

**CICA Board of Directors' Meeting**  
**February 20, 2013**  
**7:00 p.m.**

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**Board members present:** Jim Carter, Phyllis Doyle, Andrea Gilde, Troy Gunden, John Murray, John Reber, Chris Shelton, Justin Thomas

**Board members absent:** Karen Dryden, Joan Ferrick, Diana Hawley, John Murch

**Community members / guests present:** Frank Conway, John & Kathy Moll, Don Smith

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

Tonight in addition to Committee Reports we will be touching on Comcast, the CICA debit card, PayPal, lawn mower, garage roof replacement, trimming of Jacob's Nose and the issue of property owners prorating their Chesapeake Isle Maintenance fees.

Immediately following the meeting, the Board will be voting privately for the CICA Man and Woman of the Year.

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

Jim e-mailed the draft minutes to the Board on January 21, 2013, with a response deadline of three days. Final minutes were e-mailed to the Board on January 23 and were approved (10 yeas, 1 abstention due to absence and 1 non-vote that counted as a yea) with minor requested changes incorporated.

The final minutes were posted on the web site and on the beach and harbor bulletin boards on January 25, 2013.

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

Andrea presented and reviewed the January 2013 CICA Monthly Treasurer's Report providing an overview of the income and expenses. Highlights include:

- \$ 383. for Annual Dinner deposit; Holiday Decorations and Bingo prizes
- \$ 31. for electricity
- \$ 245. for 4<sup>th</sup> of July event and silent auction items

Andrea presented and reviewed the January 2013 CM Monthly Treasurer's Report.

Highlights include:

- \$ 4,752. in payment for Phase I aerial survey of CI
- \$ 382. repayment to CICA for tax balance
- \$ 340. for Mason Lane signage
- \$ ~40. for postage and electricity

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

## Committee Reports

- Architectural Review (Bill Dryden)

Since the last Board Meeting the following was approved:

David and Amber Berkeihiser: G-14-15

1. Install (replace) (2) small decks
2. Install a rear screened-in patio

They have a double lot and the work planned is well within the set-back requirements.

- Beach (Joe and Jennifer Greenfield)

Beach report : 27degF and CLOSED.

On standby to refill propane if needed. Also on standby for ordering bathhouse and shuffleboard keys for the upcoming season, I usually get a number from the membership chair.

- Bulletin Boards (Karen Dryden)

Nothing to report.

- CICA Clothing

- Community Events (Pat Day / Sue Seeley)

As per our schedule there was no meeting this month for the Community Events Committee. However, volunteers are still at work preparing for the March 16 Progressive Dinner which is being chaired by Dawn Campbell. Anyone who is interested in attending, please notify Dawn ASAP so that she has a number in order to organize entrée homes. Appetizers will be at the home of Bob and Phyllis Doyle and desserts will be at the home of Terry and Joyce Devine.

While the Progressive is underway, preparation is being made by Polly Carter and Sue Schooley for the Annual Spring Dinner. They are meeting tonight on this topic. This year the North East River Yacht Club is the location and April 13<sup>th</sup> is the date.

March 11<sup>th</sup> is the next Community Events Meeting and we hope to see you there at the Pavilion at 7PM.

- Fourth of July (Bill and Pat Day)

- General Maintenance / Erosion (Sonny Hayes)

No activity this month. If anyone is aware of other items needing attention, please let me know.

Hopefully no snow plowing will be required, if it is, the drivers are Chris Shelton, Jim Able, Bob Boyer and Art Wood (if his leg is better).

I'm not aware of what decision the Board has made on Jacob's Nose. *(see Old Business)*

- Grass Mowing (Karen Dryden)  
Nothing to report.
- Harbor (Jay Gilfillan)  
Bob Beidermann has made repairs to the dinghy rack. When the weather breaks, we will need to start repairs to the floating docks.
- History (Pat Day)  
Nothing to report.
- Legal (Bill Dryden)  
Nothing to report.
- Library (Joan Ferrick)  
Nothing to report.

