

**CICA Board of Directors Meeting**  
**September 19, 2017**  
**7:00 p.m.**

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**Board members present:** Mike Beiter, Vicky Garvey, Joe Greenfield, Diana Hawley, Rob Martin, Cindy Mistysyn, Kathy Reilly-Naumovich, Chris Shelton, Justin Thomas, Christine Valuckas, William Wood

**Board members absent:** John Murray

**Community members / guests present:** Beth & Marc Beckert, Janice Beiter, Sandy & Bob Biedermann, Jim Carter, Brian Clare, Pat & Bill Day, Karen & Bill Dryden, Andrea Gilde, Allan Johns, Sue & Don Schooley

**Pledge of Allegiance**

The Pledge was led by Chris Shelton.

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

There have been a few additional incidents of vandalism in the community. A car window was broken on Mason Lane and there was some damage to the plexiglass cover for the bulletin board at the pavilion.

Chris met with the Fire Marshall concerning the ongoing investigation into the fires set in and near the bath house in July. Chris had some information provided by various residents and gave that information to the Fire Marshall.

Again, if you see something, say something – gather as much information as you can and report what you know.

**Secretary's Report (Chris Shelton for Jim Carter)**

Jim e-mailed the August draft minutes to the Board on August 22, with a response deadline of August 25, 2017. Final minutes were e-mailed to the Board on August 28, and were approved unanimously with minor changes incorporated.

The final August minutes were posted on the website on August 28 and the Beach and Harbor bulletin boards on August 30.

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

**Treasurer's Report (Justin Thomas)**

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

Transfer: \$ 10,000.00 - from Reserve

Expenses:

\$	37.15 – Electricity
	209.38 – General Maintenance – grass mowing
	153.77 – Harbor

13,438.71 - Roads – Caldwell project  
 75.03 – Wages – grass cutting

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

Income: \$ 66.00 – Community Events  
 5.00 - Keys  
 15.00 – Membership  
 150.00 – Pavilion rental

Expenses:  
 \$ 3,245.77 – General Maintenance – grass cutting, bath house cleaning  
 74.95 - Internet  
 51.46 - Electricity  
 55.93 – Community events - Campfire  
 10.99 – Bookkeeping / Accounting - bank fees, neat fee  
 131.04 – Maintenance - Tractor / Equipment – tire, Kubota - 20% repairs

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

Road Paving **Savings** Account:

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

Road Paving **Checking** Account:

	Deposits	Payments	Trans. IN	Trans. OUT	Balance
Jun – 17	8,454.13	(5,000.00)	--	--	15,796.19
July - 17	5,553.36	(3,048.37)	--	--	18,301.18
Aug – 17	8,583.44	(7,804.86)	--	--	19,079.76

Road Paving **Line of Credit** Account:

	Payment / Withdrawal	
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	- Bookkeeping
8/31/17	572.46	- Maintenance Fee
	5,000.00	- J. Luepen – Caldwell
	1,500.00	- Pelsa – Caldwell
	732.40	- Dirt

Loan Balance as of 9/18/2017 = \$ 49,491.58

Total collected as of 9/17//17 = \$701,688.50

Paid in full lots = 306 = 95%

Payment agreements = 17 owners

**Unpaid or no contact = 6 owners representing 7 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 August.

### **Committee Reports**

- Anchors Aweigh 5K (Andrea Gilde, Diana Hawley, Chris Shelton)  
Nothing new to report.

- Architectural Review (Bill Dryden)  
Nothing to report since the last meeting.

- Beach (Jim Carter)  
Fall Clean-Up Day is Saturday, October 14. We will meet at 8:30 at the Pavilion.

The small “bump out” roof on the garage is leaking. We have rolled roofing on hand to replace this section. In addition, two rails in the fence at the top of the hill need to be repaired / replaced.

Please think about projects on which we should be working other than general clean-up and let me know in advance so we can have materials and tools on hand!

We have a valid burn permit and will probably schedule a burn later this year.

Gary and Luke Gilde will be pulling the swim floats and boundary markers when the tides and their availability coincide.

**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](mailto:jtcarterphoto@comcast.net)

- Bulletin Boards (Karen Dryden)  
The August 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)  
We will be purchasing an AED for the community; details of storage area, etc. remain to be determined. There will be an additional training session scheduled in the future.

Susan Andrews called Chris and thanked him for scheduling the last training session. Their AED was used last weekend on the dock at their marina.

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

The annual meeting was held 8/27. Turn out was less than previous years; total attendance was 47 including many couples. Pulled pork was served as the main course, with attendees bringing side dishes and desserts.

We had our last Summer Social on 9/1/17. Attendance was low, but it was a good time.

The community yard sale was cancelled, due to lack of interest. Planning is set for next spring.

Next up is the Pig Roast on 9/30. Man & Woman of the Year will be awarded at this event.

- \$10. per adult. Please register via e-mail at [pylecarter@comcast.net](mailto:pylecarter@comcast.net). It is too late to send checks, but we need a head count.

- Bring a side dish, dessert or appetizer to share.

- Watch for additional Hot Topics on this event.

Polly and Jim need help with set-up and the like. Volunteers welcome!

- 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.

Sonny will be cutting until mid-October. Karen will verify with him that there is coverage to mow the beach is the primary grass mower for the main beach area is no longer available.

- Harbor (Marc Beckert)

Please remove any and all water craft from the Dinghy racks by 11/1/17. Repair work to the Dinghy Racks is to start on or about the first week in November. Any water craft that remain in the older Dinghy Racks (not Kayak racks) will be considered abandoned & removed. Questions or concerns, please reach out to Marc Beckert.

