

CICA Board of Directors' Meeting
May 16, 2017
7:00 p.m.

Board members present: Jim Carter, Vicky Garvey, Cindy Mistysyn, Chris Shelton, Justin Thomas, Christine Valuckas, William Wood

Board members absent: Mike Beiter, Diana Hawley, Joe Greenfield, David Haines, John Murray

Community members / guests present: Karen & Bill Dryden, Andrea Gilde, Sonny Hayes

Pledge of Allegiance

The Pledge was led by Chris Shelton.

President's report (Chris Shelton)

See "Community Member Issues".

Secretary's Report (Jim Carter)

Jim e-mailed the April draft minutes to the Board on April 20, with a response deadline of April 22, 2017. Final minutes were e-mailed to the Board on April 24, and were approved unanimously with minor changes incorporated.

The final April minutes were posted and on the Beach and Harbor bulletin boards, and on the website on April 24.

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

Treasurer's Report (Justin Thomas & Andrea Gilde)

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

Income: \$ 140.00 – Boat Storage
 1495.00 – AA5K
 10.00 – Keys – Shuffleboard / games closet
 170.00 – Membership
 55.00 – Moorings
 5348.00 – Mowing
 250.00 – Pavilion rentals
 1.14 - Interest

Expenses:

 \$ 49.00 – Printing & Mailing
 54.99 - Internet
 36.31 - Electricity
 381.92 – Community Events – Prog. Dinner, Easter Egg hunt
 806.57 – AA5K – shirts, fees
 10.99 – Bookkeeping / accounting – bank, NEAT fee

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

Income: \$ 2,789.70 - Fees
3.11 - Interest

Expenses:
\$ 31.61 - Electricity

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

Road Paving **Savings** Account:

	Deposits	Payments	Trans. IN	Trans. OUT	Balance
Feb – 17	--	--	--	--	111.18
Mar – 17	--	--	--	--	111.18
Apr – 17	.07	--	--	--	111.25

Road Paving **Checking** Account:

	Deposits	Payments	Trans. IN	Trans. OUT	Balance
Feb – 17	2,673.09	(1,160.00)	--	--	5,463.23
Mar – 17	2,253.55	(1,000.00)	--	--	6,716.78
Apr – 17	3,479.05	(2,571.70)	--	--	7,624.13

Road Paving **Line of Credit** Account:

	Payment / Withdrawal	
03/01/17	1,000.00	- Loan Payment
04/01/17	1,000.00	- Loan Payment
04/ 01/17	991.00	- Sturm – Caldwell Road
04/01/17	580.70	- Transfer to Community Maintenance

Loan Balance as of 4/01/17 = \$ 57,000.76

Total collected as of 5/11/17 = \$ 678,641.49

Paid in full lots = 295 = 91%

Payment agreements = 22 owners / 5 owners are delinquent

Unpaid or no contact = 9 owners representing 12 lots

Total – 315 lots have paid or entered a payment agreement

A motion was made, seconded and unanimously approved to approve the financial reports for April.

Committee Reports

- Anchors Aweigh 5K (Andrea Gilde, Diana Hawley, Chris Shelton)
Net profit from the AA5k was \$1551. We hope to tie the 2018 AA5K to St. Patrick's Day in order to provide a "themed" run and attract more runners from outside of our community. Food, green beer, etc.

- Architectural Review (Bill Dryden)

Nothing to report since the last meeting.

- Beach (Jim Carter)

Thanks to Gary and Luke Gilde who had already set the swim floats and swimming area buoys before Clean-Up Day!

Clean-up Day on April 29 was a big success!

We accomplished quite a lot for the crew that arrived.

- Roto-tilled the weeds and graded the playground area, volleyball court and beach sand pile.
- Adjusted the volleyball net.
- Replaced one broken swing seat.
- Raked the horseshoe pits.
- Cleaned out the grilles.
- Got a good start on the new ramp construction.
- Sorted the sand toys.
- Collected, cut, and stacked a MASSIVE quantity of logs from the beach.
- General clean up and clean out of the pavilion.
- Changed the locks on the bathrooms and the games closet.

We will schedule a sand delivery for later in the spring.

Gary Gilde requested that we try to schedule the spring Clean-Up Day with better co-ordination with the tides to facilitate the beach work.

PARKING: All vehicles using the Beach or Harbor parking areas must display a CICA sticker, or a [Chesapeake Isle 2017 Guest 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)

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.

