

CICA Board of Directors' Meeting
October 21, 2014
7:00 p.m.

Board members present: Mike Beiter, Jim Carter, Phyllis Doyle, Ray Farnesi, Sonny Hayes, John Murray, Cindy Mistysyn, John Reber, Chris Shelton, Justin Thomas

Board members absent: Tom Grieco, Tiffany Murch

Community members / guests present: Karen & Bill Dryden, Andrea Gilde, Christina & Brandon Sawdargs, Don Smith

President's report (Chris Shelton)

Chris thanked Andrea Gilde, Karen Dryden and Diana Hawley for their work producing and distributing the Newsletter. In addition Chris thanked all of the Board members both past and present for their service to the Community.

Speeding complaints continue and will have to be addressed later in the meeting.

We have purchased both a U.S. and Maryland flag and poles; future Board meetings will begin with the Pledge of Allegiance as do most other formal meetings.

Chesapeake Isle no longer has a Chili King, we now have a Chili Queen! We will need to modify our trophy to "Chili Champion". Chris thanked Sue, Polly and Jim for organizing the Chili Contest.

Secretary's Report (Jim Carter)

Jim e-mailed the draft minutes to the Board on September 22 with a response deadline of September 25. Final minutes were e-mailed to the Board on September 26, and were approved (10 yeas, 2 non-votes which counted as yeas) with minor requested changes incorporated.

The final minutes were posted on the web site and on the Beach and Harbor bulletin boards on September 26 and September 27.

A motion was made and seconded to approve the Secretary's report for September. All in favor.

Treasurer's Report (John Reber)

John presented and reviewed the September CICA Monthly Treasurer's Report providing an overview of the income and expenses.

Income:

\$ 5.00 – Keys
80.38 – Community Events – bingo, Annual Dinner
175.00 – Pavilion rental

Expenses:

\$ 45.32 - Electricity
108.00 – General Maintenance – tire repairs; Kubota and tractor
195.55 – Kubota mower payment (25 payments remain)

John presented and reviewed the September Community Maintenance Monthly Treasurer's Report.

Expenses:

\$ 31.14 – swing seat
31.12 – Electricity
720.00 - General Maintenance – mowing and mosquito spraying
49.03 – Printing and mailing – Annual Meeting
8650.00 – Mason Lane Funding – Eric Sturm

Software Upgrade:

Being that I'm a Mac Guy and my predecessors were PC People running a very old version of QuickBooks, I upgraded us to QuickBooks On-Line Pro. The normal cost for this is \$39.95/month, but after the trial version was about to expire I talked with Intuit sales and they gave it to us for \$19.95/month for the first year, which can be dropped anytime.

This version has the advantage that it can be accessed from multiple computers by multiple people with tracking of who does what. There is also a special read only login we can set up for our account that can be used for taxes and auditing purposes.

Since this is an on-line version it also has the advantage that we don't have to worry about someone's hard drive crashing and losing all of Chesapeake Isle's data.

Another capability is the ability to write checks directly through QuickBooks and syncing directly with our bank. The syncing of our bank accounts is already completed and information is already showing up in QuickBooks, which eliminates the double entry of numbers, so it is less error prone. I have not set-up the check writing yet, but should be an easy matter with no additional cost to us.

There is also an e-mail invoicing option with a Pay Now button, which is optional. Due to the cost involved I have not enabled this option as of yet. Due to us averaging more than \$3000/month (averaged throughout the year) in income there would be a \$19.95/month charge plus either a keyed or swipe rate, which are:

Swiped 1.75% + \$0.25 (would need card)
Keyed 3.15% + \$0.25

Based on a maintenance fee of \$476.47 those costs would be

Swiped \$8.34 + \$0.25 = \$8.59
Keyed \$15.01 + \$0.25 = \$15.26

If 200 lot owners used the keyed option that would be \$3052.00 + \$19.95/month charge. By law, I do not believe we can pass that onto to members who chose this option; it would have to be made part of the overall operating expenses within the budget. That is why you occasionally see gas with a cash discount. Unless someone volunteers for a couple of hundred people coming to their house over a two to three month period I don't see having a card reader as a viable option.

