

MINUTES

Chesapeake Isle Civic Association Annual Meeting – August 28, 2016

ANNUAL MEETING OF ALL PROPERTY OWNERS

The Chesapeake Isle Annual Meeting of all Property Owners was **called to order at 2:06 pm** by President Chris Shelton.

Board Members Present: Mike Beiter, Jim Carter, Ray Farnesi, Tom Grieco, David Haines, Sonny Hayes, John Murray, Cindy Mistysn, Chris Shelton, Justin Thomas, William Wood

Board Members Absent: John Reber

Chris Shelton led the Pledge of Allegiance, an opening prayer giving thanks and remembering people who have passed this year (Harry Seeley and Don Manges were remembered for their long and valuable service to the Community) and a Moment of Silence.

Secretary's Report (Jim Carter):

Welcomed everyone to the meeting and informed the participants that the meeting was being recorded.

The Draft minutes from the 2015 Annual Meeting were posted on the website about a week ago with an e-mail notification sent to the Community members for review. Hard copies are available at this meeting. The Secretary solicited comments, questions, additions, deletions to the Draft Minutes and opened the floor for any comments.

There were no comments offered from the floor.

A motion was made, seconded and passed unanimously via voice vote to accept the Minutes of the 2015 Annual Meeting as written.

President's Report and Opening Remarks (Chris Shelton):

Chris thanked everyone for coming out to participate and reminded them that this meeting would be conducted in accordance with Robert's Rules of Order – it is OK to differ, but participants just need to be respectful.

Chris thanked everyone for another great year in Chesapeake Isle, it is an exciting time to live here and be in a leadership position.

Chris recapped a number of projects which were completed this year including:

- **Road Paving Project** is completed with mostly good results.
- **Mason Lane Project** is completed which was a huge complex project shepherded to completion by John Murray who navigated the alphabet soup of government agencies involved.
- **Fishing Pier** which was damaged by a storm in January is almost completed. If we allowed the pier to be lost, we would never get permits to build another pier. However, since this project is classed as a repair, permitting was easier. Thanks to Kingfisher, Bob Biedermann who spearheaded the project and the many volunteers, the project is almost completed.

- Bob Biedermann reported that the pier was completed as of 8/27/16. He recognized Bill Dryden as a big help in the project and commented that the volunteer spirit is still alive in Chesapeake Isle.

Chris announced several items in reference to our banking and bookkeeping practices:

- Since the FDIC only insures \$250K per depositor and the Road Paving Project involved about \$750K, we have split our accounts and now have funds in both Columbia Bank and the APG Credit Union.
- Columbia Bank is supplying our line of Credit for the Road Paving Project and we are maintaining those funds in a separate account with them.
- Cecil Bank was reported as being in financial trouble and we have removed all funds from them.
- Since the Road Paving Project and community budgets are so financially complex, we are paying a bookkeeper to handle the workload and day to day details: Andrea Gilde, past Treasurer.
 - The CICA Treasurer remains as the executive.

Chris thanked all of the Board of Directors, both incoming and outgoing, and all of the many community volunteers; his job would be impossible without all of the help from behind the scenes.

Sonny Hayes commented that Tom Grieco has done a great job as Tractor Chairman.

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

We are going to go over the **Community Maintenance** End of Fiscal Year Report for July 1, 2015 to June 31, 2016.

Treasurer's reports were distributed at sign-in.

Budget Accounts Reviewed: Beach, Tractor Replacement Fund, Electricity, General Maintenance / Erosion, Harbor, Pier Replacement Fund, Insurance, Legal, Maintenance – Tractor / Equipment, Printing / Mailing, Roads General Maintenance, Roads Capital Expenditure, Taxes, Wages, Mason Lane Funding, Book Keeping / Accounting.

Andrea opened the floor to questions on the **Community Maintenance** End of Fiscal Year Report:

Polly Pyle-Carter:

Q: The Budget shows \$ 15,000. for legal, but we only spent \$ 519.00. Why are we budgeting so much?

