

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

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**Board members present:** Mike Beiter, Jim Carter, Tom Grieco, Diana Hawley, Cindy Mistysyn, Chris Shelton, Justin Thomas, Christine Valuckas, William Wood

**Board members absent:** Joe Greenfield, David Haines, John Murray

**Community members / guests present:** Marc Beckert, Brian Clare, Karen and Bill Dryden, Andrea Gilde

**Pledge of Allegiance**

The Pledge was led by Chris Shelton.

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

Chris reported that he has received complaints from residents concerning appliances being stored / dumped outside of two homes. The owners have been notified; one resident has removed the appliance. The other resident has paid a trash company to remove the appliance, but they have not yet done so.

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

Jim e-mailed the September draft minutes to the Board on September 27, with a response deadline of September 29. Final minutes were e-mailed to the Board on September 30, and were approved unanimously (12 yeas) with minor changes incorporated.

The final September minutes were posted on the website on September 30, and on the Beach and Harbor bulletin boards on October 2.

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

**Treasurer's Report (Justin Thomas & Andrea Gilde)**

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

Expenses:

    \$      752.38 – General Maintenance – mosquito spraying, trash, mowing  
                    Note: Mosquito spraying has stopped for the year.  
    187.48 – Harbor – fishing pier  
    ( 261.60) – Insurance - 80% of premium rebate (remaining 20% is CICA, see below)  
                    Note: This rebate was the result of an audit; insurance carrier lowered  
                            our premium due to our claim record.  
    354.62 - Wages

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

Income: \$      1.11 – Community Events  
          10.00 – Keys  
          15.00 - Membership

160.00 – Pavilion Rental

Expenses:

\$ 207.74 – Community Events – Man & Woman of the Year , Yard Sale  
485.38 – General Maintenance – trash, mowing  
( 92.40) – Insurance – 20% of premium rebate  
54.99 - Internet  
23.99 – Bookkeeping / accounting – bank fees, neat, NSF

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

Road Paving **Savings** Account:

	Deposits	Payments	Trans. IN	Trans. OUT	Balance
Aug – 16	--	--	--	--	110.97
Aug – 16	--	--	--	--	110.97

Road Paving **Checking** Account:

	Deposits	Payments	Trans. IN	Trans. OUT	Balance
Aug – 16	6,335.01	(688.85)	--	--	22,527.84
Sep – 16	3,100.65	(1,000.00)	--	--	24,628.49

Road Paving **Line of Credit** Account:

	Payment / Withdrawal	
8/29/16	\$ 500.00	- Loan Payment
9/26/16	1,000.00	- Loan Payment

Loan Balance as of 10/18/2016 = \$ 92,075.92

Total collected as of 10/15/16 = \$ 687,932.01

Paid in full lots = 282 = 87%

Payment agreements = 28 owners representing 36 lots – 4 lots / 4 owners are delinquent

**Unpaid or no contact = 10 owners representing 14 lots\*\***

Total – 311 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 9 of these owners; the Spalls are awaiting repairs to their property (See “Old Business” for details).

A motion was made, seconded and unanimously approved to approve the all of the Treasurer's reports for September.

### **Committee Reports**

- Anchors Aweigh 5K (Andrea Gilde, Diana Hawley, Chris Shelton)  
April Fools! The date for this event has been changed to April 8, 2017. This will be the 5th annual AA5K, so expect something exciting!
- Architectural Review (Bill Dryden)  
No activity since the last Board Meeting.
- Beach (Jim Carter)  
Turn out was somewhat lighter than usual with only about 20 volunteers participating at the Beach and Harbor. However, Clean up Day was a huge success at the Beach and Pavilion! Many thanks to all who came out to help.

The efforts of volunteers are a major part of what keep our Maintenance Fees so low. As a general rule, our Community has the expertise and tooling available to complete the vast majority of our maintenance tasks; volunteer labor availability becomes the determining factor as to whether or not we need to hire a contractor. Volunteer your time whenever you can!