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

Committee Reports

- **Anchors Aweigh 5K (Andrea Gilde, Diana Hawley, Chris Shelton)**
The 3rd Annual Anchors Aweigh 5K will be held on March 28, 2015. Run, walk or Volunteer – something for everyone!
- **Architectural Review (Bill Dryden)**
Nothing new to report since the last Board Meeting.
- **Beach (Jim Carter)**
Our Beach season is rapidly drawing to a close. The swim platforms and swimming area floats were retrieved by Gary and Luke Gilde during the last few weeks. Our platforms and floats are showing their age and will be inspected and probably rebuilt over the winter.

Fall Clean –Up Day was productive. We finally leveled the long bench by the fire pit for your enjoyment. The two benches near the top of the hill were rebuilt. General clean up, some painting and sealing of the outdoor picnic benches was completed; the grilles and fire pit were cleaned out; sand toys were collected and washed; some of the weeds were roto-tilled in the playground area and the volunteer bushes growing in the jetties were cut away. Of course, the pavilion kitchen and store room were sorted and organized!

The bath house and pavilion water systems will be drained and winterized shortly after the Halloween party.

My thanks go out to all who have helped at the Beach during this entire season!

Contact Jim at: jtcarterphoto@comcast.net

- **Beach Erosion (Don Manges)**
Nothing new to report since the last Board Meeting.
- **Bulletin Boards (Karen Dryden)**
The September Board Meeting minutes were posted; no other activity for the month.
Reminder: Classified and for sale ads will remain posted for three months and then be removed.
- **Community Events (Pat Day / Sue Seeley)**
Our rescheduled Clean-Up Day had a small turn out, we served the meatballs left over from the Annual Meeting.

Upcoming is the Halloween party, chaired by Tiffany Murch on the 25th of October starting at 3 pm.

Mooring pull refreshments on November 1 will be handled by Karen Dryden.

- Fourth of July (Diana Hawley & Andrea Gilde)
Nothing new to report since the last Board meeting.
- General Maintenance / Erosion (Sonny Hayes)
Nothing new to report since the last Board Meeting.
- Grass Mowing (Karen Dryden)
Nothing new to report since the last Board Meeting.
- Harbor (Bill Dryden, Interim Harbormaster)
The next two weeks will be busy preparing the Harbor for winter.

The final pull and delivery of moorings will be held on November 1, 2014. Bill will be pulling unused mooring every other day starting on Friday, please call him to see when you can help!

All contributions of time and energy would be appreciated.

We had a good fall clean-up on October 18, 2014.

My thanks to all that contribute to our community.

The harbor crew is aging – we need some younger volunteers to help with this important task! AND, we need a permanent harbor master!

- History (Pat Day)
Nothing new to report since the last Board Meeting.
- Legal (Bill Dryden)
As I advised previously, the following owners are working their way thru the legal system.
 1. A. Szep – Cliffview
 2. Z. Lam - Gull Circle
 If not paid, the Court dates should be prior to the end of the year.

The Rizzo property on Bennett Avenue is scheduled for a foreclosure sale on October 22, 2014. After the sale, we will file a lien with the Court in an attempt to collect some of the past due Maintenance Fees. The amount owed is roughly \$1000. including attorney's fees.

- Library (Joan Ferrick)
The Library will be closing for the season on Saturday, October 25. Many thanks to the wonderful people who have volunteered their time to be there during the hours of 10:00 to 11:30 am on Saturday mornings. This benefit for our community would be impossible without you. There is still some time to stock up for the winter season before we close. Please contact Joan Ferrick (410-287-9595) to access the library during our off season.

