

CICA Board of Directors' Meeting
February 18, 2014
7:08 p.m.

Note: This meeting of the Board was originally scheduled for January 21, 2014. Due to a major winter storm on that date, the meeting was rescheduled to January 28. This schedule change was announced via FaceBook and a community wide e-mail at approximately 11:00 a.m., January 21, 2014.

Due to an additional snowstorm on January 28, and the subsequent failure to achieve the required quorum of 7 Board members, the January meeting was postponed until the regularly scheduled date in February.

Board members present: Mike Beiter, Jim Carter, Phyllis Doyle, Ray Farnesi, John Murray, Chris Shelton, Justin Thomas

Board members absent: Joan Ferrick, Troy Gunden, Sonny Hayes, John Murch, John Reber

Community members / guests present: Frank Conway, Karen & Bill Dryden, Andrea Gilde, Diana Hawley, Don Smith, Joe Spall

President's report (Chris Shelton)

It has been quiet on the Isle, which is to be expected this time of the year. Everyone seems to be settling in nicely for the winter. Santa was generous based on the initial post-Christmas reports that I've heard, and it looks like the winter newsletter is going to go out on time!

We did have one snow storm that required plowing. Working in two shifts starting at daybreak, all Chesapeake Isle roads had one lane passable by 9:30 AM, and the community was finished at approximately noon. I took the first shift, but many thanks to Jim Able who took the second shift after my lips and fingers turned blue. You see, I forgot to turn the heater core valve on the tractor, so it blew cold air from the vents the entire time. I discovered my mistake as I was parking the tractor in the garage at the end of the shift. The next plowing session will be considerably warmer as the problem is now solved!

Speaking of plowing. . . I noticed that several residents have vehicles, boats, trailers, RV's, etc. that are literally parked on the edge of the C.I. roads. Please folks, even though the tractor is 4 wheel drive, it really handles no better than your car when in the snow and ice. This time of the year, please remind your friends and neighbors to move personal items back and away from the road. Plowing is hard, dangerous work and it is complicated significantly when there are vehicles and such parked in the C.I. right of way.

Roads. . . while I have not received any complaints (yet) I'm aware that the roads are in pretty bad shape following the last storm. As soon as we get a break from the rain and snow, I'll do my best to get a crew together to at least Band-Aid the worst of the worst. It's that time of the year so please bear with us. The roads take a beating under the best of conditions, and these are not the best of conditions.

Lastly, I'd just like to remind everyone that a lot of things have changed in the past few years. We've lost some valued residents, and many people are now living alone that may not have

been in the past. Please be sure to keep an eye out on our vulnerable neighbors and friends as we deal with the remaining winter weather.

So, let's all hunker down, keep the wood stove stoked, and think spring! (And crabs!)

Secretary's Report (Jim Carter)

Jim e-mailed the draft minutes to the Board on December 19, with a response deadline of three days. Final minutes were e-mailed to the Board on December 24, and were approved (9 yeas and 3 non-votes which counted as yeas) with minor requested changes incorporated.

The final minutes were posted on the web site on December 30, and on the beach and harbor bulletin boards on December 27.

Treasurer's Report (Justin Thomas / Andrea Gilde)

Justin presented and reviewed the **December** CICA Monthly Treasurer's Report providing an overview of the income and expenses.

Income:

\$ 851.00 – from Boat Storage fees, keys, memberships, mooring fees, and grass mowing.

Expenses:

\$ 313.91 – Community events – Clean up day lunches and expenses

\$ 32.45 - electricity

\$ 1148.50 – annual insurance premium, split with Community Maintenance

\$ 22.50 – safe deposit box

\$ 48.00 - boat registration – mooring puller

\$ 401.72 – grass mowing wages

\$ 500.00 – annual donation to North East Fire Company

Justin presented and reviewed the **December** Community Maintenance Monthly Treasurer's Report.

Expenses:

\$ 32.45 - electricity

\$ 1148.50 – annual insurance premium, split with Community Maintenance

\$ 22.50 – safe deposit box

\$ 18.47 – snow plowing wages

A motion was made and seconded to approve the Treasurer's reports for December 2013. All in favor.

