

CICA Board of Directors' Meeting
August 15, 2017
7:00 p.m.

Board members present: Jim Carter, Vicky Garvey, Diana Hawley, John Murray, Chris Shelton, , Justin Thomas, Christine Valuckas, William Wood

Board members absent: Mike Beiter, David Haines, Joe Greenfield, Cindy Mistysyn

Community members / guests present: Karen & Bill Dryden, Andrea Gilde, Sonny Hayes, Steven Rossen, Sue Schooley

Pledge of Allegiance

The Pledge was led by Chris Shelton.

President's report (Chris Shelton)

A complaint has been filed with the Maryland Public Service Commission concerning Delmarva Power's proposed charge for turning power on and off to facilitate the Caldwell Road project.

Verizon and Comcast both were cooperative and provided service at no charge. Delmarva was demanding between \$2500. and \$4700. to provide power service interruption. The power was never turned off and the project was completed.

Chris received several hand written letters at his home concerning the recent vandalism incidents. They addressed outlet damage, pavilion roof walking and most importantly the brush and men's room fires. The State Fire Marshall has been informed.

Secretary's Report (Jim Carter)

Jim e-mailed the July draft minutes to the Board on July 25, with a response deadline of July 27, 2017. Final minutes were e-mailed to the Board on July 28, and were approved unanimously with minor changes incorporated.

The final July minutes were posted on the website and the Beach and Harbor bulletin boards on August 2.

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

Treasurer's Report (Justin Thomas)

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

Income: \$ 40.00 – Boat Storage
 15.00 – Membership
 4,114.00 – 4th of July
 1.28 - Interest

Expenses:

\$ 465.63 – General Maintenance – grass cutting
 54.46 – Printing and Mailing – transfer from CM

279.51 - Mooring services – materials kayak & dinghy racks
 74.95 - Internet
 41.73 - Electricity
 79.99 – Bookkeeping / Accounting - bank fees
 160.80 – Maintenance - Tractor / Equipment – 20% repairs reported in July
 935.55 - 4th of July

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

Income: \$ 1,928.37 - Fees
 3.32 - Interest

Expenses:

\$ 37.25 – Electricity
 221.87 – General Maintenance – grass mowing
 153.77 – Harbor
 1,129.53 – Legal – Maintenance Fee and Road Paving Assessment collections
 643.22 – Maintenance - Tractor repairs reported in July
 120.04 – Printing / Mailing – Certified mail & Newsletter
 4,660.82 - Roads – Caldwell project
 1.00 – Taxes
 256.00 – Bookeeping / Accounting
 138.53 – Wages – grass cutting

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

Road Paving **Savings** Account:

	Deposits	Payments	Trans. IN	Trans. OUT	Balance
Apr – 17	.07	--	--	--	111.25
Jun – 17	--	--	--	--	111.25
July – 17	.08	--	--	--	111.33

Road Paving **Checking** Account:

	Deposits	Payments	Trans. IN	Trans. OUT	Balance
May – 17	6,253.93	(2,536.00)	--	--	12,342.06
Jun – 17	8,454.13	(5,000.00)	--	--	15,796.19
July-17	5,553.36	(3,048.37)	--	--	18,301.18

Road Paving **Line of Credit** Account:

	Payment / Withdrawal	
04/ 01/17	991.00	- Sturm – Caldwell Road
04/01/17	580.70	- Transfer to Community Maintenance
05/01/17	1,000.00	- Loan Payment
6/23/17	5,000.00	- Loan Payment
7/31/17	1,000.00	- Loan Payment
	1,928.37	- Transfer to Community Maintenance (MF combined check)
	120.00	- Bookeeping

Loan Balance as of 8/12/2017 = \$ 50,712.77

Total collected as of 8/12/17 = \$ 694,668.92

Paid in full lots = 302 = 93%

Payment agreements = 19 owners

Unpaid or no contact = 7 owners representing 9 lots

Total – 318 lots have paid or entered a payment agreement

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

Committee Reports

- Anchors Aweigh 5K (Andrea Gilde, Diana Hawley, Chris Shelton)
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)
All is well at the Beach. It would seem that the addition of security cameras has functioned as a strong deterrent to the vandalism.

Thanks to Robert Martin who retrieved and repaired one of our swim area buoys!

