

**CICA Board of Directors' Meeting**  
**May 17, 2016**  
**7:00 p.m.**

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**Board members present:** Mike Beiter, Jim Carter, Ray Farnesi, Tom Grieco, David Haines, Sonny Hayes, Cindy Mistysyn, John Reber, Chris Shelton, Justin Thomas, William Wood

**Board members absent:** John Murray

**Community members / guests present:** Marc Beckert, Bob Biedermann, Brian Clare, Bill Day, Karen & Bill Dryden, Joan Ferrick, Andrea Gilde, Mike Klinger, Don Schooley, Frank Slupski  
Note: Diana Hawley was erroneously omitted from the April Board Meeting list of Community members / guests present.

**Pledge of Allegiance**

The Pledge was led by Chris Shelton.

**President's report (Chris Shelton)**

Chris reported he had heard were several Community Member issues which would be addressed later in the meeting.

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

Jim e-mailed the draft minutes to the Board on April 21, with a response deadline of April 24. Final minutes were e-mailed to the Board on April 25, and were approved 11 yeas and 1 non-vote which counted as a yeas with minor requested changes incorporated.

The final minutes were posted on the Beach and Harbor bulletin boards on April 25, and on the website on April 27, 2016.

A motion was made and seconded to approve the Secretary's report for April and was approved unanimously.

**Treasurer's Report (Andrea Gilde for John Reber)**

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

Income: \$     10.00 – Keys  
                  243.89 – Membership  
                  40.00 - Moorings  
                  4829.50 - Mowing  
                  160.00 – Pavilion rental  
                  575.00 – 5K

Expenses:  
\$     563.72 – Community events – Easter Egg Hunt, Progressive dinner  
       32.50 – Electricity  
       6.79 – General Maintenance  
       5.00 – Legal fee – bank fee  
       39.99 - Internet  
       160.17 – Maintenance – Equipment – Kubota service – 20% of total

- 66.31 – Mooring services
- 32.37 – Pavilion - Flag
- 107.02 – Printing / mailing – mowing invoices
- 22.00 – 4<sup>th</sup> of July
- 999.63 – 5K – T shirts, Blue Cheetah, Gift Certificates
- 125.89 – Bookkeeping / accounting – Q1 2016 payment, neat fee

Andrea presented and reviewed the April **Community Maintenance** Monthly Treasurer’s Report.

Expenses:

- \$ 32.23 – Electricity
- 640.00 – Tractor Maintenance – Kubota service – 80% of total
- 3947.30 – Roads / General Maintenance - Caldwell design
- 416.00 – Bookkeeping / Accounting

Andrea presented and reviewed a summary of the **Road Paving Account** funds.

September 2015 through April 2016

	Deposits	Debits	Balance
September	\$ 288,600.00	\$ (46.67)	\$ 288,553.33
October	592,125.85	(820,886.33)	59,792.85
November	67,852.18	(112,754.35)	14,890.68
December	12,266.41	(3,530.15)	23,626.94
January 2016	15,520.07	(4,428.31)	34,719.43
February 2016	6,899.93	(30,470.01)	11,149.35
March 2016	7,059.61	(8,100.82)	10,108.14
April 2016	2,860.72	(2,000.00)	10,968.86

April Payments: \$ 2,000.00 – loan payment

Total amount assessed = \$ 719,400.00 - 323 lots X \$ 2200.00  
 Collected as of 5/12/16 = \$ 615,759.72

Balance owed = \$ 106,257.98

From unpaid lots = \$ 57,200.00 – notices sent to 22 property owners representing 26 lots. Less than 10%.

From payment agreements = \$ 49,057.98

Paid in full (5/12/16) = 265

Partial payment = 35

Payment agreements = 34

*Discussion concerning Paving Payments:*

Six month payment due notices will be sent to the 24 property owners who have not made any payments or made any payment arrangements. These notices will be considered “Final Notices” and be marked as such. After 60 days, failure to make the required payment or enter into a payment agreement will trigger the start of legal collection proceedings.

- The Board agreed unanimously to this course of action.

The Treasurer's reports for April were approved unanimously.

### **Committee Reports**

- Anchors Aweigh 5K (Andrea Gilde, Diana Hawley, Chris Shelton)  
The date for the 5th Annual event has been set for April 1, 2017. Mark your calendars!

#### Architectural Review (Bill Dryden)

Approved since the last Board Meeting:

Jeannie M. Giobbe  
36 Arden Rd., Lot: D-22

She is having a 10' x 16' shed installed on the rear of her property.