Justin presented and reviewed the **January** CICA Monthly Treasurer's Report providing an overview of the income and expenses.

Income:

\$ 1181.00 – from Boat Storage fees, keys, memberships, one donation, mooring fees, and grass mowing.

Expenses:

\$ 500.00 – deposit for Annual Dinner

\$ 31.32 - electricity

Justin presented and reviewed the **January** Community Maintenance Monthly Treasurer's Report.

Expenses:

- \$ 132.85 – Beach Clean-up Day materials
- \$ 2000.00 – Tractor Replacement fund – annual contribution
- \$ 31.43 - electricity
- \$ 57.93 – tractor tire replacement for damage during snow
- \$ 210.99 – newsletter printing and mailing

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

Committee Reports

- **Architectural Review (Bill Dryden)**

No activity for the month.

- **Beach (Jim Carter)**

The hose connecting the propane tank to the building's iron gas piping was damaged some time ago and a temporary repair was completed by Joe Greenfield; thanks go out to Joe!

It is believed that vandals somehow managed to tear the hose out of a swaged fitting. This required a considerable amount of effort on their part.

The repaired hose has been replaced at a cost of approximately \$30.

Residents are again requested to keep an eye open for suspicious activity at the pavilion during the off season – if you see something, say or do something – take names, descriptions, license plate numbers, call law enforcement or at least a Board member.

Residents are also reminded that Beach and Harbor parking lots are private and a CICA sticker is required to park there – I tagged one pick up truck in February!

- **Bulletin Boards (Karen Dryden)**

The December Board Meeting minutes were posted on December 28; no activity for the month.

- **CICA Clothing**

We still have 2013 Anchors Aweigh 5K T-shirts available at the "clearance" price of \$5. – a great buy! Contact Andrea Gilde for your shirt!

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

As we go into the New Year no events are planned until the Progressive Dinner to be held on March 15th. Specifics are reported in the January, 2014 Newsletter. Dawn Campbell is the chairman for this event and if anyone is interested in opening their home for an entree, please contact her.

- Fourth of July

No activity for the month.

Bill and Pat Day have retired from chairing this annual event, there may be two other volunteers willing to take over – watch for updates!

- General Maintenance / Erosion (Sonny Hayes)

No major activity.

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

- Grass Mowing (Karen Dryden)

Annual grass mowing fees will increase by 15% for this year to \$172.50.

Karen will be sending letters and contracts soon.

- Harbor (Jay Gilfillan)

No report.

- History (Pat Day)

No activity for the month.

- Legal (Bill Dryden)

We had a Court Hearing to collect past due Maintenance Fees on January 16, 2014 on the following:

Lot: N-12

Owners: Loretta A. Foley, Christine Marie Davis, Shannon M. Burkitt & Megan M. Foley
Occupied By: Bob & Patricia Jones

The Judgment covered fees for 2012 and 2013 with interest which totals \$556.33, legal fees \$500.00 and Court costs of \$208.00.

The Judgment has been received and a lien has been placed on the property.

We were scheduled for a Court Hearing on January 30, 2014 on:

Lots: P-26, 27, 28

Owner: Kathy A. Quinn

After the hearing was scheduled, CICA received a check for past due fees in the amount of \$968.44, however not for the legal fees now due of \$638.00.

We received a signed agreement from Ms. Quinn which acknowledges that she will pay the legal fees. In the event of default, this agreement contains terms which will automatically add any future legal fees incurred to the unpaid balance.

This agreement was filed with the Court when our attorney canceled the hearing for January 30, 2014. Partial payment, as agreed, has been received to date.

- Library (Joan Ferrick)

Opening Day at the library will be May 3, 2014.

- Membership (Karen Dryden)

2009 – 2011 MEMBERSHIPS:

(5) - Lot owners have not responded or paid two years or more prior to 2012
(Hill (2)* Jewell, Lam, Miller)

*Property has gone to foreclosure – lien may be wiped out

- (3) Liens placed against owner (Jewel, Lam & Miller)
- (2) In foreclosure (Hill (2) Lots)

2012 MEMBERSHIPS:

(315) – Lot owners have paid their Maintenance Fees for 2012 to date (97.52%)

(242) – Of those paid have joined the Association

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

(3) Lien placed against (Foley/Jones, Lam & Miller)

(3) Foreclosures took place – payment not received to date (Originally Jewell & Short properties – Shaw property (final payment was received from the bank (this was a small portion of what was due).