A: There are several expenditures which have not yet been paid and it is felt that we need to have the money available in case of legal issues with the Road Paving Project.

A motion was made to accept the **Community Maintenance** End of Fiscal Year Report; seconded and passed unanimously.

Andrea presented the Year End Report for the **Road Paving Project** account; all of these funds are held in our APG account.

The Community response was very good and we have either been paid in full or have a financing agreement in place for all but 11 property owners representing 14 lots.

Chris Shelton comments on Line of Credit and Road Paving funding:

- We secured a line of Credit at prime +1% to help Community members who needed financing.
- We built into the budget a percentage for “no-pay”. Thus far we only have 14 lots in this category which is about half of what we anticipated.

Andrea opened the floor to Questions regarding the **Road Paving Project Account**:

Q: What is the current loan balance outstanding?

A: \$67,828.39

A motion was made to accept the **Road Paving Project Account** End of Fiscal Year Report; seconded and passed unanimously.

Committee Reports:

Rather than have each Committee report, Chris opened the floor to questions regarding specific committees.

(Beach) Jim reminded everyone that in order to park legally at the Beach or Harbor, a CICA sticker is required. Stickers are available at no charge from Karen Dryden or Jim. Chris reminded people that the sticker does not have to be permanently attached – just so it is visible from outside of the vehicle. Also reminded the group that license numbers are being recorded of vehicles without stickers.

There were no further comments or questions regarding Committees.

Old Business:

Fishing Pier (Bill Dryden for Bob Biedermann):

- Bill recognized Bob Biedermann and Jim Carter for their help with the Fishing Pier rebuild.
- Bill thanked Chris Pierson for his DONATION of \$ 1,000. toward the repairs to the Fishing Pier. [Applause followed!]
- It was estimated about 3 years ago following some repairs by Kingfisher that the pier would last just a few more years and we began the Pier Replacement Fund; setting aside \$ 10,000. per year toward a project which was estimated to cost about \$ 45,000.
- The extensive use of volunteer labor ended up saving between \$7K - \$10K on this project.
- Road Maintenance Reserve funded the overage on this project.
- The work done during the spring of 2015 was preserved. Those repairs were done with future replacement in mind and nothing was lost.
 - The contractor estimates the life span of the rebuilt pier at 50 years barring unforeseen damage by storms or ice.
- We will not be launching the floating dock this season – it would be pulled out in just a few weeks for the winter.

C.E.R.T. Training Q&A:

Community Emergency Response Teams

CICA has budgeted for and will pay for “free” CERT training for Community members. As an EMT this is a pet project of Chris Shelton. Given the relative isolation of Chesapeake Isle, the Board felt it would be a good idea to have as many trained first responders as possible in the Community.

CERT training consists of 2 to 4 professionally run training sessions which include training in CPR, first aid and A.E.D. (**A**utomatic **E**xternal **D**efibrillator) use.

Training would probably take place in the training room at the North East Fire Company. Training is open to all Community members over 13 years old.

Q: Doesn't training = liability?

A: NO! Due to the Good Samaritan laws of Maryland, there is no liability exposure for either the individual rendering assistance or for Chesapeake Isle.

There was no further discussion concerning Old Business.

New Business:

NOTE: This section has been paraphrased and is not directly quoted.

Snow Plowing Equipment (Tom Grieco):

In 2011, we did not have the Kubota mower and used the tractor as a dual purpose machine – cutting grass in summer and plowing unpaved roads in the winter along with some minor road grading work and miscellaneous tasks throughout the year. Our tractor was the best machine available for this combination of tasks.

In 2012, we purchased the Kubota mower and the tractor was no longer used for cutting grass. We also stopped plowing private driveways in this year.

In 2015, we paved the roads and it is time to investigate our options for snow plowing of those new roads:

#1 – Keep plowing with the tractor as in the past with the rear mounted blade.

#2 – Plow with the tractor but investigate buying a front mounted plow blade for it.

#3 – Hire a contractor to plow the neighborhood.

- Probably not reliable for timing.

- Cost would most probably be prohibitive at ~ \$ 10K per year.

