

CICA Board of Directors' Meeting
January 16, 2013
7:00 p.m.

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

Board members absent: John Murch, John Reber, Chris Shelton

Community members / guests present: Ed Campbell, Frank Conway, Bill Dryden, Sonny Hayes, John & Kathy Moll, Don Smith

NOTE: President John Reber was absent due to illness; Diana Hawley, Vice President, conducted this meeting.

President's report (John Reber)

Due to John's absence, this President's Report was read into the meeting minutes by Jim Carter, Secretary.

Correspondence was sent to several residents with a boat, car or trailer parked within the CICA ROW, asking that they be removed, especially with upcoming snows that are expected. I'd like to remind everyone to not leave vehicles parked on the ROW, especially when snow is expected, which makes it harder for the plow drivers to perform an efficient job and to help avoid damage to the vehicles or plowing equipment.

Still no official word on when Comcast will get through the park. But I did notice a directional boring machine along the road through the park. I take this as a good sign.

Secretary's Report (Jim Carter)

Jim e-mailed the draft minutes to the Board on December 22, with a response deadline of December 27. Final minutes were e-mailed to the Board on December 28, 2012, and were approved (11 yeas and 1 non-vote that counted as a yea) with minor requested changes incorporated.

The final minutes were posted on the web site on December 31, 2012, and on the beach and harbor bulletin boards on January 3, 2013.

Treasurer's Report (Andrea Gilde)

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

Income of \$ 729. from boat storage, key, membership and mooring fees.

Expenses:

\$ 945. for ½ the cost of our liability insurance.

\$ 374. for taxes, including cost of preparation.

\$ 325. for grass cutting wages.

\$ 127. for miscellaneous expenses, Holiday Wine & Cheese Party.

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

- \$ 1,050. for the balance of mosquito spraying services.
- \$ 945. for ½ of the cost of our liability insurance.
- \$ 145. for a repair to the snow plow and winterization expenses.

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

Committee Reports

- **Architectural Review (Bill Dryden)**

No new approvals since the last meeting.

The construction of the addition to M-07, 63 Rollins Road, Meisner/McCleef has been held up for almost a year. The conflict between the builder and the home owner appears to have been worked out and construction is now underway with a new builder.

The new builder is moving quickly to complete the exterior of the addition prior to completing the interior.

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

No report.

- **Bulletin Boards (Karen Dryden)**

Nothing to report.

- **CICA Clothing**

Diana disseminated a flyer listing a promotional code that can be used on online merchandise.

- **Community Events (Pat Day / Sue Seeley)**

Polly Pyle-Carter will be visiting various local facilities on Monday, 1/21 and hopes to finalize the location for the Annual Dinner soon. Watch for this announcement in the Winter Newsletter.

The following report was received by the Secretary after the Board meeting had adjourned:

Community Events did not hold a meeting this month of January. We will hold our next meeting on March 11th at the home of Pat Day, 83 Caldwell Road.

Many thanks to the people involved with the December events. Christine Valuckas' home was decorated and presented a fine kick-off to the Christmas season with a very successful Wine and Cheese. Don and Sue Schooley for organizing the Christmas Caroling and Sonny and Sarah Hayes for leading the music and singing. Karen Dryden worked our mail delivery along with her elves and the house decorating committee did their fine job of selecting the eight houses for the 'most decorated. Also sincere thanks goes to Brian and Sue Clare for helping Santa and his elf after returning from a long trip abroad. Thank you is not enough for the wonderful jobs you all volunteered to do. It couldn't have been done without you and your committees.

In February we will be working on the Progressive Dinner to be held on March 16, 2013 that is being chaired by Dawn Campbell. We would like to invite some of our wonderful chefs to come forward and offer to prepare an entree. Dawn would love to hear from anyone who is interested. Appetizers will commence at the home of Bob and Phyllis Doyle at 63 Darrell Road and desserts will be served at the home of Terry and Joyce Devine at 244 Rolling Avenue. Come and join us. We promise a good time.

- Fourth of July (Bill and Pat Day)

Report submitted after the meeting: *Preparations for the Fourth of July will commence in April.*

- General Maintenance / Erosion (Sonny Hayes)

I trained Art Wood, Bob Boyer, Justin Thomas and Jim Carter on driving the tractor so they can assist with snow plowing.

If anyone is aware of other items needing attention, please let me know.

Discussion followed:

- Last weekend, a volunteer crew filled potholes around the neighborhood, ready for the winter snow season.
- The Harbor Road is washing out at the bottom, it is felt that this is being caused by a berm on the Johns' property which diverts water run off onto the road. That water needs to be diverted back off of the road and into the grass covered area at a point downhill from the Johns' property. John Murray will investigate and discuss with the Johnses.

- Grass Mowing (Karen Dryden)

Nothing to report.

- Harbor (Jay Gilfillan)

No report submitted.

- History (Pat Day)

Report submitted after the meeting: *Nothing to report.*

- Legal (Bill Dryden)

Nothing new to report.

- Library (Joan Ferrick)

The library will open for the season on Saturday, May 4, 2013. Hours are as usual from 10:00 am until 11:30 am. All are welcome. Please join us!

- 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:

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

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

- **February 15, 2013 is the due date for the 2013 Fees.**
 - Please note that overdue CICA fees accrue interest at 6%

- Newsletter (Diana Hawley)

In order to include some details concerning the Annual Dinner, the Newsletter has been delayed; it will be published at the beginning of February. Watch for it!

- Nominating (Diana Hawley)

There will be 3 vacancies on the Board which will need to be filled. Anyone having nominations should let me know.

- Pavilion Rentals (Sonny Hayes)

The pavilion is currently committed for the following dates in 2013:

4/13 4/27 5/24 6/8 6/9 6/22 6/28 6/29 7/4 7/19 8/9
 8/23 9/28 10/12 10/26 12/14

Community events are shown in italics.