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:

(294) – 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:

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

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

**February 15, 2013, was the due date for the 2013 Fees with 60% responding.**

- Newsletter (Diana Hawley)  
The newsletter was posted on the web site and sent via e-mail on Sunday, February 10. Print copies were mailed on February 13 and delivered to most tubes by the 14th.

There was an e-mail discussion regarding ways to eliminate or reduce the number of print copies; not only is it more cost-effective to e-mail, but it also greatly reduces the number of volunteer hours needed to distribute it (including picking up copies from the printer; and folding, labeling, and delivering local copies via tube drop).

One option that was presented is automatically switching to owners to e-delivery (if we have a valid e-mail address listed in the directory). If they would prefer the print version, then they must "opt-out" of this e-delivery by sending a letter requesting to do so to the CICA PO Box address. *Diana and Andrea are exploring other possibilities.*

The deadline for submission for the April newsletter is APRIL 1.

- Nominating (Diana Hawley)

- 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.*

- Road Maintenance (Sonny Hayes)

I have prepared a Maintenance Log for keeping track of all maintenance I did some filling of pot holes over the Holidays and will do more as soon as I'm back in the community (April 1). I can be reached at 410-287-7588 if there are any problems or concerns.

- Roads / Drainage Improvement and Planning (John Murray)

John reported that the Aerial Survey is complete and the finished drawings are in his and Eric Sturm's (engineer / landscape architect) possession. The drawings have been reviewed and are deemed satisfactory for Eric's use. The information contained in these drawings will be utilized in correcting some chronic road problems in CI. In addition, property owners can obtain grade information for their properties which may be needed for any future construction projects. Andrea was authorized to pay the existing invoice for this work.

John presented proposals from Eric regarding several site design projects which have been on our priority list including Phase II, Part A - Bennett and Rolling; and Phase II, Part B - Rolling (south) , Harbor, Rolling and Racine, Cliffview and Gull Circle, Mowbray and Rolling (east end). It was noted that no permitting fees or additional engineering services if required for permitting are included for the above work.

The BOD approved an expenditure ranging from \$ 4400. to \$6400. for the above design work. The broad range of estimated cost is caused by an unknown amount of storm water runoff computations which may be required by Cecil County for the Bennett and Rolling project. John Reber signed the necessary contract with Eric Sturm.

*Mason Lane residents, Frank Conway and Don Smith, joined in the discussion below.*

An additional proposal was submitted by Eric for Mason Lane improvements based upon an existing construction estimate prepared by American Engineering & Surveying. This proposal was not considered by the BOD for approval. The cost of this estimate is approximately \$125,000; however, this is not a realistic, financially viable option nor is work of this capacity required by the court's ruling.

John Reber contends that CI is required to repair Mason Lane only to the 1 or 2 year “storm event” standard, and then maintain Mason Lane to the same standard as the rest of the community roads. John’s statement is based on expert testimony offered at the trial and mentioned in the judge’s oral opinion and again in his written opinion.

Kordell Wilen, LPE, was the expert witness who offered this testimony and his remarks are contained in the transcript of Day 3. Mr. Wilen was an employee of American Engineering at the time; he now works for Cecil County. It is felt that CI should obtain the transcript of Day 3 and review his remarks. The cost of the transcript is approximately \$1000. per day.

As a cost saving measure, John Murray feels he may be able to speak with / e-mail Mr. Wilen at the County and obtain additional guidance as to his suggestions to meet the immediate and long-term solutions based on the standards for a typical rainfall (approximately a 1-year storm calculation). CI is required to perform 1) immediate assessment, 2) immediate repair, and 3) incorporate North Mason Lane into the regular CI road maintenance schedule.

Once John Murray can determine the level of repair needed, Eric Sturm can begin work on a design. This work is facilitated by the receipt of the aerial survey, and perhaps some of the studies already completed and offered by Frank and Don.

Frank and Don provided John Murray with a copy of the judge’s oral decision and offered access to other engineering studies they may already have to help with this project.

John Murray was also asked to obtain a list of possible grant funding sources, which he agreed to provide at the next meeting.

- Tractor (Harry Seeley)

Jim ordered and received the Kubota mower maintenance manuals as per Harry’s request.