- Beach (Jim Carter)  
Thanks to all who turned out for Clean Up Day at the Beach and to the Community Events Committee for providing our morning pastries and coffee and the pizza lunch!  
  
The weather was not exactly co-operative but that did not deter the Beach crew who simply ignored the drizzling rain. True to form, by 2:00 the rain had stopped and the sun was shining brightly.

Gary and Luke Gilde have again volunteered to set the swim platforms and swimming area boundary floats as soon as the weather, water temperature and tides permit.

*Post Meeting Action:* The swim floats and boundary markers were set on Friday, May 20 – thank you Gary and Luke!

**PARKING:** All vehicles using the Beach or Harbor parking areas must display a CICA sticker, or a Guest Pass, or face possible towing. Stickers are available from Karen Dryden at no charge to all property owners and residents.

Contact Jim at: [jtcarterphoto@comcast.net](mailto:jtcarterphoto@comcast.net)

- Bulletin Boards (Karen Dryden)  
The April 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 (Tiffany Murch)  
Upcoming is the first of our Summer Socials "Sangria Smackdown" 7:00 pm, 5/27/16 at the pavilion. Bring your favorite recipe! Contact Andrea or Angie for more details.
- Fourth of July (Diana Hawley & Andrea Gilde)  
Diana and Andrea are chairing this event. Work has started, please contact them to volunteer!

- General Maintenance / Erosion (Sonny Hayes)  
I can be contacted at 410-287-7588 or hayes5626@aol. com.

- Grass Mowing (Karen Dryden)  
OPEN LOTS:  
(38) CICA Seasonal Contracts (representing 42 lots) were sent out on March 20, 2016  
  - (25) Paid Contracts received to date
  - (13) Own arrangements
    - (3) No response
    - (1) Cannot be cut

The 2016 mowing season is the last year for our annual rate of \$ 172.50; the contract price will increase for the 2017 mowing season.

- Harbor (Marc Beckert)  
Nothing really to report at this time..
  - I am waiting till the water gets a little warmer to keep searching for those lost moorings from last season.
  - I plan to do some house keeping around the dingy rack & bulletin board, painting , cleaning , repairing.
  - New matrix of 2016 mooring placements will go up this week.
  - Kingfisher is expected to begin work soon on the fishing pier.

Marc has a person who has two floating dock sections which they would like to donate to CI. The consensus of the Board is to accept the donation and determine a final use and placement later; we merely need to transport them. Among the potential use ideas were: additional swim platform, a jet ski dock at the harbor, duck blind and others.

**PARKING REMINDER:** All vehicles, **including boat trailers**, using the Harbor parking area must display a CICA sticker, or a Guest Pass, or face possible towing. Stickers are available from Karen Dryden at no charge to all property owners and residents.

Marc Beckert, [marcheckert@outlook.com](mailto:marcheckert@outlook.com) , 443-693-3462

- History (Pat Day)  
Nothing to report at this time.
- Legal (Bill Dryden)  
The FORECLOSURE sale of Lots: P-13 & P-14, Rollins and Rte. 272, will be held on May 25, 2016 in Elkton, MD.

The property is owned by Harvey T. Hill, Jr. and Janice L. Hill and has been vacant for quite some time.

Now owed on the property:

2011/2014 Maintenance Fees	\$2,728.90
2015 Maintenance Fee	1,067.29
2016 Maintenance Fee	381.48
Road Paving Assessment	4,400.00
Grass Mowing	<u>630.00</u>

TOTAL PAST DUE

\$9,207.67

I have asked our attorney to investigate the possibility of recovering any of the amounts owed.

The Foley/Jones court trial is scheduled for July 8, 2016 @ 9:30 AM.

- Library (Joan Ferrick)

The Library is now open! Saturday mornings, from 10:00 to 11:30.

“The books come in and the books go out!” ®

Please contact Joan Ferrick (410-287-9595) to access the library during off hours.

Joan has managed the library for many years and is wishing to retire. If you are interested in becoming the official Chesapeake Isle Librarian, please contact Joan. No experience necessary, On-The-Job-Training included at no charge!

- Andrea will send a Hot Topic announcing this opportunity!

