

CICA Board of Directors' Meeting
August 19, 2016
7:00 p.m.

Board members present: Mike Beiter, Jim Carter, Tom Grieco, John Reber, Chris Shelton, Justin Thomas, William Wood

Note: John Reber was not present at the beginning of this meeting; therefore, there was not a quorum present. John Murray was contacted via telephone and participated in a vote to appoint Andrea Gide as Treasurer for the duration of this meeting.

Board members absent: Ray Farnesi, Sonny Hayes, David Haines, Cindy Mistysyn, John Murray

Community members / guests present: Karen and Bill Dryden, Andrea Gilde

Pledge of Allegiance

The Pledge was led by Chris Shelton.

President's report (Chris Shelton)

Good progress in being made on the Fishing Pier thanks to the many volunteers who have turned out to help. More on this in the Harbor Committee report.

We have a job opening! Tiffany Murch has stepped down from the chair of the Community Events Committee. Thank you for your service! If you would like to chair this active committee please contact any Board member!

Secretary's Report (Jim Carter)

The JUNE minutes were approved unanimously with one minor change at the July 19 Board meeting. Jim e-mailed the final JUNE minutes to the Board and others on July 20. The JUNE minutes were posted on the website on July 22.

Jim e-mailed the JULY draft minutes to the Board on July 24, with a response deadline of July 27. Final minutes were e-mailed to the Board on July 26, and were approved unanimously (12 yeas).

The final JULY minutes were posted on the website on July 26, and on the Beach and Harbor bulletin boards on July 31.

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

Treasurer's Report (Andrea Gilde for John Reber)

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

Income: \$ 172.50 - Mowing
4604.00 – 4th of July
55.00 - Moorings
40.00 – Pavilion rental

Expenses:
\$ 39.57 – Electricity

- 189.00 – General Maintenance – contract mowing
- 305.40 – Insurance – 20% liability policy
- 54.99 - Internet
- 29.07 – Kubota battery
- 19.98 – Pavilion – replacement GFCI outlet
- 100.55 - Printing / Mailing – Newsletter
- 45.00 – Web page - domain
- 821.25 – 4th of July – supplies, start up cash / change
- 10.99 – Bookkeeping / accounting – Bank fee, NEAT fee

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

Expenses:

- \$ 343.59 - Beach – sand & playground repairs
- 32.14 – Electricity
- 2286.00 – General Maintenance – contracted grass mowing, mosquito spraying, fallen tree removal blocking Mason Lane
- 1221.60 – Insurance
- 1720.35 – Legal – Expert witness, Foley/Jones trial; miscellaneous expenses
- 116.28 – Maintenance / Equipment – Kubota battery 80%
- 167.73 – Printing / mailing
- 27,980.50 – Caldwell Road (funding included in Road Paving Expense)

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

Road Paving **Savings** Account:

	Deposits	Payments	Trans. IN	Trans. OUT	Balance
June-16	--	--	--	--	\$ 110.90
July – 16	0.07 – Int.	--	--	--	110.97

Road Paving **Checking** Account:

	Deposits	Payments	Trans. IN	Trans. OUT	Balance
June-16	13,028.29	(20,657.07)	--	(379.00)	\$ 9,953.49
July – 16	7,888.44	(960.25)	--	--	16,881.68

\$960.25 = Loan Payment = 257.83 + bookkeeping and maintenance fee

Road Paving **Line of Credit** Account:

	Payment / Withdrawal	
6/30/16	\$ 20,000.00	- Loan Payment
7/11/16	\$ 257.83	- Loan Payment

Loan Balance as of 8/16/2016

Total collected as of 8/16/16 = \$ 680,665.36

Paid in full lots = 274 = 95%

Payment agreements = 34 owners representing 36 lots – 4 are delinquent

Unpaid or no contact = 12 owners representing 16 lots**

Total – 307 lots have paid or entered a payment agreement

Past Discussion concerning Paving Payments:

Six month payment due notices were sent to the 22 property owners who have not made any payments or made any payment arrangements. These notices are considered “Final Notices” and are 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 60 days mentioned above has passed since the mailing of the six month payment due notices. The Board has directed the Legal Committee to begin legal collection proceedings against 11 of these owners; the Spalls are awaiting repairs to their property (See “Old Business” for details).

The Treasurer’s CICA, Community Maintenance and Road Paving Account reports for July were approved unanimously.

Committee Reports

- [Anchors Aweigh 5K \(Andrea Gilde, Diana Hawley, Chris Shelton\)](#)
The date for this event is April 1, 2017. This will be the 5th annual AA5K, so expect something exciting!
- [Architectural Review \(Bill Dryden\)](#)
No activity since the last meeting.
- [Beach \(Jim Carter\)](#)
 - The replacement swing seats were received and one seat has been replaced – the “big kid” swing set is back to its full capacity.
 - Kathy Lichtenstein spearheaded the ordering and delivery of a load of sand for the beach area and the kids are enjoying the new sand pile. Thanks again!