- CERT Training (Chris Shelton)

Nothing new to report.

- Community Events (Sue Seeley – Adult Events & Angie Thomas - Children’s Events)

Yard sale this coming this weekend. The first Summer Social is 5/26/17; the Ladies Brunch is 6/3/17.

- Fourth of July (Diana Hawley & Andrea Gilde)
This event will be held on Tuesday, July 4. Diana has the vendors and various chairs arranged. Jess Klinger and Marianne Wood are chairing the auction this year. Please contact dianahawley@gmail.com if you would like to help with this event.
- General Maintenance / Erosion (Jim Carter & Bill Wood)
Nothing to report.
- Grass Mowing (Karen Dryden)
(29) CICA Seasonal Contracts were sent out on March 20, 2017
(Balance of lots are being maintained by owners or are not cuttable)

(23) payments have been received to date.

*MOWING OF LOTS BEGAN IN APRIL.
- Harbor (Marc Beckert)
We are finally going to begin working on the kayak rack this Sunday, 5/21/17.
Joe Turner is leading this project starting at 9:00 am.
I have a few guys so we should be in good shape.

Marc noted that only dinghies should be stored on the dinghy rack. Kayaks/canoes should be stored on the kayak rack.

Final mooring pull: November 4, 2017

PARKING REMINDER: All vehicles, **including boat trailers**, using the Harbor parking area must display a CICA sticker, or a [Chesapeake Isle 2017 Guest Parking](#) 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 Road Paving Collection Hearing for the Kathy Quinn properties, P-26, P-27, P-28, was held on May 9, 2017. As soon as our Attorney receives the written opinion from the Court, he will file a lien on the property.

On the Foley/Jones property, N-12, we have received the signed written agreement back and their check for the Road Paving and 2017 Maintenance Fee.
- As soon as the check clears, our Attorney will advise the Court to cancel the previous Court case.

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

As with all Committees Kathy could use additional volunteers to help with the Library!

Normal summer hours started on the first weekend in May.

Please contact Joan (410-287-9595) or Kathy (484-375-5800) 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
- (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:

- (317) - Lot owners have paid their Maintenance Fees in full for 2016 to date (98.14%)
 Plus (5) Mason Lane Owners
- (1) - Lot in foreclosure (Arabejo)
- (199) - Of those paid have joined the Association (63.98%)

2017 MEMBERSHIP:

- (293) - Lot owners have paid their Maintenance Fees in full for 2017 to date (90.71%)
 Plus (5) Mason Lane Owners
- (192) - Of those paid have joined the Association (65.52%)

- **2017 Invoices were sent out by November 18, 2016**
- **2017 payments were due February 15, 2017**
- **2017 second invoices were sent out March 5, 2017**
- **2017 Third Invoices will be sent out by the end of April, 2017.**
- **(1) 2015-2016 Past due still outstanding (Arabejo) property in foreclosure**
- **(1) 2015 & 2016 Past due (Fellure/Killen) – Lien placed on property**
- **Shuffle Board keys and the bath house combination were distributed at Clean-up on April 29, 2017 and the balance were mailed.**

- Newsletter (Andrea Gilde)

The next issue will be published by July 28 as required to release next year's budget.

Marianne Wood has resigned her position as Newsletter Chair. The Board thanks her for her service!

The quarterly newsletter requires a lot of time and effort and requires a fairly high level of computer skills and hardware. If anyone would like to volunteer for this position, please contact Andrea Gilde.

There are a few things which we are required to publish, such as the proposed budgets in advance of the Annual Meeting of Property Owners. The proposed budgets must be published / disseminated to all property owners at least 30 days prior to the Annual Meeting. We can mail the proposed budgets as a separate correspondence at least 30 days prior to the Annual Meeting.

If a new chair is not found, the Board sees no option except to discontinue the Newsletter and provide general information to the community via a monthly Hot Topics or general e-mails.

- Nominating (Justin Thomas)

If any CICA members in good standing are interested in running for a CICA Board seat, or have any questions, please reach out to Justin Thomas.