(2) In foreclosure - Hill (2) lots

2013 MEMBERSHIPS:

(308) – Lot owners have paid their Maintenance Fees for 2013 to date (95.35%)
Plus (4) Mason Lane owners

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

(3) - Remaining past due for 2013 turned over to R. V. Jones, Esq. for legal action (Quinn-3 lots) Court Hearing canceled – paid 2013 Maintenance Fee and now owes us the legal fees. (Partial payment has been received to date)

2014 MEMBERSHIPS:

(223) – Lot owners have paid their Maintenance Fees for 2014 as of 2-15-14
- (69%) Plus (3) Mason Lane Owners

(5) – Partial payment

(171) – Of those paid have joined the Association

***PAYMENTS WERE DUE ON FEBRUARY 15, 2014 -2ND NOTICE WILL BE SENT OUT BY APRIL 15, 2014. (THIS WILL INCLUDE 6% INTEREST)**

- Newsletter

The next newsletter will be in April, and any materials for publication should be submitted to andreagilde@gmail.com by April 1, 2014.

- Nominating (Diana Hawley)

Need a chair. I think it should be a board member.

- Pavilion Rentals (Sonny Hayes)

The pavilion is currently committed for Community events on the below dates for 2014:

3/29	4/19	4/26	5/3	5/10	5/23	6/7	6/27	7/4	7/18	7/25
8/8	8/22	8/24	8/30	9/27	10/11	10/25	12/13			

We have not committed the pavilion for any private dates for 2014. Once we return from Florida to CI we will post the 2 or 3 requests that we have received.

- Road Maintenance (Sonny Hayes)
Plowed a lot of Snow! Thanks to Jim Abel, Art Wood, Gary Gilde and Chris Shelton for their on going efforts. The roads are in really bad condition and we will work on them once the snow has stopped. A copy of the maintenance log is attached. I can be reached at 410-287-7588 if there are any problems or concerns.
- Roads / Drainage Improvement and Planning (John Murray)

Harbor, Rolling & Racine; Rolling & Bennett

As we all know winter came early and it doesn't look like it is leaving anytime soon. Construction on these areas will resume as soon as weather permits. This shall include the minor adjustments to the contracted construction as well as the re-grading of the Harbor / Rolling intersection, as approved by the BOD.

John presented photographs of this area during a recent heavy rain which showed the designed drainage to be working well.

Cliffview & Gull Circle

Construction was halted because of weather. The estimate for construction received from S&M Paving is \$26,793.

Rolling South; Mowbray & Rolling, etc.

Both Rolling South and Mowbray & Rolling are waiting to be addressed. These projects were both identified by the Road Improvement Committee in 2012.

In addition, I would suggest that we add Bennett Ave. to the list of major repairs. The constant reappearance of pot holes are a result of the crown on the road being lost. This will require millings and grading.

Mason Lane

Design is at 70% complete. What is presented will show the work accomplished as well as the future direction of this very significant improvement. We will ask for the approval of the BOD as well as the residents of Mason Lane. We feel this design approach is achievable, responds to the Court order, and within the financial capability of CICA.

The North End of Mason Lane is to be an access way upgrade that allows for a more stable and safe access to the homeowner's driveway and involves slope stability and embankment retaining along with the new cross section for the road surface.

A safety concept is to use the South End of Mason Lane for emergency vehicles. This allows the North End to be narrower. This design concept will add a second phase of

the project to include a turnaround for emergency vehicles – this will include some additional environmental documentation, design and engineering.

The portion of Mason Lane that the Court order includes is approximately 600 feet long; this extends from the high areas adjacent to Turkey Point Road to the first driveway and includes two access roads from Mason Lane at the bottom of the steep slope to the Bay.