There is a dying / dead tree at the Beach. This is the tree which was infested with tent caterpillars last year. We are aware of this tree and are keeping an eye on it for possible removal.

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

- [Bulletin Boards \(Karen Dryden\)](#)
Other than posting the July Board Meeting Minutes, nothing new to report since the last meeting.

Reminder: Classified and for sale ads will remain posted for three months and then be removed.

- Community Events (Chairperson needed)

7/22 (Ice Cream / Bingo)

7/29 (Summer Social)

8/6 (Family Camping)

- Several of the Board members were present at the debut of Mike Beiter who played his guitar and lead the sing along – GREAT JOB MIKE!

Watch for a Hot Topic regarding your reservations for the Pig Roast on September 24!

- Fourth of July (Diana Hawley & Andrea Gilde)

We plan on purchasing 3 new tables for the pavilion to replace the ones currently used for the Board meetings and other indoor events. I am currently investigating, with the assistance of Sue Seeley. (There are enough funds in this budget to do this. The total cost estimation is \$200-\$250.)

The Board extends a big Thank You to Chris Shelton for the use of many of Blue Cheetah's tables for the 4th of July event.

- General Maintenance / Erosion (Sonny Hayes)

I can be contacted at 410-287-7588 or hayes5626@aol. com.

- Grass Mowing (Karen Dryden)

Nothing new to report since the last meeting.

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 (Bill Dryden for Marc Beckert)

Since the last meeting:

1. The Old Fishing Dock has been dismantled by a large hard working crew and under the direction of Bob Biedermann. Marc and Fred Berkeihiser hauled the 4,640 pounds of debris to the landfill.
2. On August 6th the reconstruction began under Bob's leadership and a large crew.
3. On August 13th the crew was much smaller, with Bob and three other seasoned men and three young men to nail down the decking. All of the stringers are in place and over half of the decking.

Thanks to all who have braved the heat for the first 3 work days!

The next work session is scheduled for August 27th at which time the main decking should be completed and if we have a large turn-out, we may complete the large section at the end.

The lumber for the end section has been ordered and will be delivered on August 26th.

Please mark August 27th on your calendar as a Harbor Work Day!

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, marcbeckert@outlook.com , 443-693-3462

- History (Pat Day)
Nothing to report at this time.
- Legal (Bill Dryden)
On July 8, 2016, I sent out the final letter on three single lot owners that owed for two years of Maintenance Fees.

Joseph & Jennifer Amma, Lot: V-07 has responded and is paid up through 2016.
Joan Russell, Lot: Q-17, 147 Mason Lane has also responded with a payment.

Bradley J. Fellure & Kristine A. Killen, Lot: D-08, 51 Darrel Rd.; has not responded.
I have requested that our attorney begin the legal collection process.

The Board asked Bill to begin collection proceedings against the 11 property owners who have not paid their Road Paving Assessment or entered any payment agreement. These 11 owners represent 14 lots. It was noted that several of these homes are currently for sale.

- Library (Joan Ferrick / Kathy Reilly-Naumovich)
“The books come in and the books go out!” ®

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

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

- Membership (Karen Dryden)
2009 – 2015 MEMBERSHIPS:
 - (2) – Hill, Harvey: Lots P-12 & P-13 went to foreclosure - bank took back loan.
– Bank would not agree to pay past due balance for above years.**2012 MEMBERSHIPS:**
 - (319) – Lot owners have paid their Maintenance Fees for 2012 to date (98.76%)
 - (242) – Of those paid have joined the Association**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
 - (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
- (1) Ostasewski – foreclosure took place – awaiting court decision
- (211)** – Of those paid have joined the Association (65.32%)
- (1)** – Lien for years 2013 & 2014 (Foley/Jones)

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
- (1) - Ostasewski – foreclosure took place –awaiting court decision
- (181)** – Of those paid have joined the Association (58.38%)

2016 MEMBERSHIP:

- (311)** - Lot owners have paid their Maintenance Fees in full for 2016 to date (96.28%)
 - Plus (1) partial payment
 - Plus (5) Mason Lane Owners
- (2) - Lots in foreclosure (Arabejo & Ostasewski)
- (199)** - Of those paid have joined the Association (63.98%)
- (1)** – Lien for years 2015 & 2016 (Foley/Jones)

- **2016 Invoices were sent out November 15, 2015**
- **2016 Payments due February 15, 2016**
- **2016 Second Invoices were sent March 1, 2016**
- **2016 Third Invoices were sent the end of April, 2016**
- **(3) 2015-2016 Past due letters sent July 8, 2016 (one payment received)**
- **(2) 2015 & 2016 Past due (Fellure & Russell) given to lawyer August 15, 2016 for collection process**

- Newsletter (Marianne Wood / Andrea Gilde)
Fall Newsletter submissions should be e-mailed to me by September 30.