- Pavilion Rentals (Sonny Hayes)

The pavilion is reserved for the following dates in 2017 for **CICA** and private events:
5/20 – CICA Yard sale; 5/21 – Chris Ann Szep; **5/26 – CICA Beach Party**;
5/27 – Kim Schmidt; 5/28 – Lapidus; **6/3 – CICA Breakfast**; 6/4 – Jackie Rodgers
(Girl Scouts); 6/10 – Sandra Rosenberger; 6/17 – Chris Ann Szep; **6/23 – CICA Beach Party**;
6/24 – Enbom; **7/4 – CICA 4th of July**; 7/8 – Pantalone; **7/14 – CICA Ice Cream Social**;
7/22 – Jim Carter; **7/28 – CICA Beach Party**; **8/11 – CICA Bonfire**; **8/27 – CICA Annual Meeting**;
9/1 – CICA Beach Party; **9/16 – CICA Yard Sale**; 9/23 – Enbom;
9/30 – CICA Pig Roast; **10/4 – CICA Mooring Pull**; **10/14 – CICA Clean up Day**;
10/28 – CICA Halloween Party; **12/16 – CICA Christmas Caroling**

- The 2017 fee for Pavilion rental is \$ 50.

- Your reservations will not be confirmed until this fee is paid.

- In order to reserve the Pavilion for a private event, you must be a member of CICA.

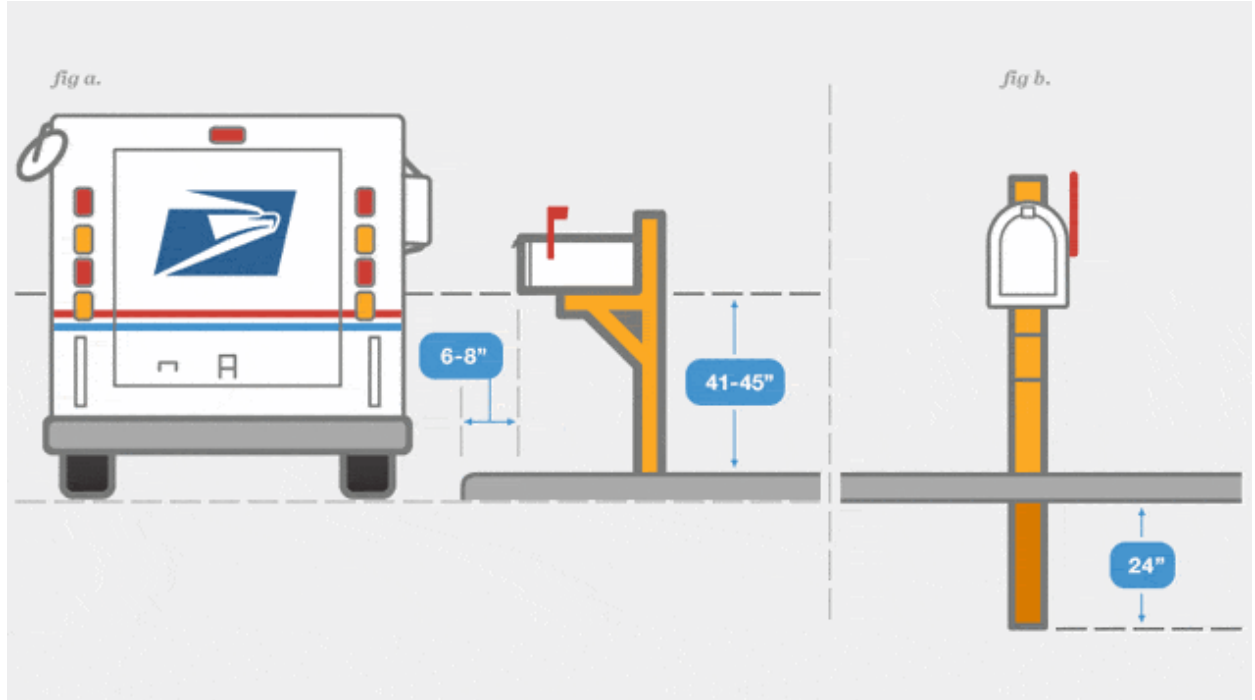
- Trash from private events is not to be left at the Pavilion – trash goes home!

- 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 Road:

After completing a thorough review of the utilities that will need to be coordinated and an onsite meeting with Delmarva Engineering it was decided to arrange periodic power shut downs throughout the length of construction. Construction will take approximately six weeks and power will be shut down 4 or 5 times, starting at 8:00 in the morning until 3:30 in the afternoon. All affected residents have been notified and will be each time 72 hours in advance. Power will be off tomorrow (5/17) and construction will begin.