As always the Community Events Committee provided coffee and pastry to get us started in the morning and a pizza lunch at noon – the work crews would grind to a halt without the support of this group!

Among the tasks accomplished were:

- The swim floats were power washed and moved to winter storage by the garage.
- The rear wall of the pavilion was power washed to remove the algae.
- The old pressure treated wood behind the pavilion was taken to the dump.
- A large limb was removed from the roof of the storage shed by the garage.
- The sand toys were collected and moved from the beach to the playground.
- Cleaned the ashes out of all of the grilles.
- Installed ten concrete bases for the snow plowing reflectors along the Beach Road.
- Community Events cleaned out and organized the kitchen and utility closet.
- Took measurements; produced sketches and material lists for the parking lot fence and ramp by the bath house. Spring projects.
- A color selection / painting crew was formed to paint the pavilion in the spring! If it is made of wood and currently dark brown, it will be painted in the spring.
- Raked the playground and volleyball court.
- Reset the top of the southern beach bench.
- Trash picked up from the entire area.
- Swept out the pavilion.

**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)  
Other than posting the September 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 (Sue Seeley – Adult Events & Angie Thomas - Children’s Events)  
**Halloween Party:** Saturday, October 29, begins at 3:00 at the Pavilion. Angie Thomas is the chair. Trick or Treating begins at dark (about 6:45).

Note: Leave your outside lights “on” if you wish to be visited by the Trick or Treaters. Turn your outside lights “off” if you are finished for the evening or if you do not want to participate. A simple code which saves the kids time and keeps you from being bothered!

**Holiday Wine & Cheese:** Sunday, December 4, 4 to 6 pm, hosted by Janice & Mike Beiter, 33 Caldwell Road. Watch for a Hot Topic!

**C.E.R.T. Training:** Tentatively scheduled for December 10. An all day training event in adult and pediatric CPR, AED use and probably first aid. Location and time to be announced via a Hot Topic. This training is free of charge and will be conducted at a North East Fire Company location.

**Pig Roast:** This year 123 Islers arrived to help eat the pig and the other fine dishes brought by the participants! The weather was perfect and if you left hungry, it was your own fault.

Many thanks go out to Polly Pyle-Carter for chairing, Gary Gilde for being our returning pig chef, Curtis Hickey for his help in getting the pig, the crew of intrepid pork pullers and the entire Community Events Committee for their help!

**Baking Contest:** This event was a part of the Pig Roast and was chaired by Irene Reardon.

Participants: Joe Blyskal, Robin Bucco, Dawn Campbell, Bree Cassidy, Vicki Garvey, Andrea Gilde, Brenda & Patrick Murphy

Winners: 1<sup>st</sup> place – Joe Blyskal – a newcomer to the neighborhood.

2<sup>nd</sup> place – Robin Bucco

3<sup>rd</sup> place – Dawn Campbell

Judges: Ann Gilbert, Wendy Gilbert, Will Mucklow, Karen Staquay and Frank Slupski

Thanks to all that participated!

**Man & Woman of the Year:** Phyllis Doyle and Gordon Hawley were named Man & Woman of the Year during the Pig Roast. Congratulations to Phyllis and Gordon!

**Clean-Up Day:** As usual, the Community Events Committee provided coffee and pastries

in the morning for the beach and harbor work crews and a pizza lunch at the pavilion for all.

- Fourth of July (Diana Hawley & Andrea Gilde)  
Nothing new to report.
- General Maintenance / Erosion (Jim Carter & Bill Wood)  
Nothing to report.

- Grass Mowing (Karen Dryden)  
A follow-up call was made in reference to the maintenance of Lots: P-12 & P-13, however, have not seen any response to date. (Foreclosed Hill property)

I will continue to monitor the situation.

Sonny Hayes indicated that at least one more cut would be made to the empty lots that have paid for seasonal cuttings by CICA.

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)  
There was a good turn out for Clean-Up Day and the needed work was accomplished including cutting up a large log which was cut and removed.