- Membership (Karen Dryden)

**2011 MEMBERSHIPS:**

(2) – Lot owners have not responded or paid two years or more prior to 2012 (Hill) in foreclosure

**2012 MEMBERSHIPS:**

(319) – Lot owners have paid their Maintenance Fees for 2012 to date (98.76%)

(242) – Of those paid have joined the Association

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

(2) In foreclosure - Hill (2) lots

**2013 MEMBERSHIPS:**

(318) – Lot owners have paid their Maintenance Fees for 2013 to date (98.45%)

Plus (4) Mason Lane owners

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

(2) – Hill - foreclosure

(1) – Ostasewski-foreclosure took place- awaiting court decision

**2014 MEMBERSHIPS:**

(316) – Lot owners have paid their Maintenance Fees in full for 2014 to date (97.83%)

Plus (5) Mason Lane Owners

(211) – Of those paid have joined the Association (65.32%)

(2) – Hill – in foreclosure

(1) – Ostasewski – foreclosure took place – awaiting court decision

**2015 MEMBERSHIP:**

(310) – Lot owners have paid their Maintenance Fees in full for 2015 to date (95.97%)

Plus (2) Partial payments

Plus (5) Mason Lane Owners

(2) Hill - in foreclosure

(1) Ostasewski – foreclosure took place

(181) – Of those paid have joined the Association (58.38%)

**2016 MEMBERSHIP:**

**(296)** - Lot owners have paid their Maintenance Fees in full for 2016 to date (91.64%)

- This is about 4% ahead of last year for the same date.

Plus (1) partial payments

Plus (5) Mason Lane Owners

**(5)** – Lots in foreclosure (2) Hill, Arabejo, Davis & Ostasewski

**(194)** - Of those paid have joined the Association (65.54%)

- Lot: N-12 (Foley) was turned over to our Attorney for collection.

- 2016 Invoices were sent out November 15, 2015.

- 2016 Payments were due February 15, 2016.

- 2016 Second Invoices were sent March 1, 2016.

- 2016 Third Invoices will be sent end of April, 2016.

- Newsletter (Marianne Wood / Andrea Gilde)

The next newsletter will go out in July; there cannot be any delay in publication of this issue since it will contain Budget information for the Annual Meeting of Property Owners on August 28.

Please submit copy for the next issue no later than July 1 to Marianne at [mwood1197@gmail.com](mailto:mwood1197@gmail.com)

- Nominating (Sonny Hayes)

There are 4 directors whose terms expire next year, three have already agreed to serve for a second term, one director is ineligible to serve again.

We need one new director, if you know anyone who would like to serve, please nominate them! Directors must be members of CICA.

- Pavilion Rentals (Sonny Hayes)

The Pavilion is currently reserved for the following dates for 2016:

**5/27** (Summer Social), **5/28** (Private – Lapidas), **5/29** (Private – Giffin), **6/4** (Ladies Brunch), **6/5** (Private – Rogers), **6/11** (Private – Giobbe), **6/12** (Private - unconfirmed), **6/18** (Private – Carter), **6/24** (Summer Social), **7/4** (4th of July), **7/9** (Private – Pantone), **7/10** (Private - Michaud), **7/16** (Private – Martin), **7/22** (Ice Cream / Bingo), **7/23** (Private- Thomas), **7/29** (Summer Social), **7/30** (Private – Hallett), **8/6** (Family Camping), **8/20** (Private – Ordway), **8/26** (Summer Social), **8/28** (Annual Meeting), **9/24** (Social / Event), **10/1** (Private- Hartman), **10/15** (Clean Up Day), **10/29** (Halloween Party), **12/17** (Christmas Caroling)

Please note that in order to reserve the Pavilion for a private event, you must be a member of CICA.