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 July 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)
The Ice Cream Social and Bingo was well attended on July 14th.

Unfortunately, the Hawaiian themed Summer Social was cancelled due to weather on July 28..

The August 12 campfire was also well attended with many families with young children attending in the early evening to cook hot dogs and S-Mores on the fire which was well maintained by Eric Garvey. As the evening progressed the families were replaced by an adult crowd that continued to enjoy the fire until they were finally driven away at about 10:00 by rain. A good time was had by all!

Upcoming events include the Annual Meeting of Property Owners and Potluck Dinner on August 27, starting at 2:00 at the pavilion; CICA Summer Social (adults) on 9/1; Fall CICA Yard Sale on 9/16; and CICA Pig Roast on 9/30 (Man & Woman of the Year will be awarded at this event).

Post Meeting Note: The Fall Yard Sale has been cancelled due to lack of interest.

- Fourth of July (Diana Hawley & Andrea Gilde)
Nothing to report.
- 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)

(24) payments have been received to date.
- Harbor (Marc Beckert)
Nothing new to report for the Harbor.

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

- History (Pat Day)
Nothing to report at this time.
- Legal (Bill Dryden)
Since the last meeting I have asked our attorney to begin the Legal Collection process on past due Road Paving Assessments on the following:
 - David L. & Sherri L. Baer, 48 Arden Road (D-19), \$2,062.71
 - Michael Mason, 33 Basin Road, \$2,392.74
- Library (Kathy Reilly-Naumovich / Joan Ferrick)
"The books come in and the books go out!" ®

Normal summer hours are Saturday morning from 10 – 11:30.

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

- (318) - Lot owners have paid their Maintenance Fees in full for 2016 to date (98.45%)
Plus (5) Mason Lane Owners
- (1) - Lot in foreclosure (Arabejo)
- (199) - Of those paid have joined the Association (63.98%)

2017 MEMBERSHIP:

- (306) - Lot owners have paid their Maintenance Fees in full for 2017 to date (94.73%)
Plus (5) Mason Lane Owners
- (202) - Of those paid have joined the Association (66.01%)
Plus (2) Mason Lane Owners

- **2017 Invoices were sent out 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**
- **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 – Interim Chair)

The Summer Issue of the Newsletter was sent on July 27 as required to release next year's budget ahead of the Annual Meeting. Many thanks to Andrea for assembling this issue!

Two volunteers have come forward to continue the Newsletter! Kim Schmidt and Shachar Giliad have volunteered to work on the Newsletter. Andrea will be coaching them through their first issue.

- Nominating (Justin Thomas)

We have Cindy Mistysyn returning, and Vicky Garvey will officially run after fulfilling a vacated seat. I have four candidates for the vacancies on the Board.

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)