Please submit copy for the next issue to Marianne at 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.

Current Board members up for re-election: Mike Beiter, Ray Farnesi and Sonny Hayes.
Possible candidates: Joe Greenfield, Diana Hawley and Christine Valuckas.

- Pavilion Rentals (Sonny Hayes)
The Pavilion is currently reserved for the following dates for 2016:
8/19 (Private), **8/20** (Private – Ordway), **8/26** (Summer Social), **8/27** (Private), **8/28** (Annual Meeting), **9/17** (Private), **9/24** (Pig Roast), **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)
The Cecil County Sign Department has replaced / reinstalled the street name signs for Pine, Diana Way and Racine.

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

- Roads / Drainage Improvement and Planning (John Murray)
Caldwell Rd.
Work is advancing.

A Pre Construction Meeting was held on site July 29, 2016. In attendance were Rudy Allen (Contractor, S & M Paving), John Murray (CICA), Eric Sturm (Consultant)

The construction schedule was outlined as follows:

- All Submittals, shop drawings, etc. shall be accomplished during August
- Contractor shall order all long lead time items in August
- Begin construction Stakeout end of August to early September
- Mobilization and start construction mid to end of September
- Construction Duration is approximately 3 weeks from first day of excavation.

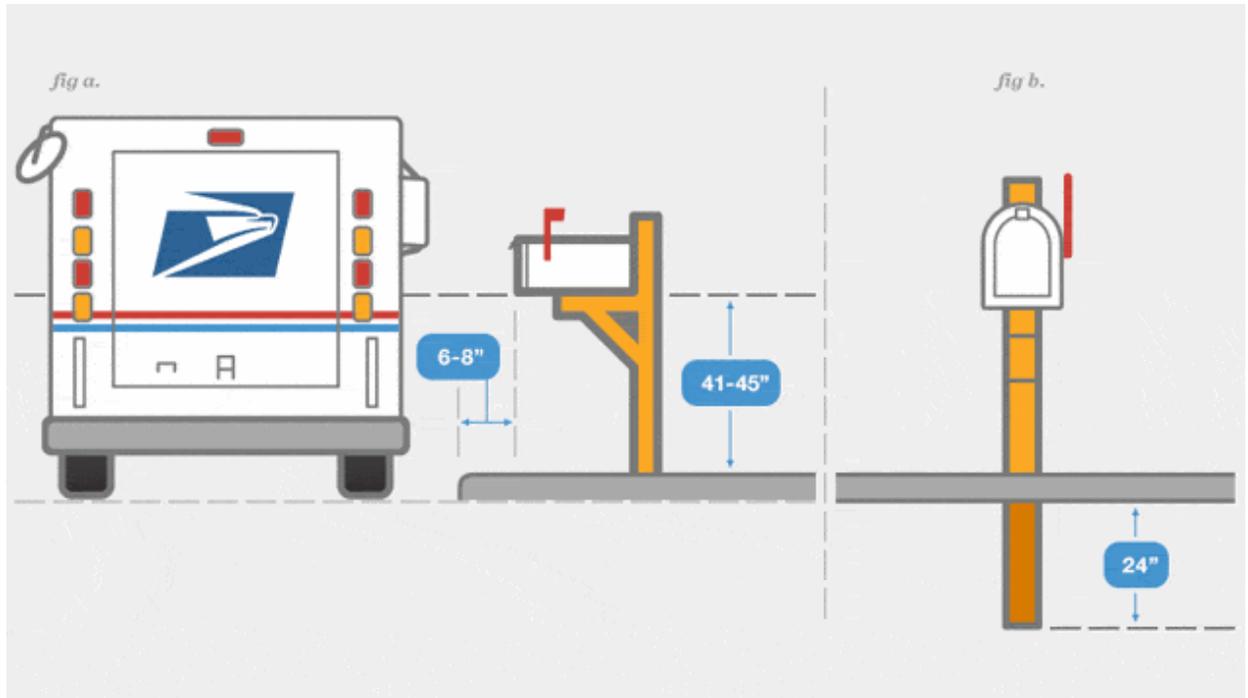
Schooly Property Outfall area – Eric Sturm and John Murray met separately with Mr. Schooly and discussed his concerns regarding the appearance and impact of the outfall area in front of his property. Eric Sturm has developed a specific low impact development plan for the outfall area in front of Mr. Schooly's property to refine and minimize the visual and physical impact of the outfall area.