Sonny reported that he received the community calendar from Diana and has entered those dates into his calendar.

- Road Maintenance (Sonny Hayes)

I have prepared a Maintenance Log for keeping track of all maintenance. He filled some potholes on the weekend of January 12-13, the log was completed.

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)

We have received the aerial topographic survey from Photo Science. Eric Sturm will review for completeness this week and update me. Eric and I will be meeting next week to outline a project schedule.

Phyllis Doyle has been communicating with the MD Department of Environmental Control with regards to grants and will update us on that. At the November meeting it was suggested that we engage the services of a professional grant writer. We recommend that the Board request a proposal. Part of the grant writer's responsibility will be to coordinate with the work being performed by Eric Sturm.

Phyllis reported that the grant deadline for this year is at the end of January; we would be applying for next year's grant. She noted that even if we are awarded a grant, we would not receive funds until 2015. She therefore recommended that we may need an alternative option for obtaining funds in the short-term, such as a loan.

Diana clarified that while we may be able to obtain a loan to complete roadwork, we are limited by our by-laws. We may only be able to get approval to pay for a loan for one year at a time, as it must be included and approved in each annual budget.

Discussion:

- There is a second invoice from Photo Science (aerial survey company) which should not be paid until the work has been reviewed.
- There will be a meeting with Eric Sturm next week, among other topics will be the incorporation of Mason Lane improvements as a priority.
- John will ask Eric if he has a working relationship / work history with any grant writers that he might recommend. It was agreed that we should gather estimates from several grant writers and choose the best candidate.
- Bill Dryden has the signage for Mason Lane which was discussed, i.e., speed limit, private road and steep grade warning signs. He is planning to install them this weekend.

- Tractor (Harry Seeley)

Ron Collins, Art Wood and I reinstalled the plow / scraper blade on the Ford tractor. I talked to Sonny Hayes about the Kubota and he had not tested it yet, since I fixed it, but it seems to be running OK.

It would be nice if someone could test it before mowing season. I'll order the manuals for the Kubota when I get back, once the board decides how they are going to handle the purchase of such items, and reimbursement. My next report will be for the May meeting, when I get back from Florida.

Discussion:

- Jim sent an e-mail to Harry regarding the Kubota manuals – Jim will order the manuals while Harry is away and they will be here when he returns.
 - Jim will be in Middletown, DE, tomorrow and will order the manuals.

- 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.)*

John and Kathy Moll extend their thanks to all who voted their home as one of the winners in the Holiday Decorating competition!

Old Business

Comcast Cable Service to Chesapeake Isle

Diana contacted the Comcast contractor who is managing the installation. I requested that he fix specific areas that were not completed sufficiently. While they are extremely responsive and great at fixing requests in a timely fashion, I requested that they conduct better quality of their own work. If anyone notices any areas that need fixed, they can contact me.

Comcast reports they are very close to obtaining approval for their route through the park.

Homeowners should note that the branch connections to individual houses are usually installed by secondary cabling crews – don't panic if the current Comcast crews leave the neighborhood and there is not a line run to your home!

Homeowners will be contacted individually by Comcast for connection once the main infrastructure is operating. It is anticipated that Comcast will be offering various combinations of TV, Internet and telephone service packages.

CICA Debit Card

The CICA debit card has not arrived; the bank has approved the issuance, but the physical card is not in possession.

Tractor Training

Four new tractor drivers have been trained (see General Maintenance / Erosion); above.

Anyone else interested in being trained to drive the tractor should contact either Sonny Hayes or Chris Shelton to schedule a time.

CICA 5K

Online registration and information is now available for the Anchors Aweigh Inaugural 5K Run / Walk to be held on Saturday, April 13th, 2013 at 10:30 AM (at the pavilion).

Tell your friends, tell your family, and lace up those sneakers!

Website for information and registration:

http://www.active.com/event_detail.cfm?event_id=2077958

Sponsorships are available for our 5K! \$250. If your business would like to become a sponsor, please contact either Chris Shelton or Diana Hawley.

PayPal

Andrea is still investigating the feasibility of utilizing PayPal for payments to CICA.

Corrections to the December 2012 Board Meeting minutes

Changes / additions are shown as *[italics]*:

- "Roads / Drainage Improvement and Planning (John Murray)
.....
"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.**”

Change to: “ A guard rail protecting the extremely steep slope at the north end of Mason Lane is also suggested **[by John Murray.]**~~in that study.~~”

“The Cecil County standard for a **[private mini]**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.”

.....

New Business

Trimming Jacob’s Nose

As many of you are aware, CICA is obligated to the Army Corps of Engineers to trim the brush growing amongst the riprap on Jacob’s Nose, between the Harbor and the Beach. Per our agreement this trimming is to be done every other year. We are obligated to cut any brush / saplings back to a level of about 4 feet above the ground. ACE does not require us to remove the cut off material from the area, and prohibits us from removing any stumps.

Trimming is required this year.

This area has a very steep slope in sections and the work can be hazardous. It was felt that we should investigate the cost of contracting for this work with a landscape company rather than using a crew of resident volunteers as we have done in the past.

Later this week, Sonny Hayes will be contacting various landscape contractors and soliciting bids for this job. A decision will be made at the February BOD meeting regarding this task.

If we decide to do this work ourselves using volunteers, the tentative work date will be Saturday, March 16, 2013.

Meeting adjourned: A motion was made to adjourn the meeting; all in favor. The meeting was adjourned at 8:19 p.m.

The next monthly Board meeting is scheduled for Wednesday, February 20, 2013, at 7:00 p.m.

Respectfully submitted,

Jim Carter, CICA Secretary