- Membership (Karen Dryden)

2009 – 2011 MEMBERSHIPS:

- (4) - Lot owners have not responded or paid two years or more prior to 2012
(Hill (2)* Lam, Miller/PNC Bank)
 - *Property has gone to foreclosure – lien may be wiped out
 - (2) Liens placed against owner (Lam & Miller/PNC Bank)
 - (2) In foreclosure (Hill (2) Lots)

2012 MEMBERSHIPS:

- (318) – Lot owners have paid their Maintenance Fees for 2012 to date (98.452%)
- (242) – Of those paid have joined the Association
- (5) – Lot owners have not responded or paid 2012 Fee.
 - (3) Lien placed against (Foley/Jones, Lam & Miller/PNC Bank)
 - (2) In foreclosure - Hill (2) lots

2013 MEMBERSHIPS:

- (317) – Lot owners have paid their Maintenance Fees for 2013 to date (98.14%)
Plus (4) Mason Lane owners
- (220) – Of those paid have joined the Association.
 - (1) – Miller – went to foreclosure on 7-16-14--PNC Bank has acquired the property-
 - Will be put up for sale in the future w/Partners Realty LLC.
 - Payment received did not cover the 2013 MF plus interest.
 - (3) – Hill & Rizzo – in foreclosure

2014 MEMBERSHIPS:

- (305) – Lot owners have paid their Maintenance Fees in full for 2014 to date – (94.42%)
Plus (5) Mason Lane Owners
Plus (3) Partial payment
Payment received from PNC Bank for the (Lot:P-09 Miller) for \$370.12
(\$315.12=2014 MF plus \$55.00 = Grass Mowing)
- (210) – Of those paid have joined the Association

*** PAYMENTS WERE DUE ON FEBRUARY 15, 2014**

- * (11) LOT OWNERS WERE SENT LETTERS FROM THE LEGAL COMMITTEE ON AUGUST 4, 2014 FOR UNPAID MAINTENANCE FEES FOR TWO OR MORE YEARS & OWNERS WITH TWO LOTS (TO INCLUDE 6% INTEREST).**
 - (8) LOT OWNERS HAVE RESPONDED WITH PAYMENT.**

***** ADDITIONAL BATH HOUSE & SHUFFLE BOARD KEYS ARE AVAILABLE**

*** INVOICES FOR 2015 COMMUNITY MAINTENANCE FEES WILL BE MAILED IN NOVEMBER - \$ 467.47**

- Newsletter (Andrea Gilde)

The Fall Newsletter was completed and distributed by October 17. Thanks to Diana Hawley for proofing and to the Drydens and the Clares for prepping and delivering paper copies.

The next issue is scheduled for January.

- Nominating (Sonny Hayes)
Nothing to report.
- Pavilion Rentals (Sonny Hayes)
The pavilion is currently committed for **Community** events on the dates below for 2014:
10/25 12/13

- Road Maintenance (Sonny Hayes)
We filled pot holes with a small crew on Clean Up Day; Bennett and Darryl. The corner of Mowbray and Rolling and Rolling need work. We are nearly out of millings for repair work and the Route 40 project has not yet started (a promised source of millings from the Highway Department).

It is time to start thinking about snow plowing. Sonny will update the driver list and Chris and Sonny will begin contacting past drivers, plus a few prospects.

Note: The road maintenance crew needs your help! Please contact Chris or Sonny to volunteer or be trained as a tractor driver – free training!

- Roads / Drainage Improvement and Planning (John Murray)
Mason Lane
Work is advancing. On October 6th, Eric Sturm and I met on site with Lou Parnes, Environmental Specialist, Wetlands and Waterways Program, MDE. Frank Conway was also present for part of the meeting. Because of the minimal impact to the Non Tidal Wetland Buffer the Mason Lane project area has been categorized as NA. MDE has accepted the application and will be issuing a Letter of Authorization. We expect that shortly. Eric Sturm will now continue with design detailing, moving toward the next step in the process. There will be more information available at the next meeting.

