

CICA Board of Directors' Meeting
May 21, 2013
7:00 p.m.

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

Board members absent: Phyllis Doyle, Joan Ferrick, Troy Gunden,

Community members / guests present: Bill Dryden, Sonny Hayes, Don Smith

President's report (John Reber)

All community members are reminded that the use of mail boxes for placement of non-US mail is prohibited by Federal law. Recently, there have been some advertising flyers placed in CI mail boxes, this practice must stop! CICA uses the tubes/email to distribute information and does not place materials in mailboxes. Property owners are also reminded that CI is a private community and that solicitation is not permitted without permission.

There have been numerous trespassers observed especially fishermen at the Beach. For the most part, these people have been fishing on the State Park property, however, they are trespassing in order to access the waterfront in the Park. Unauthorized people should be reported to the Park Police or the Sherriff's Department. Property owners are reminded to have CICA stickers on their cars.

Secretary's Report (Jim Carter)

Jim e-mailed the draft minutes to the Board on April 19 with a response deadline of three days. Final minutes were e-mailed to the Board on April 22 and were approved (12 yeas) with minor requested changes incorporated.

The final minutes were posted on the web site on April 23 and on the beach and harbor bulletin boards on April 24.

Treasurer's Report (Andrea Gilde)

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

- \$1844.73 for bingo, Annual Dinner and Easter Egg Hunt
- 93.75 for replacement of a broken tool (mooring services)
- 270.30 for bath house and shuffleboard keys
- 27.31 for electricity
- 195.55 monthly payment on the Kubota mower

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

- \$ 1685.40 for materials to build a replacement floating dock
(many thanks to Bob Biedermann for his work on this project!)
- 29.93 for electricity
- 13.59 for legal services
- 7.47 for printing and mailing

Note: The April minutes erroneously show a \$250 income item resulting from a

“judgment” regarding past due Maintenance fees. These funds were a voluntary reimbursement of legal collection fees incurred by CICA, paid by the property owner, and are not the result of any judgment.

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

Committee Reports

- **Architectural Review (Bill Dryden)**

No activity since the last meeting.

- **Beach (Jim Carter)**

The swim platform anchors are in place thanks to Luke Gilde. The swim platforms will be re-carpeted and installed along with the swimming area boundary buoys this coming Saturday morning May 25 at 9:00 am. *(This work was completed by 1:00 pm on Saturday.)*

Joe Greenfield has officially retired as the Beach Chairman; Jim Carter volunteered, and was approved by the BOD, to fill this position. Many thanks to Joe and Jennifer for their three years of service!

See “Old Business” for our next upcoming project – replacement of the garage roof.

- **Beach Erosion (Don Manges)**

A second contractor has submitted a proposal for the installation of a rock revetment to stop the Beach erosion. Their quote was \$20,712. \$21,000 was requested for next year’s budget.

Diana Hawley, John Murch, and I met at the Beach with Meghan Senkel (MDE Natural Resources Planner) to review our project. She was in agreement with what we were told in 2011, that the area to be disturbed is above the mean high water mark and thus out of the jurisdiction of the MDE. This means that the Joint Federal /State Permit is not required. Below is a copy of Meghan's email received on 5/15/13:

Mr. Manges,

It was very nice meeting with you yesterday. I wanted to follow up with the email you requested. As we discussed on-site, the proposed stone revetment work at the eroding bank would take place landward of the mean high water line and does not encroach on the jurisdiction of the Tidal Wetland Division. No authorization is required from MDE so long as the work does not touch the mean high water line.

Please let me know if you have any further questions and I will be happy to assist you.

Thanks,

Meghan Senkel

I have contacted Cecil County Permits and Inspections office and they have no permit requirements for this type of work on this scale. The only requirement we have is that a "Critical Area Buffer Management Plan Application" be submitted to Joe Johnson (Resource Plans Reviewer, Department of Planning and Zoning, Cecil County). We just need his approval of the plan to go forward. I will submit the plan application when we are ready to proceed with the project.