#4 – Investigate buying a used heavy duty pick up truck, F-350 or similar and mount a plow on the front.

- \$15K - \$25K with 65K miles or so, mount an 8' plow

- Would need to be licensed and insured.

- Would need a storage area / garage.

- Routine maintenance required.

- Potential other community uses.

- Where to get the money?

- We currently have \$24K in the Tractor Replacement Fund.

- \$ 14,400. in Community Maintenance

- \$ 9,600 in CICA contribution
- Community Maintenance adds funds every year.
- We could / should sell some of our tractor attachments.
- Any repurposing of funds will happen at the 2017 Annual Meeting.

Discussion / Comments:

- A community member has a 6' wide snow blower which mounts on a tractor.
 - Needs storage space.
- The general consensus of numerous residents was that a pick-up truck will have mechanical problems – transmission, front suspension and potential frame bending problems if used to plow – a maintenance headache.
- Q: If we got this equipment, would we again offer driveway plowing? A: Possible, needs investigation.
- Comment: The tractor has numerous other uses; they will continue unchanged from present.
- Seeking approval to rename this committee and funding to “Maintenance Equipment Replacement Fund”.
 - A motion was made and seconded to change the name of the fund from “Tractor Replacement Fund” to “Maintenance Equipment Fund”.
 - 29 Yeas – 6 Nays – no abstentions
 - Motion passed.

Road Edges / Shoulders:

- Several residents complained there were no shoulders on the road, rather instead of topsoil the contractors had merely added some soil on top of stone or gravel before seeding.
 - John Murray explained this was the engineering standard for the County and State.
 - If one only uses topsoil, any vehicle pulling off of the road will sink; a stone and soil combination will provide a more solid base to support a vehicle.
 - Sue Seeley and one other resident commented there were “big rocks” in their front yards.
 - John will put on the punch list for the contractors.
 - So far there have been no problems with warranty work.

Caldwell Road Warranty:

- Since the Caldwell Road Drainage Project is being done well after the main road paving, how long is the warranty for that project – does it end at the same time as the main project?
 - It has its own warranty starting at completion of the project.

Gull Circle:

- Several complaints:
 - Too Narrow – cannot get boat in the driveway without driving on grass.
 - Paved road is 20' wide like all others in the neighborhood.
 - Roadway is “out of line” with the mailboxes.
 - Roadway is centered on the right of way center as surveyed.

- The unpaved road was wider than 20' and mailbox placement was not precise by owners.

- Susan Clare commented that the trash trucks are tearing up the pavement and or grass when they make their turns.

- Letters will be sent to all four trash companies that service the neighborhood.

Community Member Issues:

- Comment: We have a new permanent Harbormaster! Marc Beckert, Arden Road, is the new Harbormaster. Thank you for volunteering!

- Justin Thomas: Looking into a swing set donation from a resident who is moving.

- Sonny Hayes:

Q: Who is the contact for the Road Paving Punch List?

A: John Murray, Chris Shelton, or e-mail to the Board or come to the Board meeting and present.

- We need to compile a list of all known problems and present that to the contractors rather than a piecemeal approach.

- When is the Caldwell Road Drainage Project scheduled to begin?

- Chris Shelton presented the schedule from John Murray:

- Submittals, shop drawings, etc in August.

- Order long lead time items in August.

- Begin stake out at the end of August or early September.

- Start mobilization and construction mid to end of September.

- Project duration is approximately 3 weeks from the first day of excavation.

No addition issues were presented.

Proposed 2016 - 2017 Community Maintenance Budget and Voting (Andrea Gilde for John Reber):

Proposed Budgets were distributed at sign-in.

Unless otherwise noted, amounts are unchanged from 2015 – 2016 Budget

Beach	-	\$1,474.	decrease of \$ 26.
Beach Erosion Repair @ Harbor	-	750.	
Book Keeping / Accounting	-	750.	
Electricity	-	350.	
General Maintenance / Erosion	-	4,500.	
Harbor	-	1,000.	
Insurance	-	4,000.	increase of \$1,000.
Legal	-	10,000.	
Maint. – Tractor / Equipment	-	3,500.	
Miscellaneous	-	-0-	
Fishing Pier Replacement Fund	-	10,000.	
Printing / Mailing	-	2,000.	
Roads / General Maintenance	-	25,000.	