The engine oil was changed in the mower, just so it does not sit all winter with used oil in the crankcase; several other routine maintenance items remain to be completed before the start of the mowing season.

- Web page / e-mail (Gordon Hawley)

**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.)*

No questions or issues were presented.

**Old Business**

Comcast Cable Service to Chesapeake Isle

Underground cabling work continues within the Community. There is no reported agreement with the Park regarding an approved route through the Park. Hopefully an agreement will be reached soon!

### Debit card

Andrea has received a debit card for use by Committee, Event or Project Chairs to purchase materials and supplies. Contact Andrea to obtain the card. Expenses must still be documented and receipts presented to Andrea for any charges on the card! Use of the card is actually less work for Andrea, since she would no longer need to write a reimbursement check.

### PayPal

Andrea is still investigating the viability of using a PayPal account to facilitate payment of fees by the residents.

### Trimming Jacobs Nose

Last month the topic of trimming Jacob's Nose was brought up. CICA has trimmed the brush on Jacob's Nose using volunteer labor every other year since 1984 per an agreement with the Army Corps of Engineers and Cecil County.

It was felt that this maintenance work was relatively hazardous due to the poor footing and steep slope in some sections of the area and exposed CICA to potential liability.

At the request of the BOD, Sonny contacted numerous landscaping contractors and received bids from many of them for this work. All of these bids were too costly to be viable at this time. Several of the contractors were very co-operative and offered to work on a fixed budget and achieve as much as they could on their fixed budget.

An investigation of the ACE - CC agreement by John Reber revealed that CICA was obligated to maintain the area for the 20 year life expectancy of the ACE project. The project is 28+ years old; therefore, CICA does not have a *legal* obligation to perform any maintenance on this area.

### Discussion:

Although not legally obligated to perform any maintenance on this area, it was felt that we probably should do some maintenance in the interest of protecting the bluff and preserving the view. If we allow the brush / trees to grow to sufficient height, we run the risk of having trees blow over in a storm, thus losing their root systems and promoting erosion on the bluff.

Justin Thomas and Jim Carter feel that we can do at least some of this work using volunteer labor and will further investigate this option. Jim felt that we were approaching this project somewhat backwards by paying a contractor to trim until they "ran out of money" and then hoping to complete it using volunteers; rather we should perform whatever work we could with volunteers and then perhaps turn the rest over to a paid contractor.

Jim presented a Liability Release Form which is used nationwide by Habitat for Humanity in their construction activities using volunteer labor. He felt that the form could be rewritten to protect CICA from liability claims. The BOD recommends that this form be reviewed by our attorney and an addition made to provide a parental release for minor volunteers (16-18 year olds). Jim will rewrite the form and forward to the Legal Committee.

### Garage Roof Replacement

Jim reported the garage roof is still being monitored and shows no signs of leaking at this time. Both the old shingles and the temporary repair appear to be holding!

This project will most likely be done in late April or early May to take advantage of pleasant weather. Jim has determined that the tractor can be utilized to both remove the tear-off debris and deliver new shingles to the roof top. Use of the tractor eliminates much of the "heavy work" involved in this project.

Jim suggested we have volunteers sign the Liability Release Form mentioned above.

### 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](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 Chris Shelton, Diana Hawley, Andrea Gilde or Tiffany Murch.

### **New Business**

#### Community Maintenance Fees

Andrea has received several reduced or "prorated" Maintenance Fee payments accompanied by letters of explanation as to why the owners felt they did not owe the full fee.

Chesapeake Isle Maintenance Fees are presented in the proposed budget and voted upon at the Annual Meeting. The currently due fees were approved at last year's Meeting and property owners notified of them in September 2012. Those paying less than their full mandatory Maintenance Fee will receive a "Second Notice" of the balance due, just like any other property owner who has failed to pay on time. Failure to pay the full Maintenance fee will result in legal action, just as any other failure to pay.

**Meeting adjourned:** A motion was made to adjourn the meeting; all in favor. The meeting was adjourned at 8:41 p.m.

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

Respectfully submitted,

Jim Carter, CICA Secretary