Marc solicited input from the Board regarding changing the registration form for moorings to ask for boat insurance information.

- Unlike cars and trucks there is no requirement for an owner to insure their boat.
- Our mooring area does not "belong" to the Community; it is a designated Special Anchorage and is open to anyone.
  - Our mooring fees are not "rent"; they are a service fee for setting and pulling mooring anchors.
- It was decided not to solicit boat insurance information on the registration form.

Marc is planning to start pulling unused mooring tomorrow, 10/20/16, please contact Marc for additional days and times.

#### **MOORING PULL IS ON NOVEMBER 5!**

In addition, demolition / rebuild of the **kayak racks** will also begin on 11/5. Please take your kayak home before that date.

- A Hot Topic will be sent announcing this.

It is thought there are at least some abandoned kayaks and dingys stored at the harbor. Marc will move any unclaimed vessels up onto the grass near the sailboat area.

Please get identification onto your boats! When the racks are rebuilt we will have identifying numbers on the storage slots to make identification easier and track ownership.

**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](mailto:marcbeckert@outlook.com) , 443-693-3462

- History (Pat Day)  
Nothing to report at this time.
- Legal (Bill Dryden)  
The collection hearing for past due Maintenance Fees for Fellure/Killen, Lot: D-08 (51 Darrel) is scheduled for October 27, 2016.

I have received from Andrea a list of eleven home owners' that have not paid their Road Paving Assessment.

Certified letters have been sent out to seven on the list giving them until November 15<sup>th</sup> to pay the assessment or the Legal Collection process will begin.

I am working on creative ways of collecting the money due from the balance on the list.

Chris commented that we may receive letters from attorneys representing lot owners questioning our authority to assess the owners. Even though this has been upheld in Court numerous times, we will still be forced to defend ourselves if we receive such letters.

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)

**2013 MEMBERSHIPS:**

**(319)** – Lot owners have paid their Maintenance Fees for 2013 to date (98.76%)

Plus (4) Mason Lane owners

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

(1) – Ostasewski- foreclosure took place- Paid in full!

**2014 MEMBERSHIPS:**

**(317)** – Lot owners have paid their Maintenance Fees in full for 2014 to date (98.14%)

Plus (5) Mason Lane Owners

(1) - Ostasewski – foreclosure took place – Paid in full!

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

**(1)** – Lien for years 2013 & 2014 (Foley/Jones)

**2015 MEMBERSHIP:**

- (311) – Lot owners have paid their Maintenance Fees in full for 2015 to date (96.28%)
  - Plus (2) Partial payments
  - Plus (5) Mason Lane Owners
- (1) - Ostasewski – foreclosure took place – Paid in full!
- (181) – Of those paid have joined the Association (58.38%)

**2016 MEMBERSHIP:**

- (315) - Lot owners have paid their Maintenance Fees in full for 2016 to date (97.52%)
  - Plus (1) partial payment
  - Plus (5) Mason Lane Owners
- (1) - Ostasewski – foreclosure complete – Paid in full!
- (1) - Lot in foreclosure (Arabejo)
- (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 (two payments received)**
- **(1) 2015 & 2016 Past due (Fellure) given to lawyer August 15, 2016 for collection process. Lawyer has received no response. The Court date is set for October 27, 2016.**
- **We are planning to send 2017 invoices in mid-November.**

- Newsletter (Marianne Wood / Andrea Gilde)

Any last minute submissions for the fall newsletter must be to me ASAP. I have already received many upcoming events and “For Sale” submissions.

Please submit copy for the next issue to Marianne at [mwood1197@gmail.com](mailto:mwood1197@gmail.com)

- Nominating (Sonny Hayes)

Nothing to report.