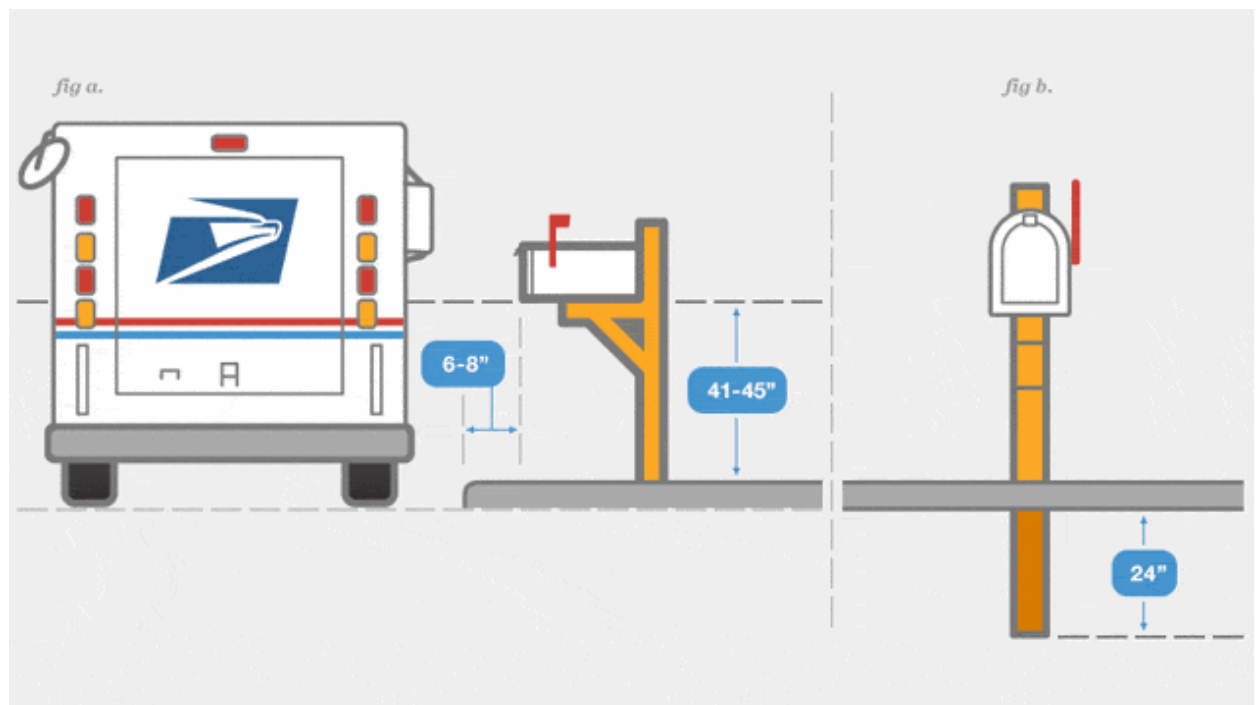
The pavilion is reserved for the following dates in 2017 for **CICA** and private events:
8/26- Greg Allen (tentative); **8/27 – CICA Annual Meeting; 9/1 – CICA Beach Party;**
9/9 – Giffing; **9/16 – CICA Yard Sale;** 9/23 – Enbom; **9/30 – CICA Pig Roast;**
10/4 – CICA Mooring Pull; 10/14 – CICA Clean up Day; 10/28 – CICA Halloween Party;
12/16 – CICA Christmas Caroling

- The 2017 Pavilion rental fee 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)

Sonny cut some very low, overhanging limbs on Racine.

- 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:

- The project is going well and completion is just days away. The weather has not been cooperative with much rain which has caused delays.
- The project has been under construction for about 3 weeks and there has not been a full week of workable weather conditions since the start.
- There are only a few sections of pipe left to be installed then clean up; topsoil and seeding; and paving of driveways required to complete the project.

- **Shoreline Erosion (Justin Thomas)**

Beach: Planting options are being reviewed for the beach area, but no plantings will take place until fall or early spring.

Harbor Erosion: Call placed to Ed Howell, planning to speak with Marc Beckert regarding dingy racks and any impact to access north of ramp.

- **Maintenance Equipment Committee (Gary Gilde – Interim Chair)**

Sonny reported the right front tire and wheel on the Kubota mower has been replaced and the Kubota is back in service.

- This part was on back order and delayed grass cutting while the mower was out of service. Regan kept up with mowing of the Community areas as best he could while we waited for parts.

Sonny also reported that we have about 300 gallons of diesel fuel on hand for the remainder of the mowing season and the winter plowing season.

- Between mowing and plowing we typically use about 400 gallons per year and generally top off our storage tank in the early fall prior to the typical heating season price increase.

Gary Gilde has not done any substantial investigation of the grapplefork attachment as authorized by the Board at the July meeting – this would be a FY 2018 – 2019 budget item.

- **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.*)

Sue Schooley:

- Concerned with the appearance and safety of the Caldwell Road project in front of their home.
- There is currently a large, deep ditch between their yard and the road edge.

They have been told that they will need a fence and guard rail in front of their home to prevent accidents. Finally there has not been any temporary barriers or warnings during construction.

John Murray response:

- The project is still underway and the final appearance will be considerably different than it is currently.
- The ditch is considerably deeper than it will be when finished. Stone will be added in the ditch to slow the water exiting from the pipe.
- The current ditch will not be filled all the way to the top with stone but rather to a level about two feet down from the top. Then the top edges rounded and planted. The "end dam" in the existing ditch will be removed to allow drainage once the stone has been placed.
- Finished appearance will be similar to the outfall in the rear of the Johns property on Harbor Road.
- There will be no need for any fences or guard rails when completed.
- There is a good design team with a proven record on the project which is nearing completion.
- Cleaning of the road and repairs will be handled when the paving crew is on site to pave driveways which were cut for this project.
- The crew has done their best to avoid damage to the trees near the project, however, some damage has occurred and some trees had to be removed. Eric Sturm is a landscape architect and is doing his best for preservation.