- Bulletin Boards (Karen Dryden)
Karen reported that in addition to the BOD Minutes which are posted on both the Harbor and Pavilion bulletin boards, there is a listing by of property owners who have paid (and not paid!) their mandatory 2013 Maintenance Fees.
- CICA Clothing
There are still some 5K tee shirts available for \$15. each – these shirts have already been paid for, so, any sales are a 100% donation to the Association.
- Community Events (Pat Day / Sue Seeley)
The Yard Sale was held without a hitch and another wonderful job was done by Kathi Lichtenstein. Thanks again for your wonderful coordination of a community wide event.

Joe and Jennifer Greenfield chaired the Spring Clean-Up and we had a fine group of eager volunteers. The CE Committee did their job as well doing maintenance within the Pavilion. A pizza lunch was served after the clean-up with some volunteers providing desserts. Thanks to all that contributed!

Coming up is the annual Ladies Brunch being chaired by Cindy Mistysyn and her committee. It would appear that we have approximately 17 new women being invited this year for brunch and socializing at the Pavilion, 10 AM on June 1st. The ladies of the community will provide their, as usual, delightful breakfast fare.

The Summer Night Socials will resume on Friday, May 24th at the Pavilion. This first event will be chaired by Diana Hawley and Jennifer Greenfield with a Jamaican theme. It will commence at 7 PM at the Pavilion. Come, enjoy and meet your neighbors for a good time and catching up from the long winter stretch. *(This event was postponed until May 31 due to weather.)*

Our next Community Events meeting will be June 11th at 7PM at the Pavilion. Please plan to join us.

As usual we invite any members who are interested in helping out with upcoming events to contact Pat Day (9432) or Sue Seeley (0025). We **NEED** volunteers and appreciate the help and ideas!

- Fourth of July (Bill and Pat Day)
The Food Section chaired by Sue and Harry Seeley; Snow Cones and Ice Cream Sandwiches chaired by Karen and Bill Dryden; ticket sales chaired by Phyllis Doyle; Silent Auction chaired by Bonnie Boyer and Sue Clare; and the Parade chaired by Cindy Mistysyn have already started working on this year's event.

An email will be going out shortly to see what other past chairpersons are interested in continuing to help out this year.

We welcome the help and support of all and if you have a special interest in helping any of the above, please contact those chairpersons directly.

This year will be Days' last year for chairing this event, if you would like to take over the chair of this event, please let them know!

- General Maintenance / Erosion (Sonny Hayes)

Very active this month. We worked this past weekend on Jacob's Nose. Thank you to the many volunteers that came out and worked. We plan to do more trimming of trees this fall after the vegetation has stopped growing.

There are 3 or 4 fence rails which need replacing at the Beach road.

The sign at the community entrance is crooked and will be straightened back up into plumb.

Comcast crews have moved their equipment stored behind the garage to allow access to the swim platforms.

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

- Grass Mowing (Karen Dryden)

OPEN LOTS:

(39) CICA Seasonal Contracts sent out April 1, 2013

(Balance of lots are being maintained by owners or are not cuttable).

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

(4) Not interested

(10) No response

(1) In the process of Bankruptcy

(2) Cut – CICA billed (Coco & Miller)

LOTS WITH HOMES:

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

(2) In the past have been taken care of by the Bank as they are in Bankruptcy
– Will advise

- Harbor (Jay Gilfillan; this report submitted by Bill Dryden)

HARBOR CLEAN-UP:

A Great Day to Clean the Harbor Area.

In Jay's absence, Bill Day and Bill Dryden (B & B Team) led the troops and Bob Biedermann led the cutting up of the old float.

Harry Seeley and Fred Berkeihiser used their pickup trucks to haul away the debris to the land fill. A total of two (2) tons was taken there.

