

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

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

Board members absent: Jim Carter, John Murch, and Christopher Shelton

Community members / guests present: Leonard Ardieta, Bill Dryden, Walter and Susan Gibson, Sonny Hayes, and Don Smith

President's report (John Reber)

Being that this is my last regular Board meeting presiding as President, I'd like to thank all the Board members, especially the officers, for the work they've done making my job as simple as possible. Their expertise, along with the various committees and their chairs, is what kept things running smoothly. My special thanks to all of you for your help.

Again the BOD has received an e-mail accusing us of taking short cuts and skirting the permit process when it comes to road issues. We've been accused of ignoring the 5,000 SF rule that would require a grading and construction permit. This couldn't be further from the truth. While planning on the work being done, the engineering firm of Eric Sturm (RLA) and committee chair John Murray met with the county reps who stated if the 'disturbed area' remained under 5,000 SF, no construction permit would be necessary. The area of disturbance is indicated on the drawings and the county OK'd the work being done without the need of permits. Also in the 'Construction Document Bid Package' it was required that the contractor obtain all necessary permits.

Again we need interested beings to run for the board. Last report shows only 3 people on the ballot, leaving us one short of a full Board.

John has also received a complaint about community members using the community tractor and/or lawn mower for personal use. He will contact Sonny Hayes, Maintenance Chairperson, so he can remind all equipment operators that it is against CICA rules to use the tractor and lawn mower and any other CICA equipment on their personal properties and/or for personal use.

Secretary's Report (Jim Carter)

Jim e-mailed the draft minutes to the Board on July 28 with a response deadline of three days. Final minutes were e-mailed to the Board on August 4, and were approved (12 years) with minor requested changes incorporated.

The minutes were posted on the Beach and Harbor bulletin boards on August 5. The minutes were not posted to the website until August 15; the webmaster was out of town and then the website was being moved to an external server.

Jim extends his thank you to John Murch, who took notes at the July meeting while Jim was on vacation!

Treasurer's Report (Andrea Gilde)

Andrea presented and reviewed the July 2013 CICA Monthly Treasurer's Report, and reviewed both income and expenses. Note that this report covers the first month of the new fiscal year. Highlights include:

- All proposed allocations are still marked as "proposed," as they will not be approved until the Annual Meeting on Sunday.
- Fourth of July income was more than anticipated. The expenses and income for this event are always tricky, because the income is shown in a different fiscal year. Most expenses for the event come out of the May and June reports, which are in the previous fiscal year.

Walter Gibson questioned that we anticipated \$500 for legal fees under CICA budget, and asked the total cost of Mason Lane lawsuit. He was reminded that Mason Lane was a Community Maintenance issue, it was an expense for last year, and that this current discussion should be limited to questions related to this month's CICA report.

Mr. Gibson continued to question why it was a community maintenance issue. The Board reminded him, as discussed at the Annual Meeting, why it was a community maintenance issue, and he was again asked to limit his questions at this time to those related to the topic at hand—this month's CICA Treasurer's report.

Andrea then presented and reviewed the July 2013 CM Monthly Treasurer's Report, and reviewed both the income and expenses. Highlights include:

- There were two partial payments for community maintenance fees received, as reflected in the income.

Mr. Gibson then questioned why we included a proposed expense of \$5,000 for legal fees this year. He expressed his disagreement with the voting procedure, specifically that lot owners should be able to vote on whether or not we enter lawsuits or major agreements and that everyone should be notified. He was again informed that he would have an opportunity to express his concerns at the appropriate time of the meeting (under "Community Issues/Concerns" following the committee reports on the agenda), and that we are currently discussing this month's CM Treasurer's Report.

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

Committee Reports

- Architectural Review (Bill Dryden)
The following new house was approved since the last meeting:
 - Mike and Jessica Klinger (Lot: 16, Gull Circle)The approval is conditioned on a pipe being put under their proposed driveway so as not to interfere with the existing swale.

- Beach (Jim Carter)

The key to the propane and hose locker mysteriously disappeared; the lock has been replaced and the new key is in the pavilion key box.

Residents are reminded that a CICA sticker is required to park vehicles in the Harbor and Beach parking areas – please do not park on the grass by the beach! Jim continues to place “Friendly Reminders” on cars found without stickers. The Log Book is in the pavilion and contains the list of vehicles, along with a supply of stickers and Friendly Reminders.

Compliance is vastly improved from July! Thanks to all of the residents for helping with this enforcement effort.

