / John Reber)  
No 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.*)

None presented.

### **Old Business**

#### Comcast Cable Service to Chesapeake Isle

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.

#### CI Debit Card

Andrea has applied for a debit card, associated with CI accounts for use with CI expenses. Issuance of the card in her name as Treasurer, was approved, however, the card has not yet been received – should arrive shortly.

- Andrea has not made a decision as to whether, or not, she will retain the card in her name after she retires from the Treasurer's office.

#### CICA Record Archive

Diana has set up a record archive for Committee Reports, Board of Directors meeting minutes and other potentially important documents. A simple "cc" to the archive will enter your documents.

[chesapeakeisle.archive@gmail.com](mailto:chesapeakeisle.archive@gmail.com)

#### Tractor training for snow plow drivers

Chris Shelton is looking for a few good men *or women* to be trained to drive the tractor for snow plowing and other tasks in the Isle.

#### Chesapeake Isle 1<sup>st</sup> Annual 5K

Chris and Diana are starting to organize and plan for a sanctioned 5K Run / Walk.

- Being a sanctioned event allows us to obtain liability insurance at a very reasonable cost. Arrangements will need to be made with Elk Neck for a section of the course inside of the park boundaries.
- This will be a fund raising event benefiting CICA, open to non-residents. Adults and children alike!
- A \$ 25. entry fee will include food, drinks, tee shirts and timing services for all.
- Timing services from Blue Cheetah and food from Chris's restaurant suppliers will be obtained at cost. Thank you Chris!
- Date tentatively set for mid April.
- Watch for a Hot Topic on this fun family event!

#### **New Business**

##### Employee Time Sheets

In the interest of promoting better record keeping, Andrea has produced a Time Sheet to be used by CI employees. Grass cutting and snow plowing being the majority of wages paid.

- In addition, the time sheets will provide a better record of maintenance performed within the Isle.

##### PayPal for annual Maintenance Fees

Andrea noted that other homeowner associations are able to accept credit cards and direct bank transfers from their property owners for association fees. CI cannot do this at this time.

- She is in the investigative phase of providing these payment options.
- A "convenience fee" of 2.7% on the gross transaction amount would be charged to the users of the service.

**Meeting adjourned:** A motion was made to adjourn the meeting; all in favor. The meeting was adjourned at 8:48 p.m.

The next monthly Board meeting is scheduled for Wednesday, January 16, 2013, at 7:00 p.m.

Respectfully submitted,

Jim Carter, CICA Secretary