The intersection grades at the private access ways and Mason Lane need to be met – these grades and the grades at the top of the slope, for all practical purposes, are the tie-in parameters for the proposed grades for the Mason Lane safety improvements.

Mason Lane Details

The Steep Segment in the middle (the critical access way segment) will be the segment targeted as the solution to the Court Order for an immediate solution. This project area must be kept under 5000 square feet and intentionally allows for the overall improvements to be built in sections with substantial gaps in time (6 months to a year) between segments of the construction project.

The Upper Segment which needs drainage improvements that also involve Turkey Point Road (inlet, roadside swale, etc.) and will be dealt with at a later date as a separate portion of the project.

The Lower Segment, which is a simple grading solution will be addressed last.

Discussion:

John presented numerous engineering drawings during this report and entertained questions and comments from the Board and residents.

Most of the discussion focused on the stabilization and drainage plans for the Steep Section. The plans currently involve placing a retaining wall of gabions on the downslope side of Mason Lane, installing a guardrail, changing the slope of the road to drain back toward the upslope side where a trench drain will be installed to carry away storm water runoff. On the upslope side, the hillside will be stabilized by silt socks.

This plan avoids cutting large trees (which would require a hefty replanting schedule) and avoids placing any fill material into the wetlands at the bottom of the slope (prohibited).

Further discussion involved the provision for emergency vehicle access from the south end of Mason Lane and an area to allow a turn around space for those emergency vehicles. The preliminary plans propose a turn around or “spur” toward the south end, we will have to obtain an easement for this plan to be viable. Some areas of the south end of Mason Lane are thought to be a little narrow and will need to be investigated further.

Chris Shelton, a North East Fire Company member, presented a general house fire fighting strategy for the homes on Mason Lane. A fire of this type would most probably be fought from the uphill side; logistics are simpler from the uphill side.

Frank Conway recounted a brush fire which had broken out on the beach of an adjacent property and noted that the firefighters had cut the chain on his access driveway to gain access to the beach. Chris said that brush fires are fought in a completely different manner using much smaller, 4 wheel drive equipment which would have no problem accessing the area, even without any improvements to Mason Lane.

Don Smith asked if the Steep Section would be paved. John Murray explained that in order for the trench drain to function, the area could not be paved. The trench drain is under a drivable portion of the road and impermeable pavement cannot be placed above the drain. Improved drainage will help to alleviate icing in this area.

The consensus of the BOD and the Mason Lane residents present was that the project was moving in the right direction, the proposed improvements seemed both viable and acceptable, and further that it was a good idea to divide this project into smaller pieces in order to ensure that the project scope does not exceed the regulated 5000 sq ft of disturbed area.

- Tractor (vacant)

The position of Tractor Committee chairman is vacant. In the event we cannot find a new chairman, we will need to contract for professional maintenance for the tractor and mower.

In the interim, several Board members have volunteered to perform normal preventative maintenance tasks, checks and minor repairs.

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

Routine updates continue to be performed. Please report any additional web site revisions to Diana Hawley. chesapeakeisle.secretary@gmail.com

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.)*

Diana Hawley brought to the Board's attention the hazard posed to young children by the propane-fired wall heater in the Pavilion. This heater is fine when the Pavilion is occupied by a relative few adults; however, when the room is crowded during some events with adults and children alike, the heater becomes a hazard especially to young children.

Discussion:

- *Various suggestions were fielded including a barrier / guard of some sort, a marked section on the floor with warnings and the like.*
- *Joe Spall has a through-the-wall heat pump unit which will function as both a heater and air conditioner which he is willing to donate to CICA. This unit was removed from one of his commercial buildings and is in storage.*
 - *Joe will measure the unit to determine if it will work for us without major modifications to the Pavilion.*
 - *Thanks to Joe for his offer!*

Property owners and residents are reminded that all Board meetings are open meetings

and visitors are always welcome.

Old Business

Community Signs

Tim West, a resident graphic artist, has volunteered to take over the Community signs! The retiring Don Manges and the Board extend their thanks in advance.

Dead Tree Near Bathhouse

As reported in the October and November minutes, Sonny contacted the Superintendent at Elk Neck State Park regarding this tree. They met and the Superintendent also believes the tree is on the Park property and needs to be removed.