Only about 25 stickers have been distributed, but many more vehicles have appeared with new stickers attached. Jim believes that many residents already had stickers in their possession, but just had never attached them.

Property owners or residents still needing a CICA sticker can obtain them at no charge from Karen Dryden or Sue Seeley.

Residents are again reminded that dogs are not permitted in the Beach area.

In preparation for the Fall Clean-Up Day, Saturday, October 12, please let Jim know of any items needing attention at the Beach area (jtcarterphoto@comcast.net).

- CICA Clothing

No report.

- Community Events (Pat Day / Sue Seeley)

Since the last meeting, the committee held an Ice Cream Social/BINGO and a Summer Social. This Friday (August 23) is another Summer Social at the pavilion; it is a special themed social: Margaritaville. Sunday (August 25) is the Annual Meeting with a potluck following around 5:00.

- Fourth of July (Bill and Pat Day)

Nothing to report.

- General Maintenance / Erosion (Sonny Hayes)

No major activity. If anyone is aware of other items needing attention, please contact Sonny.

- 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).

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

(4) Not interested

(5) No response

(3) In the process of Bankruptcy (Hill, Miller & Smith) which we are cutting.

(2) CICA cut and billed (Hill & Smith)

LOTS WITH HOMES:

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

(3) Cut – (Hill, Jewell & Short) -Banks own properties – (Bank names unknown at present)

Karen also reported the following:

- The house on H-21 (16 Racine) went up for auction last week. There were no bids, so the bank is the owner. She reported that we have mowed the grass, but there is also a tree down. After discussion, the Board agreed that we should remove the tree, as it is visually unappealing and more difficult to mow. Sonny Hayes will manage this removal; we will provide an invoice for this and any other mowing that we perform on foreclosed properties that are owned by the bank.
- We received an additional \$150 from Chris Niemczewski, as previously recommended by the Board.
- Diana Hawley contacted the Sandens (lot G-12) regarding their repeated violation of Restrictive Covenant #3. She will follow-up as appropriate. Karen reported that, while the Sandens have had some work done (they had workers there one day), they still remain in violation of the Restrictive Covenant.

Community members questioned the construction materials and old trailer that is located on lot M-02/M-03 (33 Rollins). While this is an eyesore, as well as some other properties in the Isle, there is no violation of the Restrictive Covenants and therefore nothing that the Board can do to enforce its removal.

- Harbor (Jay Gilfillan)

No report was submitted.

Bill Dryden submitted the following information:

The Harbor is in a repair mode:

- Bob Biedermann, with the assistance of Bill Day and Jack Ferrick, did some major repair to the older dock. The large bolts on one side rusted through and the end of the dock was sagging and in danger of breaking loose. The end of the dock was jacked up and new bolts inserted.
- Jay Gilfillan and Bill Osborne replaced a broken yoke on the floating dock. This is the second yoke to fail this year.

Enjoy the balance of the boating season.

- History (Pat Day)

Nothing to report.

- Legal (Bill Dryden)

Most of Legal's time has been spent in assisting Membership's attempt to collect past due Maintenance Fees:

1. Final letters were sent to eleven owners past due for two years.
2. Seven have paid prior to starting legal action.
3. One, Jewell on Lot H-20 is scheduled for foreclosure on August 29, 2013 and it would not be prudent to incur legal fees at this point.
4. The following have been handed over to our attorney for legal action:
 - Foley, Loretta: Lot N-12 (Jones property)
 - B. Coco: Lot N-01 & N-16
 - Russell, Joan: Lot Q-17

The Court date for the Miller Property, Lot: P-09, is set for September 12, 2013. It has been difficult to serve Mr. Miller who owes for five years which now totals \$1,401.07.

A final letter was sent to Kathy Quinn, Lot: P-26, 27 & 28 on August 5, 2013 who owes for this year on three lots which totals \$962.44.

- Library (Joan Ferrick)

All is well. There are no problems. Books come in, and books go out. Volunteers do a great job on Saturday mornings! Joan straightens out the books during the week.

