

CICA Board of Directors' Meeting
December 20, 2016
7:00 p.m.

Board members present: Joe Greenfield, Tom Grieco, Diana Hawley, Cindy Mistysyn, John Murray, Justin Thomas, Christine Valuckas, William Wood

Board members absent: Mike Beiter, Jim Carter, David Haines, Chris Shelton

Community members / guests present: Bill Dryden, Andrea Gilde

Pledge of Allegiance

The Pledge was led by Diana Hawley.

President's report (Diana Hawley, VP President for Chris Shelton)

Diana Hawley, sitting in for Chris Shelton, delivered the following report:

- Thank you to Andrea Gilde for taking minutes of tonight's meeting in Jim Carter's absence
- Thank you to the Community Events Committee and various chairpersons who organized or are currently organizing and implementing the holiday events in the Isle.
 - Wine & Cheese on Dec. 4, with special thanks to the Beiters for opening their home to host the event
 - Caroling events on Dec. 17
 - Holiday card delivery
 - House decorating contest – on going this week
- A letter to be sent to Mr. & Mrs. Spall, I-10 & I-11, was read into the record,

Joseph & Barbara Spall
5099 Turkey Point Rd.
North East, MD 21901
I-10 and I-11

Dear Mr. & Mrs. Spall,

Chesapeake Isle is aware of the impact to your property during the recent renovation of and improvement to Mason Lane.

As per our meeting in July of 2016, which included: Barbara Spall; Christopher Shelton, CICA President; John Murray, Board Member and Road Improvement Chairperson; and Andrea Gilde, CICA Financial Representative, the following action items were determined to be necessary:

- 1. Contractor shall install rip-rap erosion control measures approximately 3' x 18' at the top of bank on the south side of the existing tubular aluminum black fence.*
- 2. Contractor shall remove and replace one panel and one post of tubular aluminum black fence, matched to existing fence.*
- 3. Contractor shall repair all lawn areas disturbed by this or prior construction. All areas shall be top soiled and seeded as required.*

At the time of the meeting, Mrs. Spall indicated that the Road Paving Assessment for the two Chesapeake Isle lots owned by Mr. and Mrs. Spall would not be paid until such time as the three action items were completed. A completion date for the action items was not determined at the time, but the Spalls were

assured that the work would be done in conjunction with the planned Chesapeake Isle road improvement project on Caldwell Road.

The planning and design work for the Caldwell Road work has been in process for several months. However, this project was unavoidably delayed due to the death of a close family member of the Project Planner, and the sudden illness and prolonged treatment of our lead excavator and grader. Both are crucial to the project, and have a history of knowledge of the community and its roads and topography that would be difficult, if not impossible, to replace.

The planning stage of the project has since been completed and the lead excavator is recovering and plans to return to work after the new year. However, that would put us solidly into the winter months, which is not an ideal time for completing this work.

Materials for the Caldwell Road Project and the repairs to the Spall's property are being purchased and stored so that we can immediately begin work once the weather conditions are again favorable, likely in March or April of 2017.

Chesapeake Isle is fully committed to ensuring that the repairs listed above are completed. Since your properties are currently on the market, this commitment would be transferred to the new owners if a sale of this property were to take place before such time as the repairs could be completed. The outstanding Road Paving Assessment for both lots would need to be satisfied before the transfer of title would take place.

If you are in agreement, please sign and return a copy of this letter.

Thank you for your continued patience in this matter.

Sincerely,



Christopher D. Shelton, MBA
CICA President, 2013-2017

Joseph OR Barbara Spall
Chesapeake Isle Property Owner, Lots I-10 & I-11

Date

Secretary's Report (by Andrea Gilde for Jim Carter)

Jim e-mailed the November draft minutes to the Board on November 17, with a response deadline of November 20. Final minutes were e-mailed to the Board on November 21, and were approved with 11 yeas and 1 non-vote which counted as a yeas with minor changes incorporated.

The final November minutes were posted on the website on November 21, and on the Beach and Harbor bulletin boards on November 22.

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

Treasurer's Report (Justin Thomas & Andrea Gilde)

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

Income: \$ \$0.00 income (no deposits made)

Expenses:

General Maintenance	\$	150.00	Grass mowing
Wages	\$	121.90	Grass mowing
Pavilion	\$	111.36	Bathhouse cleaning
Printing/Mailing	\$	94.13	newsletter, invoices
Taxes	\$	80.00	tax prep fee
Mooring Services	\$	69.94	Volunteer snacks and supplies for mooring pull
Internet	\$	54.99	
Electricity	\$	39.22	
Community Events	\$	27.10	Holiday card delivery, clean up expenses
5k	\$	12.34	Graphic
Bookkeeping/Accting	\$	10.99	neat fee, acct. fee

A motion was made, seconded and unanimously approved to approve the Treasurer's CICA report for November.