- Pavilion Rentals (Sonny Hayes)

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

**10/29** (Halloween Party), **12/17** (Christmas Caroling)

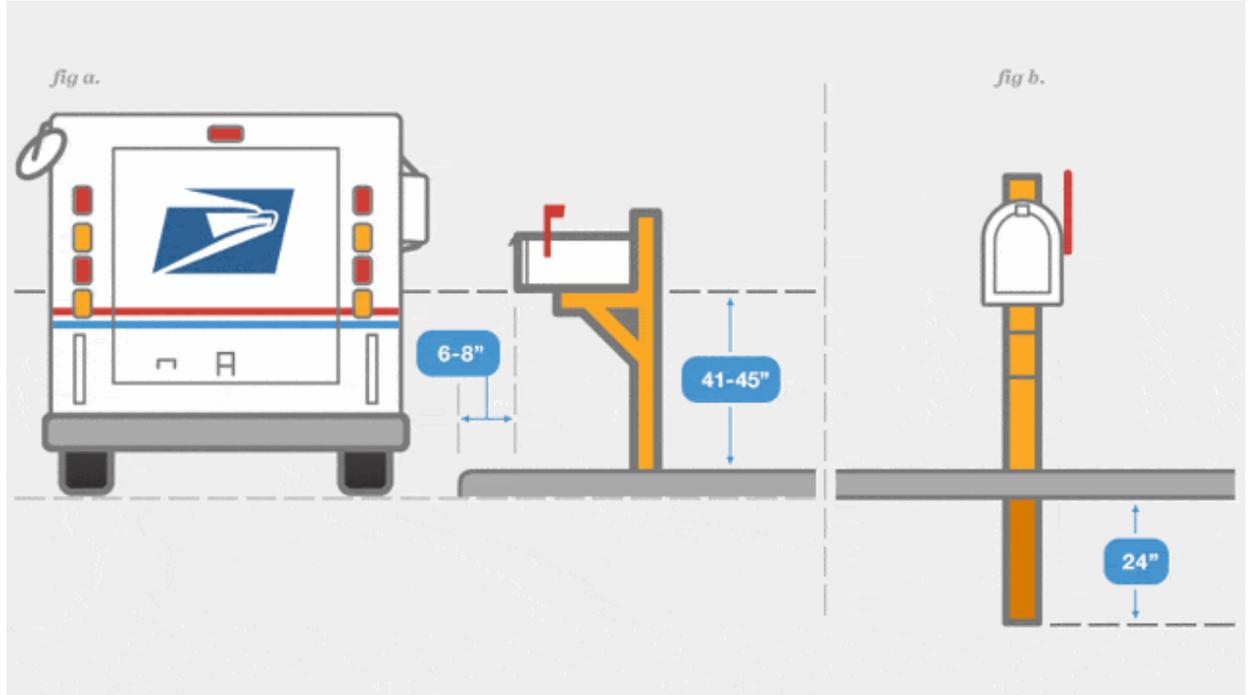
Please note that in order to reserve the Pavilion for a private event, you must be a member of CICA.

I can be reached at 410-287-7588.

- Road Maintenance and Drainage (John Murray)

Nothing to report.

- Roads / Drainage Improvement and Planning (John Murray)



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.***

#### **Caldwell Rd.**

Health issues with the construction foreman has caused delays in the project.

We anticipate that construction will begin in two weeks. All behind the scenes work will continue in his absence, i.e. scheduling of deliveries, coordination of shop drawings etc.

#### ***Post Meeting Action:***

- Jim sent John Murray an e-mail regarding informing the residents of Caldwell Road of this delay.
- John will send notification very soon.
- John delivered notification to the residents Saturday, 10/22/16.

**Any remaining Paving Project issues need to be brought to the Board's attention ASAP as our one year warranty period ends in mid-November!**

#### ***Discussion Points:***

- Almost a year has passed and residents should have reported any problems in their areas by this time.
- A list of problem areas that has been compiled by Andrea incorporates applicable problems that residents have reported to date. This list will be finalized by Diana and sent to S&M before the end of the warranty period via Certified Mail.

- Chris, Justin and Tom will do another inspection of our roads and will report to Diana by October 31 for inclusion in the final punch list.
- *Post Meeting Action / Decision:*
  - Eric Sturm will also do a professional final surface inspection to ensure that the quality of the roads meets our quoted specifications. Any problems he identifies will be added to this list.