- Membership (Karen Dryden)

2009 – 2011 MEMBERSHIPS:

- (6) - Lot owners have not responded or paid two years or more prior to 2012 (Hill (2), Jewell, Lam, Miller, Shaw)
- (2) Liens placed against owner (Jewell & Lam)
- (2) In foreclosure (Hill (2))
- (1) Foreclosures took place – payment not received to date (Originally Wm. Shaw – Bank names unknown)
- (1) Court date 9-12-13 (Miller)

2012 MEMBERSHIPS:

- (310) – Lot owners have paid their Maintenance Fees for 2012 to date.
- (242) – Of those paid have joined the Association.
- (13) – Lot owners have not responded or paid 2012 Fee.
- (3) Foreclosures took place – payment not received to date (Originally Jewell, Shaw & Short properties – Bank names unknown)
- (3) In foreclosure (Hill (2) & Jewell)
- (1) Court date 9-12-13 (Miller)
- (2) Partial payments (Hinkle) due 8-31-13
- (4) Turned over to R.V. Jones, Esq. for legal action (Coco (2), Foley/Jones, & Russell)

2013 MEMBERSHIPS:

- (292) – Lot owners have paid their Maintenance Fees for 2013 to date.
Plus (4) Mason Lane owners
- (219) – Of those paid have joined the Association.
 - To date, 88% of the lot owners have paid their Maintenance Fee
 - As of April 1, 2013, 6% interest started occurring.

** (7 out of 11) – Responded to the legal letters sent out June 27, 2013 for 2012 & 2013 past due MF. (1) Foreclosure will take place in August (3) Were given to our attorney for legal action & (1) Court date is scheduled for September. (1) Responded with partial payment.

We are therefore actively pursuing approximately \$14,500 in past maintenance fees.

Karen also reported that Andrea is working on the ballot and she will manage the registration table for Sunday's meeting. She will also keep following up with these foreclosure properties.

There was a question regarding whether or not the liens are wiped out when a property goes to foreclosure. While that is the way that we understand the system to work, we will continue to attempt to recover any past due maintenance fees and other fees that are owed.

- Newsletter (Diana Hawley)

The next newsletter is scheduled for October; the normal deadline for submissions (the first day of the month) continues. As mentioned previously and as written in the July newsletter, Diana will no longer be on the Board and does not plan to write future issues. She listed the chesapeakeisle.secretary@gmail.com as the contact for newsletter submissions.

- Nominating (Diana Hawley)

Despite numerous attempts to nominate candidates, we still only have three to date: Mike Beiter, Raymond Farnesi, and John Reber. The Board must consist of twelve members.

A discussion was held. Sonny Hayes volunteered to be the fourth person. [In accordance with the bylaws, because the Nominating Committee must present candidates to the community at least 30 days prior to the Annual Meeting, Diana will follow the protocol for members nominating candidates. She will prepare a letter of recommendation with 5 members' signatures for both Sonny and Mike Beiter.]

- Pavilion Rentals (Sonny Hayes)

The pavilion is currently committed for the following dates in 2013:
8/23 8/24 8/25 9/9 9/10 10/5 10/12 10/26 12/14

The importance of ensuring that the pavilion is rented to CICA members only was stressed. Sonny submitted checks to the Treasurer.

- Road Maintenance (Sonny Hayes)

Sonny repaired the Harbor Road several times following heavy rains. He plans on doing some major road work following the Annual Meeting and obtaining some volunteers for Road Captains. Sonny can be reached at 410-287-7588 if there are any problems or concerns.

A copy of the maintenance log was submitted to the Secretary prior to the meeting.

- Roads / Drainage Improvement and Planning (John Murray)
 - (1) Harbor, Rolling, and Racine (HRR)
 - Construction is scheduled for September 9–13. It will not be performed on a weekend.
 - The shop drawings have been approved. Pipes, manholes, catch basins and rims have been ordered.
 - The construction could have been performed the previous week; however, because of the timing of Labor Day, John thought it would be best to wait to do the harbor access road.
 - John has contacted Allan Johns to inform him of this timeline. He plans to contact the Devines as a courtesy as well. The lot owners on all four corners of this intersection have all been previously informed of the project (John sent letters).
 - (2) Bennett and Rolling
 - Construction is scheduled for September 16–20, pending approval of the estimates.
 - Approvals sought include (1) \$3,200 for Pelsa (we have received a written estimate) and (2) Not to exceed \$18,000 for S&M Paving (we have received a verbal estimate for \$16,000–\$18,000; they will confirm later this week and John Murray will request this official approval via e-mail).
 - John reported that Eric Sturm does the construction estimate, and this number is in range of what it should be. This includes 2 pipes. The surveying will be done the same way it was done for the HRR job: they will mark the property line so we can see it in the field.

John plans to provide a full report and presentation at the Annual Meeting for all of the projects. Gull Circle is next in line.

A motion was made to approve paying Pelsa \$3,200 and to approve S&M completing the work, pending a written agreement, not to exceed \$18,000. All in favor.