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

Income: \$ 0.00 (invoices were sent out November 17, 2016. Although some payments were received, no deposits were made until December.

Expenses:

Electrical Svc	\$	31.59	Electricity
General Maintenance	\$	117.80	Grass mowing
Harbor	\$	42.48	clean up day expenses
Legal	\$	77.59	MF fee collection
Printing & Mailing	\$	231.20	Invoices
Roads	\$	8.09	RP fee collection
Taxes	\$	320.00	tax prep

A motion was made, seconded and unanimously approved to approve the Treasurer's Community Maintenance report for November.

Andrea 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
Sep – 16	--	--	--	--	110.97
Oct – 16	.07	--	--	--	111.04
Nov – 16	--	--	--	--	111.04

Road Paving **Checking** Account:

	Deposits	Payments	Trans. IN	Trans. OUT	Balance
Sep – 16	3,100.65	(1,000.00)	--	--	24,628.49
Oct – 16	8,325.73	(2,450.67)	--	--	30,503.55
Nov – 16	6,662.17	(140.00)	--	--	37,025.72

Road Paving **Line of Credit** Account:

	Payment / Withdrawal	
9/26/16	1,000.00	- Loan Payment
10/19/16	1,000.00	- Loan payment
11/30/16	1,000.00	- Loan payment

Loan Balance as of 11/30/2016 = \$ 90,438.39

Total collected as of 12/10/16 = \$ 693,591.29

Paid in full lots = 286 = 89%

Payment agreements = 26 owners representing 35 lots – 5 lots / 5 owners are delinquent (revised to 3 after meeting)

Unpaid or no contact = 8 owners representing 12 lots**

Total – 313 lots have paid or entered a payment agreement

A motion was made, seconded and unanimously approved to approve Andrea's Road Paving Account report for November.

Committee Reports

- Anchors Aweigh 5K (Andrea Gilde, Diana Hawley, Chris Shelton)
The date for this event HAS CHANGED TO Sunday, April 9, 2017. Registration will start in early January. 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)
It is never too soon to start thinking about the Spring Clean-up day and projects for the Beach.

The fence at the edge of the parking lot and the ramp near the bath house are already on my radar for replacement in the early spring. Let me know if there are other projects which need our attention so that we can do some advanced planning!

PARKING: All vehicles using the Beach or Harbor parking areas must display a CICA sticker, or a Parking 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 November 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)

Holiday Wine & Cheese & Christmas Caroling: The Holiday Wine & Cheese was held at the home of Mike & Janice Beiter. Once again our Wine and Cheese was a delightful event, filled with delicious bits, fine wine and many laughs by all. A warm thank you to Mike and Janice Beiter who gracefully opened their home to Sixty-Four community residents. Always a lovely way to kick off the holiday season! (submitted by Irene Reardon, Event Chair)

C.E.R.T. Training: Scheduled for January 28, 2017. 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.

The 2017 Calendar is ready for publication in the January newsletter.

- 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)

Nothing to report.

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. The amount will be determined before the contracts go out in March

- Harbor (Marc Beckert)

- No report was given, but please note a correction to 2017 Mooring Activity Dates and Deadlines.
- Mooring PICKUP: April 18, 2017
- Mooring Inspection: March 18, 2017 through April 21, 2017
- Mooring Set Day: April 22, 2017
- Final Mooring Pull: November 4, 2017

ERROR FROM NOVEMBER MINUTES:

The Spring mooring pick-up and inspection is scheduled for April 18; mooring set is scheduled for April 22, 2017.

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)
 - The names property owners who have not paid their Road Paving Assessment have been turned over to our attorney so that we can begin the legal collection process.
- Library (Joan Ferrick / Kathy Reilly-Naumovich)
"The books come in and the books go out!" ®

The Library is closed for the winter season. Please contact Joan Ferrick (410-287-9595) to access the library during off hours.

- Membership (Karen Dryden)

MEMBERSHIP REPORT: December 20, 2016

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

2014 MEMBERSHIPS:

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

Plus (5) Mason Lane Owners

(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

(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 payments

Plus (5) Mason Lane Owners

(1) Lot in foreclosure (Arabejo)

(199) - Of those paid have joined the Association (63.98%)

(1) – Lien for years 2015 & 2016 (Foley/Jones)

2017 MEMBERSHIP:

(77) - Lot owners have paid their Maintenance Fees in full for 2017 to date (23%)

Plus (2) Mason Lane Owners

(49) - Of those paid have joined the Association (63%)

- 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
- 2017 Invoices will be sent out by November 18, 2016
- (3) 2015-2016 Past due letters sent July 8, 2016 (two payments received)
- (1) 2015 & 2016 Past due (Fellure/Killen) - went to court October 27, 2016 -awaiting court decision.