- **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.

- **Maintenance Equipment Committee (Tom Grieco)**

**Mower:** There has been difficulty starting the mower. The starter probably needs to be replaced or repaired. This will be done after the last seasonal mowing is completed.

**Tractor:** Gary Gilde consulted with Marty Smith on October 13, and with Brian Clare on October 15 regarding the clutch replacement. After further discussion, we all agree that the clutch should be replaced as soon as possible. When the harbor work is completed about mid November, Gary will arrange for Marty to replace the clutch.

**Tractor Use Study Committee:** As you all know, Gary Gilde submitted to the President and Diana Hawley, a proposal for purchase and installation of a front mounted snow plow for the tractor. It was reviewed by all the officers except Jim Carter, and was approved by the BOD by email vote.

This tractor upgrade will result in improved safety for the tractor operators and reduced risk of damage to the pavement. Since we now have two quotes (Walter G. Coale and Ag Industrial) for this work, it is recommended that all aspects of the quotes be carefully compared before deciding which company will do the work. The tractor was purchased from Ag Industrial who has performed much of the repair work required in the past.

Discussion:

- Our tractor only has 55 horsepower, so we cannot expect it to be able to plow through any depth of snow in one pass. We will need to start plowing early as we always have.
  - The variable affecting the plowing depth capacity primarily the wetness or dryness of the snow.
- The front mounted blade is spring loaded to rise and avoid pavement damage. Unlike our rear mounted blade, the left to right banking is hydraulically controlled from inside the cab.
- The front mounted plow blade will allow the drivers to face forward at all times for increased safety and driver comfort.
- Brian mentioned that the clutch which is currently installed is an "aftermarket" part and has not lasted nearly as long as the factory clutch. It is the opinion of the Board that we replace the clutch using only Ford parts.
- The service manager at Ag Industrial has advised us that the installation of a front mounted plow means that we will need to pay attention to maintenance of the 1) loader brackets and 2) the clutch (same as rear mounted plowing).
- Below are two quotes for 8 foot snow plow, each for essentially the same

product but different manufacturer.

	<u>Walter C Coale:</u>	<u>Ag Industrial</u>
parts	4556	5285
labor	800	620
transport	400	180
total	5856	6185

add sales tax

option rubber edge blade 450

Tom will investigate the details on each along with the cost of clutch replacement and report back to the board within a few days.

- We currently have a deposit in with Walter C Coale.
- We need to get this work in process to be sure that we have the tractor back in service before any snow.

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

Routine updates continue to be made. Please contact [dianahawley@gmail.com](mailto: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.
- **Storage Unit:**
  - Bill Dryden will contact the resident on Gull Circle who still has a shipping container in his yard.
  - Update: A Certified letter was sent to this property owner.
- **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.

- **October Update:**

- Brian Clare reports that the trash companies have adopted a different turning method and have ceased to cause damage to the pavement.

- There is a large dying / **dead tree** at the Beach. This is the tree which was infested with tent caterpillars last year. This was mentioned at the Annual Meeting of Property Owners.

- Several residents have mentioned that eagles use this tree as a perch for hunting and eating their catch.

- Unfortunately this tree overhangs a frequently used portion of the beach and presents a known hazard, therefore, any damage or injury which might occur by it falling becomes a direct liability to Chesapeake Isle.

- Chris Shelton will be contacting Bob the Tree Guy for an estimate for removal.

- **October Update:**

- Bob the Tree Guy submitted an estimate of \$450. to cut down this tree.

- A motion was made, seconded and unanimously approved to proceed.

- **NOTE:** This tree is a maple and will be cut into 18" +/- lengths for use as firewood. Residents are invited to come and collect!

**New Business**

No new business was introduced.

**Announcement of next Board Meeting:**

The Secretary announced that the next monthly Board meeting is scheduled for Tuesday, November 15, 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 9:03 pm.

Respectfully submitted,  
Jim Carter, CICA Secretary