Post Meeting Action:

Letter of Authorization for this project has been received from MDE.

Rolling Avenue South East

We have communicated with Cecil County Planning Board in an effort to determine if a drainage easement exists or is required to complete the road and drainage maintenance at Rolling Avenue South East. It was determined that although no easement exists, none is required. This project will not change the direction or velocity of the storm water as it was originally designed and built. All work will be completed in the public ROW.

It was decided that this work should be accomplished at the same time as the other two Rolling Avenue projects in order to reduce the cost of mobilization. This added work will require the improvements scheduled for Cliffview and Gull Circle, as well as the Emergency Turnaround for Mason Lane be scheduled in the following fiscal year, calendar year 2016.

Discussion:

Sonny brought up the flooding problem in the front yard of the Bates property, which is part of the aforementioned Cliffview and Gull Circle project. It was felt that, as a temporary measure, this could be remedied with an “in-house” project involving volunteer labor and the CICA equipment. Watch for a Hot Topic on this project!

Paving Survey

The final Survey was sent to the BOD by email for your review and information. With approval it will be sent to the Community at large by email and hard copy included with the annual invoices.

Discussion: The Paving Survey needed to be revised somewhat from the original form presented to the Board. It was decided that the Board could accept, review and approve revisions via e-mail voting.

Post Meeting Action:

The Paving Survey has been revised and approved via e-mail voting.

- Tractor (Tom Grieco)

I will be able to begin November 5. I had a brief conversation with Brian Clare last month, and I will meet with him after 11/1 to learn from his experience as past chairman.

Many thanks to Tom for stepping up to fill this important position!

- Web page / e-mail (Diana Hawley)

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.)*

No Community members present presented any issues.

Property owners and residents are reminded that all Board meetings are open meetings and visitors are always welcome.

Old Business

Due to a hard drive crash we have lost SANTA’s phone number and e-mail address, if you know SANTA’s phone number or e-mail, please contact Pat Day and let her know how to contact him!

New Business

Annual Dinner Change of Venue

Phyllis Doyle requested for Sue Seeley, Community Events Chair, that the Board consider moving the Annual Dinner to a different venue. Attendance has been dropping over the years and the cost has been rising.

It was suggested to incorporate the presentation of our Man and Woman of the Year awards after the Annual Meeting of Property Owners; the Board felt that there was too much going on that day already and that they should continue to be presented at a separate event.

Among the suggestions was to perhaps have a pig roast, crabs, etc.; a possible time was floated as late May to early June. Perhaps catered, or perhaps prepared by residents.

A motion was made, seconded and unanimously approved that we move the Annual Dinner "In House"; details and date to be determined later.

Home Based Business Signage

Although home based businesses are permitted under certain circumstances in Chesapeake Isle; outdoor signage is not permitted. It has come to the Board's attention that there is one business displaying signage. The owner will be contacted and requested to remove their sign.

There are several approved methods of advertising your home based business, among them are the Community Bulletin Boards and the Newsletter.

Speeding in the Neighborhood

As reported last month, a few residents continue to exceed our neighborhood speed limit by a considerable margin, not just a few miles per hour. Delivery trucks – UPS, Fed-X, etc. are also frequent offenders. This adds to our chronic dust problem, causes accelerated wear on our fragile roads and endangers our children, pets and walkers. We need to slow down!

In the event that residents do not come into compliance voluntarily, the Sheriff's Department can, and will, be contacted with a request for radar enforcement of our speed limit. Although our roads are private, we can receive traffic enforcement services upon request.

Announcement of next Board Meeting:

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

Meeting adjourned: A motion was made and seconded to adjourn the meeting; all in favor. The meeting was adjourned at 9:15 pm.

Respectfully submitted,

Jim Carter, CICA Secretary