The following is a full detailed description and status report for these above-mentioned upcoming projects:

(1) Harbor Rolling & Racine (HRR):

Description: Install new drainage inlets at Rolling and Racine (NW and SW side of Rolling), place storm drain manhole at Harbor & Rolling, place catch basin/inlet on east property of Rolling, drain pipe from south side of Rolling to East Side of Bennett to direct water flow away from intersection

Base Data Collection and Site Design:

- ✓ Aerial Survey
- ✓ Site Design
- ✓ Submit or review plans to/with county
- ✓ Receive plan approval and/or within <5000SF disturbance

Bidding & Construction

- ✓ Submit plans for bid

- ✓ Receive bids
- ✓ Construction Stakeout
- Site work (Estimated Start Date 09/09/2013)

(2) Rolling Avenue and Bennett Avenue (RB):

Description: Install drain pipe from south side of Rolling to East Side of Bennett to direct water flow away from intersection

Base Data Collection and Site Design

- ✓ Aerial Survey
- ✓ Site work
- ✓ Submit plans to county
- ✓ Receive plan approval from county

Bidding & Construction

- ✓ Submit plans for bid
- ✓ Receive bids
- Construction Stakeout
- Site work (Estimated Start Date: 09/16/2013)

[Following the meeting, John Murray talked to Don Smith, resident of Mason Lane, regarding the work in progress and continued plans that have been occurring regarding Mason Lane. Next steps include the Roadway Design—to follow wetlands joint determination with Maryland MDE in conjunction with the U.S. Army Corps of Engineers.]

- Tractor (Harry Seeley)
Nothing to report.
- Web site/e-mail (Gordon Hawley / John Reber)
Diana reported that the web site was moved from the Hawleys' server to an external server on August 15, 2013. The site was down beginning on August 12 and restored on August 15. Chesapeakeisle.org e-mail addresses were relinquished on August 12.

Diana will update the web site to reflect the main contact e-mail for CICA as chesapeakeisle.secretary@gmail.com. We will also need new e-mail addresses from people who used chesapeakeisle.org e-mails so we can update the directory and distribution lists.

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.)*

- Walter Gibson expressed his concern with the changes that have taken place in the community over the years, including the increasing number of lawsuits. He referenced the Osborne lawsuit and the Mason Lane lawsuit.

He believes that any major agreement or lawsuit that the Board enters into should be approved by the community at large, via a vote by mail, before the Board moves forward on such agreements or lawsuits.

Board members explained that this was not feasible; not only is this not in accordance with the bylaws, but this is not how any governing body can or should operate. The Board is elected by the CICA members and is representative of the community; it therefore makes decisions on behalf of the community. In addition, Board meetings are public, all community members are welcome, and they are held monthly. Decisions are made in the presence of whoever wants to be there. We are transparent and inform the community of any major issues to the best of our ability and capability (i.e., specific details during any current litigation are not discussed, as advised by our attorney).

The Board also explained that the structure can't be changed without a revision of the bylaws. The process of changing the bylaws was explained, including the amount of volunteer labor and cost of doing so (i.e., attorney's fees, mailing fees, etc.).

Walter also expressed a concern with the fact that community members must be present at the Annual Meeting to vote on the proposed budgets. It was again explained that this voting procedure was in accordance with the bylaws, and any changes would require a bylaw revision.

The Board agreed to add this as a New Business item at the Annual Meeting. The Board can seek a consensus whether or not a bylaw revision is something that the community wants the Board to pursue.

[Note that all personal attacks made during this discussion are not included in these meeting minutes.]

- Len Ardieta, a property owner on the exempt portion of Mason Lane, presented a concern regarding over-manicured berms that cause erosion. With the changes in the weather pattern and property owners' desire to remove trees and other grasses to increase their water views, we are creating a problem of berms becoming unstable and falling away.

Len requested that we include an article in the next newsletter urging lot owners to be more environmentally conscious and not cut trees that jeopardize a berm. Many of the lip embankments are delicate, and a certain amount of growth is needed to prevent a mudslide. If this growth is removed, he believes it will be detrimental, particularly to houses on Caldwell Road and Mason Lane.

Having had a recent survey done, Len reported that there are 5 parcels that have encroached on his property, which he is addressing privately. He urges these residents and others in the community to refrain from over-manicuring both their property and the property of others, as the damage will be significant.

A discussion was held on this issue, and it was further stated that we live in a critical area, and lot owners can't cut trees without a permit. If trees are cut, it is required that lot owners plant five trees, as approved by the State Forest Commission.