Don Schooley has notified the residents.

- **Shoreline Erosion (Justin Thomas)**

We would like to pursue a shoreline fix to the harbor on the side adjacent to Jacobs Nose. I plan to contact Ed Howell to confirm his previous estimate from last year.

- **Maintenance Equipment Committee (chair is vacant)**

Gary Gilde is acting as an interim chairperson – thank you!

Coale has picked up the tractor for a warranty repair of the oil leak believed to be coming from the rear main seal of the crankshaft. This seal was replaced by them as part of the clutch repair last fall.

Jim and Sonny will investigate storage solutions for the snow plow blade as the current storage location makes it difficult to move the mower in and out of the 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.*)

Chris Shelton:

- There are some quality of life issues creeping into the neighborhood. Chris asks that we all try to be good neighbors. Just a few things to consider.
 - Weed-wacking , lawn mowing and chain saw work are perhaps not appropriate activities for 6:00 am, especially on a weekend.
 - The neighbors do not really enjoy listening to your barking dog all day. Dogs usually bark for a reason or a problem; figure out that reason or problem and solve it for your pet.
 - Try to maintain the peace and quiet of the neighborhood!

Old Business:

- **Repairs to Spall property on Mason Lane:**

A letter to the Spalls regarding the delay of these repairs was read into the record during the President's Report of the December Board Meeting, 12/20/16.

- To date, we have not received correspondence from the Spalls as a result of the letter.

May Update:

These repairs will be completed along with the Caldwell Road project which is starting 5/17/17/

- **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. They will investigate the situation and if needed, take the issue to Court.

Update:

- Bill spoke with RVJ who will write a letter to the County Zoning and Planning Department.

May Update:

- Bill reported that he is playing "telephone Tag" with the County attorney concerning this issue.

- **Road Signage:**
 - We will be checking to be sure that all of the roads are properly posted as to the 15 mph speed limit.
 - Some signs may be missing; Sonny will inventory the signage.

- **Beach & Pavilion Improvements** - Christine Valuckas:

The Board authorized Christine to investigate and obtain some preliminary costs for:

 - 1) Additional lighting near the pavilion and parking areas.
 - It was noted that this work would have to be done by a licensed electrician.
 - 2) Improvements to the kids play area, AKA, sand pile near the beach.
 - It was noted that weeds were the primary problem.
 - Jim stated there is a community owned a roto-tiller ; available for non-chemical weed control at this area and in the playground. Roto-tilling is always on the task list for Spring and Fall Clean-Up days – just need volunteers!
 - 3) Installation of a permanent or semi-permanent shade shelter structure near the beach.

Any or all of these projects will require consideration by the Budget Committee.

 - April update:
 - Christine has contacted several electricians with an ambitious plan for LED lighting of the pavilion and the beach parking area.
 - Lighting will be controlled from inside of the pavilion.
 - It was mentioned that DelMarVa has had several programs for LED lighting at reduced or no cost and they should probably be investigated.
 - May update:
 - Christine is waiting for an additional bid from a contractor and will present her findings at the June meeting.

- **4 Wheelers:**
 - The riding of 4 wheelers by neighborhood teens on community grounds and roadways continues to be a problem.
 - Letters have been sent to the parents of various teens and some responses received; some improvements have been noted.
 - Additional letters will be sent to the offender's parents.
 - Law enforcement will be contacted and complaints filed if the situation does not improve.

- **Budget Committee:**
 - The Budget Committee has almost completed their work on the proposed budgets for the coming year.

New Business

Budget:

The Budget Committee presented their Community Maintenance Budget for the upcoming year. The mandatory Community Maintenance fee paid by all property owners remains unchanged at \$ 188. per lot. Some funds were shifted among the various accounts in anticipation of coming needs, but the total budget amount remains the same as last year.

There was a motion made, seconded and unanimously approved to submit the proposed Community Maintenance budget for property owner approval at the Annual Meeting. This budget will be published in advance of the Annual Meeting as required by our by-laws.

Board approval of the proposed CICA budget was tabled at this meeting due to the discovery of a math or recording error during the presentation.

- The CICA budget will be reviewed by the Board at the June meeting.

Announcement of next Board Meeting:

The Secretary announced that the next monthly Board meeting is scheduled for Tuesday, June 20, 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 8:19 pm.

Respectfully submitted,
Jim Carter, CICA Secretary