Taxes	-	500.	
Wages	-	1,950.	increase of \$ 750.
Tractor Replacement Fund	-	3,200.	80% / 20% split between Community Maintenance and CICA
TOTAL	-	\$ 60,724.	decreased from \$ 61,000.
		\$ 188.00 per lot	decreased from \$ 188.85

Andrea opened the floor to questions concerning the proposed budget.

There is a sharp increase in wages due to a raise in the minimum wage.

Comparison of Community Maintenance Fees:

FY 2013 – 2014 = \$ 311.00

FY 2014 – 2015 = 476.00

FY 2015 – 2016 = 188.85

FY 2016 – 2017 = 188.00 – a decrease of \$ 296. from 2014 – 2015

- The roads will “pay for themselves in 7.42 years due to decreased Maintenance Fees.

Dead tree at the beach:

- Who funds removal? Beach.
- Will be looked at by a tree service before removal.

A Line of Credit was taken out for the Road Paving Project, will it continue?

- No, the line of credit should be gone in 24 months although it could go on somewhat longer due to “no pay” property owners.

If people do not pay their Road Paving Assessment – how is that covered ?

- The Line of Credit will pay vendors while we send final notices. We will not be stripping other community funds or soliciting more funds from those owners who have already paid.

There were no further questions.

No change to the dues, remaining at \$ 15.

A motion was made and seconded to approve the proposed 2016-2017 CICA Community Maintenance Budget.

Voting Commenced on the Chesapeake Isle 2016 – 2017 Community Maintenance Budget at 4:06 pm

Chris asked for three volunteers to collect and count the Budget Ballots.

- Diana Hawley
- Sonny Hayes
- Sue Seeley

Results: 2016 – 2017 Community Maintenance Budget

42 yea
0 nay
0 abstain

The motion carried as proposed.

Chris solicited more nominees for the CICA Board; there were none submitted.

The Secretary solicited a motion to adjourn.

A motion was made, seconded and approved unanimously by voice vote to adjourn this meeting.

Meeting adjourned at 4:14 pm.

A brief recess was taken before the start of the Annual Meeting of CICA Members.

The CICA Meeting was **called to order at 4:16 pm.** by Chris Shelton.

President's Report (Chris Shelton)

In the interest of brevity, the President's report was not restated – See "President's Report", Annual Meeting of All Property Owners"; above.

Chris thanked all of the Committee chairs for their efforts this past year, the Board and all committee chairs have made immeasurable contributions to the Community.

- Applause followed!

Chris also thanked the outgoing Board members for their service:

Ray Farnesi, Sonny Hayes and John Reber.

- More applause for all!

Secretary's Report (Jim Carter)

In the interest of brevity, the Secretary's report was not re-read – See "Secretary's Report", Annual Meeting of All Property Owners"; above.

Changes / additions were solicited to the CICA Meeting minutes; none were offered.

A motion was made, seconded and approved unanimously by voice vote to approve the minutes from the 2015 Annual Meeting as written.

Treasurer's Report (Andrea Gilde for John Reber)

Andrea reviewed the 2015 - 2016 CICA budget, income and expenses.

Treasurer's reports were distributed at sign-in.

The Secretary solicited a motion to accept the Treasure's report as submitted.

- Motioned, seconded and passed unanimously, no abstentions.

Committee Reports:

There are no Committee reports, all Committees report monthly at the regular Board meetings. Typically there are no Committee reports at this meeting. The Minutes from every Board meeting, including those Committee reports, are posted on the website.

Old Business:

There was no Old Business on the agenda.

New Business:

Election of Board members:

The Secretary introduced the 4 persons nominated for election to the Board:

- Michael Beiter
- Joe Greenfield
- Diana Hawley
- Christine Valuckas

A motion was made to have the candidates say a few words of introduction and then proceed with voting.