The Park Superintendent has contacted their surveyor to confirm the tree is on Park property; however, the surveyor has not yet been out to confirm "ownership" of the tree.

BEACH EROSION UPDATE

Don Manges

It has been almost three years since I started this project in spring of 2011. Since we now have the money to get it done I plan on having the revetment installed before use of the beach starts.

For those of you that need a refresher on what has been done to date, I refer you to the BOD minutes from 6/11, 3/13, 4/13/and 5/13. I would encourage everyone to read or reread the status reports documented there.

The plan forward is as follows:

- Complete the "Critical Area Buffer Management Plan Application For Single Lot". This is started and almost complete.
- Determine the appropriate Buffer planting plan. I will contact Christy Michaud to get her input on this. This is needed for the Buffer Management Plan (BMP).
- Finalize the cross-section and overhead drawings of the revetment. Sketches have been made and just need to be cleaned up.
- Get current photos of the area. This is just an update item. Google Earth photos have been printed to show where the problem area is.
- Submit the BMP to Joe Johnson of Cecil County Planning and Zoning for approval.
- If approved, meet with Kordel Wilen, Chief of CCDPW Development Services Division, to see if he can provide any financial assistance. Probably not since the original offer was made assuming we could not raise the money needed.
- Decide on a contractor and obtain a final proposal.
- Get it done.

I will need a board signatory for the BMP and Construction Contract. My name and phone number is on all correspondence to date.

Discussion:

Don is putting the finishing touches on his drawing, shooting current photos and proceeding forward.

Chris Shelton is the needed signatory.

New Business

Harbormaster

Jay Gilfillan has been our Harbormaster for some time and has been recently required to travel extensively on business. He will be traveling 3 out of the 4 weeks in March, and the Mooring Inspection is scheduled in less than 3 weeks.

Jay has graciously stepped down as the Harbormaster and Bill Dryden has offered to fill in as Interim Harbormaster to see us through the spring mooring inspections. This is a big job and requires many hours of preparation and planning which Jay cannot contribute due to job responsibilities. The Community and the Board extends their thanks for your service!

This leaves us with two immediate needs for the Harbor – 1) Bill Dryden would appreciate any help you can offer in the next few weeks in preparation for the spring inspections, moving and setting and 2) we need a permanent Harbormaster – anyone interested in this position should contact any Board member or Bill Dryden – spring is a perfect opportunity for on-the-job training and familiarization from an experienced Harbormaster!

Road Repairs

It is no secret that our roads have taken a beating this winter. Chris Shelton will be organizing road repair crews as soon as the snow and ice melt away – watch for future Hot Topics on the subject or, be proactive and contact Chris to volunteer! Our supply of millings is low, Diana will contact Sonny to get more information for procurement.

Tractor

The community tractor is aging and gradually becoming less reliable when we need it. Chris is investigating the purchase of a replacement. He proposes another New Holland, 4 wheel drive, tractor which will accept our current attachments, however, with somewhat higher horsepower.

Chris will continue his investigation. We currently have \$20K in the tractor replacement fund; the dealer will come and inspect our current tractor and assess it for trade-in value and make an offer including terms for purchase price, warranty coverage, financing, etc. Watch for future updates.

BUDGET COMMITTEE

It is time to begin developing the budget for 2014-2015. Our by-laws require a 7 person committee, including the President. Therefore, there are six positions to be filled by property owners. We currently have five volunteers; we need one additional volunteer to sit on this important committee. This position is open to all property owners, you need not be a member of CICA to sit on this committee.

Current committee volunteers are: Bill Dryden, Andrea Gilde, Diana Hawley, John Murray, Chris Shelton and Justin Thomas.

The first meeting of the Budget Committee will be held immediately following the March Board meeting on March 18, 2014, at the Pavilion.

Meeting adjourned: A motion was made to adjourn the meeting; all in favor. The meeting was adjourned at 9:56 pm.

The next monthly Board meeting is scheduled for Tuesday, March 18, 2014, at 7:00 p.m. at the Pavilion.

Respectfully submitted,

Jim Carter, CICA Secretary