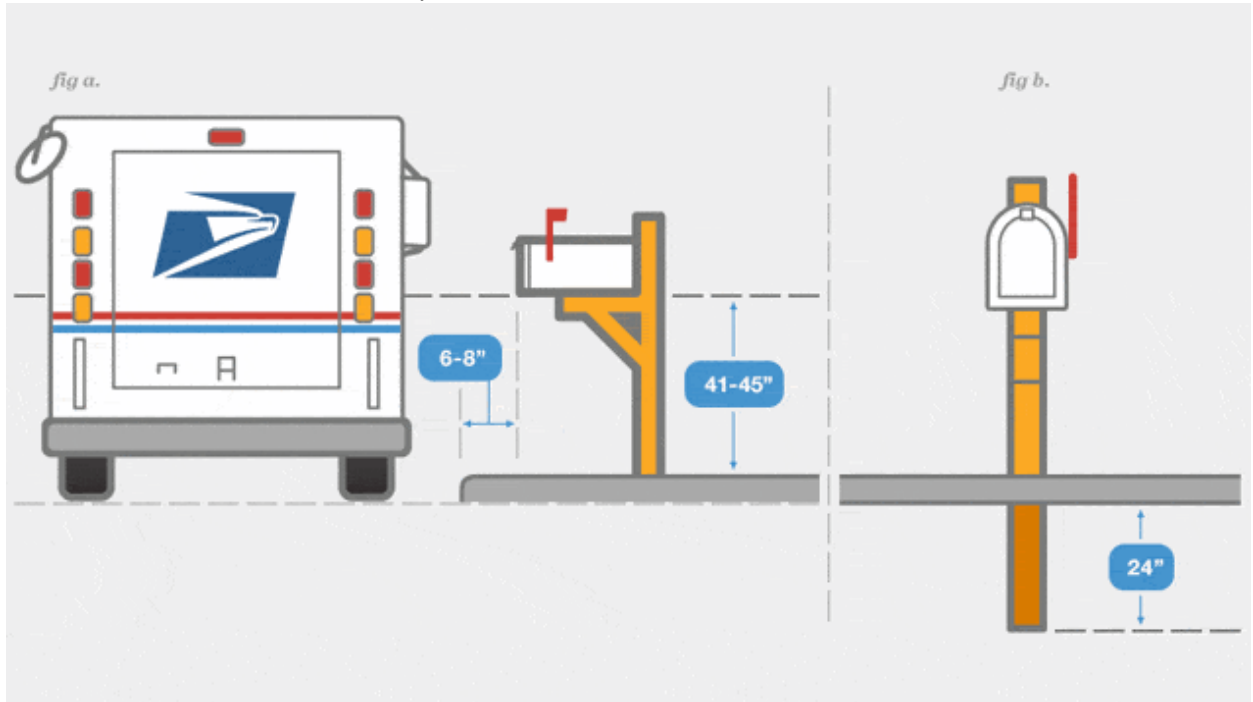
I can be reached at 410-287-7588.

- Road Maintenance and Drainage (Sonny Hayes)

Road maintenance and drainage seem fine now that the paving of all roads is complete.

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

- Roads / Drainage Improvement and Planning (John Murray)  
There seems to be some confusion on the part of some of the residents with regard to CICA's role regarding mail boxes. All roadways with some exceptions, Beach and parts of Mason Lane are a constant 20ft wide. Below are the US Post Office guidelines for the installation of rural delivery mailboxes.



Proper installation of mail boxes was and still is the homeowner's responsibility. Individual pull offs for mail boxes were not in the scope of this project and are not the responsibility of CICA.

#### **Caldwell Rd.**

Back to the Drawing Board. A revised version of the Caldwell Drainage Design now keeps all drainage solutions on the same side of the road, eliminating the need to cross the road and the cost of excavation and replacing of pavement. We have also separated the design solution into upper and lower drainage areas, this will allow us to separate the construction cost into two budget years if necessary. The total area of disturbance will not exceed 4000 sf +/- . Costs have been presented to the budget committee.

#### **ROW Improvements**

All remaining drainage areas have been reviewed and improvements are planned. A construction estimate for all areas is \$20,000. Based on the cost estimate for Caldwell and available remaining funds it will determine which areas will be addressed and when.

- Shoreline Erosion (Justin Thomas)  
MDE is in agreement with the need to rip rap two areas at the harbor areas to control erosion.

This project is not being considered in this year's budget. The first project will be the area at the north end of the harbor.

- **Tractor (Tom Grieco)**

The tractor clutch replacement is “on hold” until after the swim platforms have been set at the beach. Funding for this project has already been added to the budget.

Andrea has a possible alternative to Ag Industrial to do the work; expensive due to the amount of labor involved.

- **Web page / E-mail /Technology (Diana Hawley )**

Routine updates continue to be made to web site.

Please report any additional web site revisions to Diana Hawley.

[chesapeakeisle.secretary@gmail.com](mailto: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.)*

Issues brought before the Board centered on two subjects; drainage and punch list projects related to the community wide paving project and, grass mowing issues. There were many property owners who commented multiple times. Rather than attempt to quote and credit their comments directly and in chronological order the following summary is presented:

**Caldwell Road Drainage Project:**

- A resident was concerned about Miss Utility flags which extend into their yard virtually all of the way to their house.
  - The extent of work area is very near the roadway, not up to their house.
  - The flags are “out of date” and can be removed.
- A resident mentioned there are two drains proposed to cure the water problem on Caldwell.
  - The engineering for this project has been separated into two phases (see “Caldwell Road” above).
    - Phase 1 is included in this year’s budget and may solve the problem. Cost for Phase 1 is \$ 42,000. Phase 2, \$ 13,000. if required, will be included in next year’s budget.
- A Board member asked if we should perhaps poll the affected property owners – Is this problem really big enough to warrant a \$55,000. expenditure?
  - Although it is a lot of money, we should probably “fix it right” in order to protect our investment.
  - Funds are available for this project, however, spending for this project has not yet been approved by the Board.
  - Work could start before the next Board meeting.
  - Property owners will be notified before the start of any work.
- Bob Biedermann has two driveways both paved. A paved apron was installed with the road paving project on one driveway only. He needs a second apron.
  - The 2<sup>nd</sup> driveway apron would be destroyed during this drainage project, so it was not installed initially.