Mike, Joe, Diana, and Christine all introduced themselves and commented on the pleasure of living in this Community.

The Secretary called for and received a second on the motion; the four nominees were elected unanimously via voice vote with no abstentions. The Secretary welcomed them to the Board. (Applause followed)

No other New Business was introduced.

Proposed 2016 – 2017 CICA Budget and Voting

The proposed budget which was published in the July newsletter and distributed before this meeting was presented by Andrea Gilde.

Projected Income:

Boat Storage	-	900.	
Community Events	-	100.	
Pig Roast	-	1,200.	
5K	-	2,500.	
Donations	-	100.	
Annual Dinner	-	1,500.	
Donations	-	25.	
Keys	-	550.	down from \$ 600.
Membership	-	3,000.	down from 3,400.
Moorings	-	2,000.	down from 2,500.
Mowing	-	6,000.	
Pavilion Rental	-	1,000.	up from 800.
4 th of July	-	4,000.	up from 3,000.
Waterfowl Conservation Club-		1,000.	new item
Total projected income	=	\$ 23,775.	down from \$ 23,900.

Projected Expenses:

Tractor Replacement Fund	-	800.	down from \$ 1,200.
Community Events	-	1,165.	down from \$ 2,665.
Annual Dinner	-	1,800.	
Pig Roast	-	1,000.	new
Electricity	-	500.	up from \$ 450.
General Maintenance	-	3,000.	

History	-	50.	
Insurance	-	3,000.	
Legal	-	500.	
Internet	-	480.	
Maint. – Tractor / Equipment	-	1,000.	up from \$ 500.
Mooring Services	-	1,000.	up from \$ 700.
Keys	-	340.	
Pavilion	-	500.	
Printing / Mailing	-	300.	up from \$ 200.
Taxes	-	500.	
Wages	-	1,100.	up from \$ 1,080.
Web Page	-	120.	
4 th of July	-	2,000.	
5K	-	1,000.	
CERT	-	2,000.	up from \$ 1,000.
Charitable Contribution	-	500.	
Book Keeping / Accounting	-	1,000.	up from \$ 750.
Waterfowl Conservation Club-		120.	new item
Total projected Expenses	-	\$ 23,775.	

The Balance of the Kubota mower loan was paid in full when we changed banks.

Overview of the Waterfowl Conservation Club:

We applied for and secured all three of the State waterfowl blind sites which are located in the Elk River off of our beach and harbor. Justin Thomas has done all of the legwork and research on this project.

These blind sites are assigned yearly by the Maryland Department of Natural Resources. As the owners of the shoreline adjacent to the blind sites, we have the “rights of first refusal” to these sites; if we refuse the sites then they are turned over and placed in a lottery open to the general public. The fee for a property owner is \$ 40. per year. The three sites have cost us \$ 120.

A “Hunt Club” will be formed within the community and a fee paid by those club members to participate. Since we may have hunters off of our shores, it is better that they are Community members rather than outsiders.

MD DNR monitors the use of the blind sites and all DNR rules apply regardless of who controls the site. All structures must be temporary.

No change to CICA dues, remaining at \$ 15.

There were no further questions regarding the proposed CICA 2016 – 2017 Budget.

A motion was made and seconded to approve the proposed 2016-2017 CICA Budget.

Voting by paper ballot commenced on the 2016 -2017 CICA Budget.

Votes were collected and counted by:

Sonny Hayes
Janet McKenna
Sue Seeley

The meeting was recessed at 4:59 pm. while the votes were counted.

The meeting was brought back to order at 5:03 pm. and the voting results were announced:

The Proposed 2016 -2017 CICA Budget was approved by a vote of:

48 – yea

0 – nay

0 - abstention

(Applause followed)

The Secretary solicited a motion to adjourn.

A motion was made, seconded and approved unanimously by voice vote to adjourn this meeting.

The meeting was **adjourned at 5:05 pm.**

Chris thanked all who attended for their involvement and attendance.

Respectfully submitted,

Jim Carter
CICA Secretary