Chris Shelton:

- In an ideal world on a project such as this, one digs a hole, lays pipe and backfills the hole immediately. Weather and flooding of the excavations have prevented this. Barriers should be erected every night for safety; John will reinforce this with the contractors.
- Damage to the roads will be evaluated and repaired if needed after cleaning; right now the condition of the road surface is hidden by mud.
- The damaged trees will be continue to be monitored.

Sonny Hayes:

- Commended John and the Drainage design team who have done all of the drainage improvements in the Community.
- Sonny drove around the neighborhood today during the heavy rains and noted there was no standing water on any of our roads.
- Chris commented that the paving of our roads besides providing a dust free driving surface also serves to protect our nearly \$400K investments in drainage improvements.

Car Break-ins:

- There have been several incidents of cars being entered and rummaged through. We do not believe that any of the cars which have been entered were locked – whoever is doing this is not technically "breaking in", their activities are being facilitated by the car owners who leave their cars unlocked.
 - The simple solution is to lock your car!
 - Residents are reminded that the Board has NO law enforcement authority.
 - Illegal activities should be reported to the police. The Board

appreciates being informed, but has no enforcement authority.

Old Business:

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

August Update:

- The repairs will be completed as soon as the Caldwell Road project is completed by the same contractors.
- The Spall's home has been sold. The Road Paving assessment payments for their 2 lots have been placed in escrow pending the completion of repairs

• **Storage Unit:**

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

August Update:

- The property has been inspected by the County.
- The storage container is in violation of County Code and the owner was cited by the County.
- If the container is not removed by September 1, 2017 the County will seek an Injunction against the owner.

• **Road Signage:**

- We will be checking to be sure that all of the roads are properly posted as to the 15 mph speed limit and Private Road status.
 - August update: Justin will install the missing sign at the corner of Arden and Turkey Point Road.

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

Christine sent some estimates and proposals to Diana concerning lighting and a shade structure for the pavilion and beach areas.

- Diana forwarded them to the Board on June 30 for review and possible discussion at the July Board meeting.
- No questions were presented by the Board at this meeting.

• **Ken Harvey Tree**

A letter was received concerning a tree which is in danger of falling onto his house and other structures on his property. As near as we can tell the tree is directly on the property line between Ken's property and CICA community property. Ken has offered to split the cost of removal with CICA – a very reasonable solution for both parties.

The Board voted unanimously to split the cost of removal, not to exceed the \$ 500. bid presented (\$ 250. / \$250.). Justin will coordinate with Ken.

- August update: Justin reports that the tree has been removed; as of this meeting the Board has not received a bill for our portion of the cost.

• **Vandalism at the Beach and Pavilion**

There have been no further acts of vandalism at the beach since the last Board meeting.

Please keep your eyes open when using the Beach area – take pictures, get names – we can stop these activities.

The Board has purchased a recording security camera system; installation is in progress. Any video evidence will be used for prosecution.

New Business

- Chris is investigating various revolving CD options to invest some of our reserve funds. He is thinking of revolving maturity CDs so that we maintain liquidity while obtaining a higher a interest rate on our funds.
- The Credit Line from the Road Paving project will continue to be paid down in an orderly fashion.

Announcement of next Board Meeting:

The Secretary announced that the next monthly Board meeting is scheduled for Tuesday, September 19, 2017, at 7:00 p.m. at the Pavilion.

ANNOUNCEMENT OF THE ANNUAL MEETING OF PROPERTY OWNERS AND CICA:

The Annual Meeting of Property Owners will be held at the pavilion on Sunday, August 27, 2017, beginning at 2:00 pm. The CICA Annual Meeting will immediately follow. In addition to the election of Board members, budgets for both entities will be presented and voted upon at these meetings.

A potluck dinner will follow the CICA Meeting. Watch for a Hot Topic!

Meeting adjourned: A motion was made and seconded to adjourn the meeting; all in favor. The meeting was adjourned at 8:24 pm.

Respectfully submitted,
Jim Carter, CICA Secretary

Executive Session followed immediately following this meeting – Man & Woman of the Year.