John Murray recommended that Christy Michaud, a certified professional horticulturist who lives in CI, could do a blurb about this issue in the October newsletter. In his work

with the drainage infrastructure, John has consulted Mrs. Michaud regarding issues surrounding erosion and sediment control. There is a lot that can be done individually and community-wide.

Government agencies are also concerned about the Bay and the watershed, and future grant opportunities may be available as we move forward in our road and drainage infrastructure and storm water management work. For example, the catch basins that we are building on the Harbor access road are being done at 4-feet deep (not 3-feet deep as required) so at some point in the future we can do a bio-swale.

Old Business

Comcast Cable Service

Comcast has completed and tested their main cable lines, they are signing up customers and connecting homes in CI!

Diana has been in communication with the Comcast supervisor and the contractor regarding the necessary road repairs that they need to complete. Specifically, Diana contacted the Comcast supervisor on August 12, 2013, to inform him that there is road damage in numerous locations as a result of the contractors digging and failure to restore it to its original condition (i.e., they backfilled the holes with dirt instead of millings; the dirt is now washing away). Unless corrected properly, these holes are going to continue to get worse. She informed the supervisor that we would not be responsible for the cost of correcting Comcast's damage.

The Comcast supervisor informed the contractor of this complaint, and the contractor contacted Diana on Tuesday, August 13. He left a message saying that the crews would come out and repair the damage between Tuesday and Friday.

Diana plans to follow-up with the contractor, as the work has not been completed to date.

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! There may be community storage space available for the various sign materials if you do not have space in your home.

New Business

- Annual Meeting Planning/Logistics

The Annual Meeting is scheduled for August 25 beginning at 2:00 p.m. Diana Hawley reviewed the following action items/assignments:

- Agendas: Diana will do the agendas.
- Set-up:
 - Speaker system: Brian Clare will not be present; Diana will set-up the system.
 - Flag, chairs, tent: Karen Dryden will set-up the chairs and the small canopy tents for sign-in/registration area (on grass beside the pavilion).
 - John Murch volunteered to do a Powerpoint for John Murray. Diana will verify with him regarding the set-up.
 - Committee sign-up sheets: We will not do again this year. We will instead announce that residents are encouraged to volunteer for committees. A committee listing, with their chairpersons, will be included on the back of the agenda (meeting of members).
 - Food, drinks: The CE committee will coordinate the potluck dinner. Drinking water will also be available during the meeting. Phyllis will verify with Sue Seeley.
- Draft minutes from last year's Annual Meeting were posted on the web site. They can also be sent to community members via e-mail at their request. Two hard copies will be available at the meeting. A vote for the approval of these minutes will be done at the meeting.
- Diana sent an e-mail to community members on August 18, 2013, reminding them of the Annual meeting date, asking them to review the draft minutes and proposed budgets prior to the meeting, and arriving at least 15 minutes prior to the start of the meeting (to allow time to sign-in and receive ballot forms). She will send another reminder e-mail the morning of the meeting.
- Membership/sign-in table: Karen, will coordinate volunteers for the registration table. Andrea will create the ballot checklist and the voting and ballot distribution list.
- Andrea will create all ballots and make the copies on colored paper. (For simplification purposes, colored budget approval ballots will match color of the corresponding proposed budget.)
- The Board needs to appoint three members to count the votes during the meetings in accordance with our bylaws. Suggested names include Past Presidents Janet McKenna, Susan Seeley, and Bill Dryden. Diana will ask them.

- Dead Tree near Bathhouse

Sonny reported that there is a massive tree that appears to be dead that is leaning toward the bathhouse. This tree may be on State property. Sonny will follow-up. Since this is located on a critical area, if it is not on State property, we will need an arborist to verify that it is dead before we arrange for removal.

- Growth on Route 272

A resident contacted the State regarding the high grasses along Route 272 and its effect on visibility. They trimmed today. It was reported that the State will not trim this grass on a regular basis; when the growth is excessive, we need to call the State.

Meeting adjourned: A motion was made to adjourn the meeting; all in favor. The meeting was adjourned at 8:54 p.m.

The next monthly Board meeting is tentatively scheduled for Tuesday, September 17, 2013, at 7:00 p.m. This date will be verified by the new Board following the Annual Meeting, as the regular Board meeting may night is dependent on the new Board's schedules.

Respectfully submitted,

Diana Hawley for Jim Carter, CICA Secretary