Brian Clare on the community tractor and Regan Michaud on his tractor transferred a fair amount of drift wood to the Beach Area for summer fires.

The usual hard working neighbors showed up to rake and clean the Harbor Area which is now ready for the Summer Season.

Thanks to all who helped.

- History (Pat Day)
Nothing to report.

- Legal (Bill Dryden)
No activity since the last meeting.

- Library (Joan Ferrick)
Nothing to report.

- Membership (Karen Dryden)

2012 MEMBERSHIPS:

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

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

(14) – Lot owners have not responded or paid 2012 Fee.

(1) In foreclosure (Short)

(5) - Lot owners have not responded or paid two years or more.

(1) Lien placed against owner (Lam)

(1) In foreclosure (Hill)

(1) Foreclosure took place – payment not received to date (Wm. Shaw)

(1) Attorney trying to serve owner (Miller)

(1) Foreclosure in process of settlement end of May, 2013 (Webster)

2013 MEMBERSHIPS:

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

Plus (4) Mason Lane owners

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

- To date 84% of the lot owners have paid their Maintenance Fee

- As of April 1, 2013, 6% interest started accruing.

- (36) 3RD and final Invoices were sent on May 13 & 14, 2013

- No response to date.

BATH & SHUFFLE BOARD KEYS:

(65) Packets delivered or picked up

(28) Packets mailed

- Newsletter (Diana Hawley)

The April edition was sent via e-mail and posted on website on April 29. The labeling, mailing, and tube delivery of hard copies was done shortly thereafter. Because of our effort to decrease the number of newsletters that we have to print and send, we were able to greatly reduce the cost and volunteer labor effort necessary for hard copy

distribution. All lot owners for whom we have a valid e-mail address were switched to the e-newsletter. (They are given the option to return to hard copy distribution by sending a written request to the CICA PO Box.) We also encouraged lot owners for whom we have no e-mail to provide one to us, if possible.

Thanks to Andrea Gilde, Angie Thomas, Karen Dryden, and Susan Clare for their assistance.

The **deadline for July Newsletter submissions is July 1** – this is a firm deadline as the newsletter **MUST** go out on time in order to fulfill legal requirements pertaining to the required notice of the Annual Meeting and publishing of next year’s budget. **NO EXCEPTIONS!**

- Nominating (Diana Hawley)

There has been no progress with securing candidates; to date, we only have one (John Reber, who is running for his second term). A request for nominees was printed in the newsletter. Board members should forward names of any possible candidates to Diana.

- Pavilion Rentals (Sonny Hayes)

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

5/21	5/24	5/26	6/1	6/3	6/8	6/9	6/15	6/22	6/28	6/29
7/4	7/6	7/13	7/19	7/26	8/9	8/10	8/17	8/23	8/24	8/25
9/9	9/10	9/28	10/12	10/26	12/14					

- Road Maintenance (Sonny Hayes)

Road work was done this month, we completed road work on Bennett, Darrel, Arden, Racine and Rolling Ave. Expect to get to the remaining roads in Late May or early June.

I have talked to the State Highway Supervisor for Cecil County and he has agreed to donate 2 truck loads of millings to CI. S&M Paving has been contacted to transport the millings at a cost of ~ \$100. per truck load.

There are some bad potholes on Mason and Rolling which need repair.

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

- Roads / Drainage Improvement and Planning (John Murray)

Harbor Rd Pre Bid Meeting- Eric Sturm and John Murray met with Sam from S&M Paving (Eric by phone) to clarify the points of construction for the intersection of Harbor Road, Rolling Road and RacineRoad. Sam is preparing a final cost estimate for my presentation to the Board on Tuesday.

We will also need a boundary survey of the four properties affected. I currently have one estimate from Exacta, however they are unable to provide the spot elevations needed. I am getting a second estimate from Pelsa.

I will present the construction drawing and the estimates at the meeting.

With board approval construction can begin at once.