Submitted by Karen Dryden – Membership Chairman

- Newsletter (Marianne Wood/Andrea Gilde)
Winter Newsletter will come out in January/February.

Please submit copy for the next issue to Marianne at mwood1197@gmail.com

- Nominating (Sonny Hayes)
 - Nothing to report; Diana Hawley will contact Sonny to determine if he wants to continue as the Nominating Chairperson for 2017
- Pavilion Rentals (Sonny Hayes)
The Pavilion is currently reserved for the following date for 2016:
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.

Bill Wood will research online payment and scheduling system option for pavilion rental and also for maintenance fee payments. The Board also discussed the possibility of renting to non-CICA members, but at a higher rate than CICA members.

- Road Maintenance and Drainage (John Murray)
Nothing to report.
- Roads / Drainage Improvement and Planning (John Murray)

Caldwell Road: The drainage and repair project work is now scheduled to begin in Spring 2017 (due to both the health issues of the chief excavator/grader and the onset of winter). However, in order to ensure a rapid start up in the early spring, behind the scenes work will continue during the winter months. Materials will be purchased and staged in advance. The contractor is still determining which materials will be purchased and where they will be stored (onsite, or with the contractor). It should be noted that any onsite storage area will be treated as a staging area for the contractor and CICA is not taking delivery of nor is responsible for the materials that will be delivered.

Communitywide Paving Warranty Period

S&M has repaired all areas that were identified with the exception of some remaining areas on Cliffview. John Murray will contact S&M to see that these areas are taken care of.

We again request that property owners make the necessary adjustments to their mailbox location so that they are the proper distance from the roadway. This will help the plow driver in the event

of snow (mailboxes help to determine the road boundaries. Once the snow begins to accumulate this is much harder) and will keep the plow from driving over the roadway edge. This is also to the benefit of the mail deliverer, who must go over the road edge to deliver to some boxes. Tom Grieco agreed to begin compiling a list of all mailboxes that are too close to the roadway so that Diana can begin contacting these property owners.

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

- **Shoreline Erosion (Justin Thomas)**

Nothing to report or update at this time.

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

The tractor is still at Walter G. Coale for clutch replacement, snow plow installation, and required periodic maintenance. There have been several delays, some regarding the acquisition of clutch parts, and additional problems found once the clutch was removed. Transmission seals had deteriorated resulting in the entire clutch mechanism being saturated with transmission fluid. This was the cause of clutch slipping.

The snow plow installation and maintenance is expected to be accomplished without delay after the clutch job is finished. I expect to get a realistic estimate of the completion date on December 19. When all the work is complete I will inspect the tractor at Coale before delivery to CI. I have asked Gary Gilde, snow plowing operator, to accompany me, and I hope Brian Clare will be able to join us. At that time we will ask appropriate questions about plow operation and continued maintenance.

Gary Gilde has purchased salt for icy road treatment, and he has stored it in the garage. I will manage the installation of the salt spreader (purchased last year) as soon as the tractor is back in our garage.

- **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.)*

From Frank Keenan on Bennett Ave. – a letter (originally dated a year ago) was recently given to John Murray. The subject of the letter is regarding the boats that are stored on vacant lots throughout the community, and especially on Bennett Avenue. Frank feels that these boats are unsightly and that the community should be able to come up with a better alternative. The letter is attached for all board members to review, and this item will be discussed at the January board meeting, under New Business.

Joe Greenfield requested authorization from the Board to clear brush and invasive plants (sticker bushes, vines and poison ivy) from the Chesapeake Isle property adjacent to his property on Cliffview Drive. He will be clearing it from his own property and doesn't want to stop at the property line. All Board members agreed that this was fine, and thanked Joe for bringing it to the attention of the Board.

Old Business:

- **Spall Property Repair and Road Paving fees**
 - See President's report
- **Storage Unit:**

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

- A Certified letter was sent to this property owner.
- No response was received from the property owner.
 - It was suggested that Bill contact the County Zoning and Planning Department. Dryden working with county attorney to find out what action needs to be taken to have this container removed.
 - They will investigate the situation and if needed, take the issue to Court.
- 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!

-November Update:

The tree has not been removed yet. We didn't get a specific date from the tree cutter.

New Business

Committee chairs should submit any "important" committee reports to the officers for review if there is something that needs consideration prior to a board meeting. The officers will determine if there is a need to send out a note to all board members concerning the issue. This will help with meeting preparation and also to increase the productivity of our meetings.

The Roads Maintenance committee is looking into buying driveway stakes to help guide the plow driver during snow events.

Announcement of next Board Meeting:

The Secretary announced that the next monthly Board meeting is scheduled for Tuesday, January 17, 2017, 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 8:25 pm.

Respectfully submitted,
Andrea Gilde for Jim Carter, CICA Secretary