**Gull Circle and grass issues:**

Frank Slutsky presented photographs of ponding at driveways on Gull Circle.

- The residents believe that the initial grading was done properly, however, when the paving was installed, the driveway aprons were filled and pitched in the wrong



direction.

- Sonny pointed out that the road area of the cul-de-sac on Gull Circle shrunk with paving and that residents need to be cutting the grass in the swales to the roadway which may be more than they have in the past.
  - All property owners should be cutting the grass to the edge of the pavement, including any swale areas.
- Several of the Gull Circle residents pointed out that there is one resident who only cuts the grass in his front yard and has had a shipping container in his back yard for years (zoning issue).
  - Marc Beckert has a relationship with this resident and will approach him on the topic of grass cutting. Marc will probably see him in the next few weeks.
    - More formal Board action will begin if there is no improvement.
  - Karen mentioned there are several lots not being cut or trimmed.
    - We need a system to let people know what is expected.
    - It is easier for the Association when there is not a house on a lot; we have cut the lot and billed the owner on a per cut basis. We have not cut lots with houses on them.
    - We should also be taking some action on downed limbs and the like.
      - Unfortunately, Cecil County has very few ordinances concerning grass height, downed limbs and the like.
    - Chris Shelton will draft a letter to property owners concerning grass heights, limbs, etc. Karen will supply a list of addresses.
      - We can fix and bill; in the event of no payment, we can file legal proceedings – grass heights are included in the restrictive covenants of the property deeds.
        - Enforcement is uncomfortable for all involved.
  - Ray pointed out that in some areas the newly seeded areas along the roads have done very well due to care by the homeowners.

Paving project punch list:

- A resident asked when S&M is coming to complete the punch list for the project.
  - Not scheduled at this time, however the Board is in contact.
  - We should certainly try to present a COMPLETE list of problems at one time rather than a scattered approach.
    - Problems at or near your property should be brought to the attention of the Board via e-mail at [cica.road.paving@gmail.com](mailto:cica.road.paving@gmail.com)
- The job specifications include topsoil at the road edges in addition to seeding. There are several areas on Gull Circle which need soil added, the Bates property is one in particular.
- S&M Paving has completed the vast majority of the paving project in Chesapeake Isle.
  - There are some relatively minor problems to be repaired; these are being compiled into a punch list at this time.
    - Chris will contact S&M and present the punch list when completed.

## **Old Business**

### **Hinkle Property:**

The construction materials continue to be an ongoing issue on this property. The materials have been on the property for several years and there is no progress on the structure.

- Tom Grieco will try to meet with Mr. Hinkle to discuss this situation
  - I met briefly with Richard Hinkle on October 18 concerning the construction materials stored on his property. He had other topics that he wanted to discuss, so we will meet again later.
  - Mr. Hinkle feels he is being singled out somehow for not conforming to the Association rules; this is true, due to complaints from the neighbors.
- Update: The trailer which was stored on this property has been moved.

The Spalls on Mason Lane are withholding payment of their paving assessment due to alleged damage to their property. There was no reply as yet regarding specifics as to the nature of the damage.

- John Murray is aware of a fence section which was damaged during construction and a replacement fence section has already been ordered by the contractor.
  - **February meeting update:**
    - The Spalls suggested a supplier for the replacement fence section; it has been ordered and should arrive Thursday, 2/18/16.
  - **April update:** John Murray will be contacting S&M to complete the repairs.

### **Trimming of Jacob's Nose:**

Tom Grieco has organized and spearheaded a group of five people on three different dates for this project. Progress has been made and work continues.

### **Budget Committee:**

The Budget Committee met for the second time today prior to the Board meeting.

The Budget Committee is comprised of the following members:

Bill Dryden, Andrea Gilde, Diana Hawley, John Murray, Chris Shelton (required as President), Justin Thomas and William Wood.

## **New Business**

Tom Grieco : There are some drainage issues on Bennett, he asked what if anything had been to resolve them.

- Sonny said there are two pipes on Bennett.
- Sonny and Tom will investigate.

### **Announcement of next Board Meeting:**

The Secretary announced that the next monthly Board meeting is scheduled for Tuesday, June 21, 2016, 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 8:48 pm.

Respectfully submitted,  
Jim Carter, CICA Secretary