Discussion:

A bid was submitted for ~\$28,500. to repair / correct drainage problems at the intersection of Racine Road , Rolling Road and Harbor Road. These existing problems are causing severe erosion which is undercutting the Harbor Road, if not addressed, Harbor Road will collapse. John will solicit an e-mail vote on this bid once finalized.

In conjunction with the above project another bid was submitted for ~ \$ 1700. to perform the required surveying work. John will solicit an e-mail vote on this bid once finalized.

In addition Eric Strum, Design Engineer, is preparing preliminary studies for the intersection of Bennett and Rolling.

Mason Lane:

Eric Sturm, is finalizing a bid for the required environmental drawings, Forest and Wetland Delineation plans, in preparation for work on Mason Lane. *(John Murray will solicit an e-mail vote of approval from the Board once the bid is finalized.)*

John Reber will contact the contractors doing rip-rap work on Mason Lane. The concern is responsibility for road damage caused by heavy trucks carrying materials. *(John contacted the contactors doing this work and was assured that any damage will be repaired.)*

- Tractor (Harry Seeley)

Just checked equipment fluid levels - tractor oil level is high, is clean and I will do oil change later this summer. Tractor and mower are running fine. Sonny made a request to sharpen Kubota blades, and I will sharpen them this week.

I will keep an expense sheet on the tractor and mower, but I need to have expenses reported to me when others purchase items and turn them in for reimbursement.

I need a list of the cost of the following items:

1. Scraper blade that was purchased by Mike Burroughs
2. Cost of Kubota manuals purchased by Jim Carter *(info sent)*
3. Cost of 2 cases of Amsoil purchased by Bill Dryden
4. Cost of misc. filters and oil change for Kubota - purchased by Jim Carter *(info sent)*

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

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 issues were presented.

Old Business

Annual Budget Meeting

The first meeting of the Budget Committee was held Tuesday, April, 23, at the pavilion at 7:00 pm to begin the process of establishing our annual budget and setting Maintenance fees for the upcoming year.

Discussion: This first budget was reviewed by the BOD and some issues were noted; the Budget Committee agreed to revisit the first budget and report back at the June meeting.

Comcast Cable Service

Work is still progressing and *may* be completed by the end of the month!

Garage Roof Replacement

The replacement of the garage roof will start on June 15. Watch for a Hot Topic on this subject!

Jim Carter will lead this project and will need volunteers – 302-388-1710 or jtcarterphoto@comcast.net Jim is currently finalizing a materials list.

If anyone has a pneumatic, coil-fed, roofing nail gun they are willing to lend us for this project, it would be greatly appreciated. Jim has one gun, but a second would be handy – better yet – come and operate it! Likewise, an 8' or 10' sheet metal brake (Jim can rent a brake and pre-bend much of the aluminum, but site fabricated always seems to be better.)

5K Thank You

Diana sent a thank you letter to the North East Fire Company who provided a dedicated EMT team for the 5K.

Workman's Compensation Insurance for Volunteers

Workman's Compensation insurance will be purchased to cover not only our paid workers, but to also include coverage for our volunteers working on Community projects. This coverage will cost an additional \$ 171. per year from Erie.

- Moved, seconded and approved unanimously.

New Business

Library

Joan Ferrick is requesting some funds for new shelving for the library. I have an estimate from her. *(Received by e-mail; tabled due to Joan's absence.)*

Community Signs

Don Manges has been updating the community sign for some years and wants to retire. This position entails keeping the community sign up to date as to upcoming events, Board meetings, etc.

Anyone interested in taking over this position, please contact Don or any Board member!

Meeting adjourned: A motion was made to adjourn the meeting; all in favor. The meeting was adjourned at 9:43 p.m.

The next monthly Board meeting is scheduled for Tuesday, June 18, 2013, at 7:00 p.m.

Respectfully submitted,

Jim Carter, CICA Secretary