As has been our practice in the past all residents that are directly impacted by the construction area will be notified individually of the construction schedule. All dates are subject to weather conditions.

General Note

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.

Of particular note is the south side of Arden where there seems to be a number of mailboxes that have not been moved. John Murray will remind these homeowners of the importance of their effort.



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.

We ask that all residents do their part in helping us protect our investment. Thank you.

- **Shoreline Erosion (Justin Thomas)**

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)**

I propose that the Tractor Committee be re-named **Maintenance Equipment Committee**.

The Board voted in July to approve this name change since the Tractor Committee also oversees the maintenance of the Kubota mower.

Tom is ready to propose the possible repurposing of funds in the current "Tractor Replacement Fund" to allow the future purchase of a used heavy duty pick-up truck to be fitted with a snow plow. This truck would also be available for other Community projects and could eliminate some use of private trucks for these purposes. This truck would need to be tagged and insured just like any privately owned truck. This proposal will be presented and put to a vote at the Annual Meeting later this month.

When the Tractor Replacement Fund was established our tractor was being used to do light road grading, grass mowing, snow plowing, and miscellaneous tasks

such as moving moorings and swim platforms. The purchase of the Kubota mower significantly reduced the use of our tractor by eliminating the grass mowing task and the paving of our roads eliminated 99+% of road grading (we still grade the Beach parking area when needed). If we were to purchase a pick-up for plowing purposes, our tractor's use would again be reduced thus extending its useful life significantly.

The following questions and issues would need to be answered and resolved before such a purchase would be considered:

1. Are we considering a new or used truck? What would be the price range of such a truck? If the cost is greater than the amount available, what would be the source of the additional funding
2. What are the additional costs (insurance, maintenance, warranty, etc)
3. What type and size of snow plow would be installed? What would be the cost of the plow blade?
4. Where would the vehicle be stored?
5. Will the vehicle be tagged for use on public roads? If so, the current diesel supply we maintain is for "off-road" use. Our tractor is not tagged.
6. Will the Gross Vehicle Weight be large enough to require a DOT registration? What are the costs of this registration? Will our drivers need CDL or DOT Health Cards? Who will finance any necessary training? Who will regulate compliance?

There is currently \$ 24,000. in the Tractor Replacement Fund, of these funds, \$ 14,400. was collected via Community Maintenance Fees and could be potentially be repurposed; \$ 9,600. was collected from voluntary CICA dues.

We are bound by a Court order that the funds (CICA and CM) cannot be co-mingled for any purpose. Therefore, there is only \$14,400. (CM's portion of the funds) available for any equipment purchase other than a tractor. This fund was established by a vote of property owners and CICA members for the sole purpose of replacing the tractor when needed.

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

Routine updates continue to be made. Please contact dianahawley@gmail.com to report any other necessary updates.

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:

Spalls on Mason Lane are withholding payment of their paving assessment due to alleged damage to their property during paving of Mason Lane. \$ 4400. for their 2 lots.

- John Murray was aware of a fence section which was damaged during construction and a replacement fence section has been installed.

- A replacement post needs to be installed as well.

- John Murray, Andrea and Chris met and agreed that some stone will be added to a section of the Spall property when the Caldwell Road project is underway.

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

- Sonny and Tom investigated and found an area at the end of one drain pipe which should be protected by a guardrail of some sort.
 - A cone has been placed to mark this hazard.

Storage Unit:

Bill will contact the resident on Gull Circle who still has a shipping container in his yard.

Trash Trucks Damaging Pavement on Gull Circle:

Brian Clare brought minor damage to the pavement on Gull Circle to the attention of the Board. This damage is being caused by trash trucks turning around in the Circle.

Post July meeting action:

- Justin provided Jim with the addresses of the four trash companies servicing Chesapeake Isle.
- A letter was drafted to the four companies about this issue. Waste Management currently backs into the circle and then drives straight out, this procedure eliminates the need for a three point turn in the circle and was recommended to the other three companies. Waste Management was copied in the form of an 'ATTABOY.'
- Chris signed the letters and they were mailed Saturday, July 23.

New Business

No new business was presented.

Announcement of the Annual Meeting of Property Owners:

The Annual meeting of Property Owners will be held at the Pavilion, Sunday, August 28, 2016, beginning at 2:00 pm. The Community Maintenance and CICA budgets for the upcoming fiscal year will be voted upon at this meeting.

Announcement of next Board Meeting:

The Secretary announced that the next monthly Board meeting is scheduled for Tuesday, September 20, 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 8:16 pm.

Respectfully submitted,
Jim Carter, CICA Secretary

Executive Session immediately followed this meeting; the topic of discussion was selection of Man and Woman of the Year.