- Diana will send a Hot Topic.

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)

Pat asked for guidance as to how to proceed now that our historical materials are well organized.

Jennifer Greenfield, Justin and Diana have expressed an interest in helping with this project. Diana will contact Pat to schedule a meeting.

Chris has a contact who is in the business of digitizing records at a very low cost and that will be considered.

- Legal (Bill Dryden)

The complaint has been signed for the following for unpaid Road Maintenance Fees:

1. Mason, Michael & Tina; 33 Basin Drive
2. Baer, David & Sherri; 48 Arden Road

The Court Hearing should take place before the end of the year.

Our attorney, RVJ, has filed a claim against the estate of N. Arabejo for unpaid Maintenance Fees – payment is doubtful as we have an unsecured claim.

Andrea received a letter from the Hinkleman's attorney informing her of the bankruptcy; she will forward the letter to Bill Dryden.

- 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 March 5, 2017**
- **2017 Third Invoices were sent by the end of April, 2017.**
- **2015-2016 Past due (Arabejo) foreclosure 8-18-17 (Attorney has filed against the estate of the deceased).**
- **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)

Kim Schmidt and Shachar Gilad have volunteered to work on the Newsletter.  
Andrea will be coaching them through their first issue.

Andrea has met with Kim and Shachar – they are eager to get underway for the next issue of the Newsletter. Thanks to Kim and Shachar for stepping up to continue our newsletter!

- Nominating (Justin Thomas)

Justin welcomed our new Board members and thanked them for volunteering to serve.

It is never too early to begin your campaign for next year! We will be losing three Board members – Chris Shelton, John Murray and Justin Thomas.

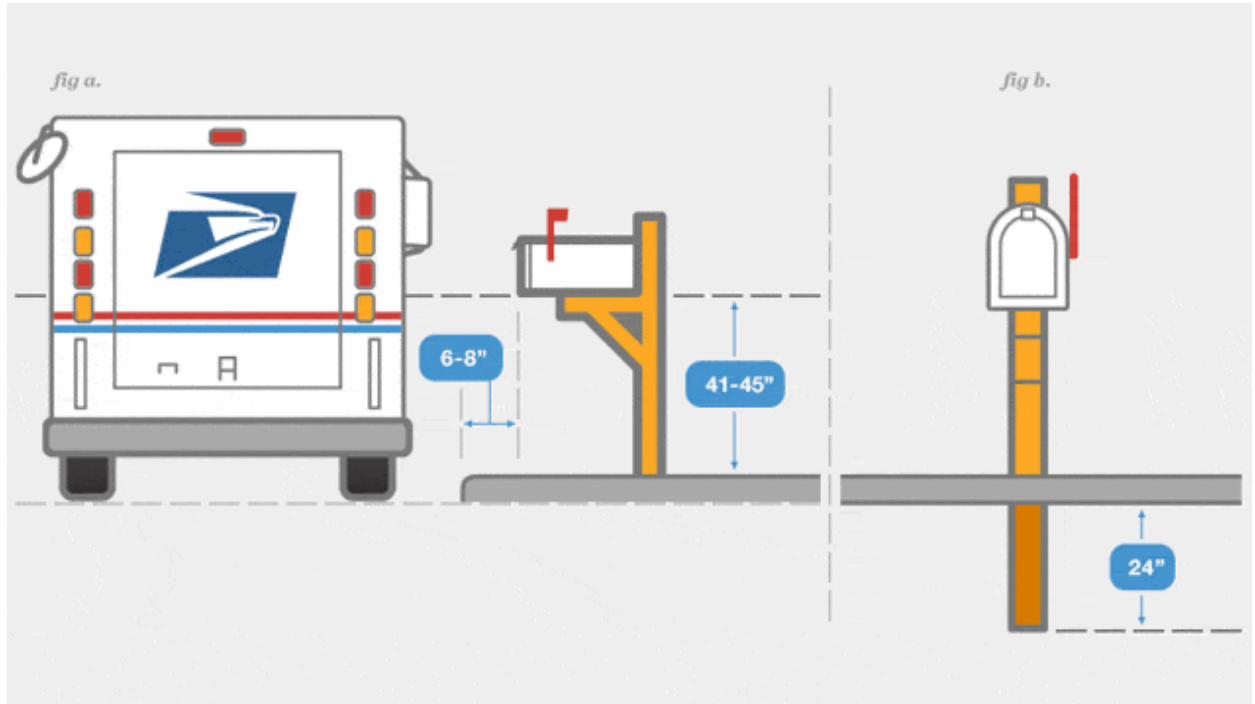
- Pavilion Rentals (Sonny Hayes)

The pavilion is reserved for the following dates in 2017 for **CICA** and private events:  
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)  
Nothing to report at this time.
- 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:**

All the infrastructure has been installed and we're watching the grass grow. For this period of the project intermittent showers are a good thing. There are still some things to be accomplished in order to complete this project. Here are those items with a projected schedule:

1. I will be meeting with the landscape contractor today to finalize the planting design and estimated cost for the outfall planting. I have met with Don and Sue Schooley and provided them with photographs of what the proposed planting might look like. This is scheduled to be completed by September 30, 2017.
2. Both the extreme top and bottom ends of the project need to be seeded and mulched, this is scheduled to be completed this week.
3. All driveway aprons need to be paved, this is also scheduled for this week.
  - *Chris commented* that repairs to the roadway will be completed during the driveway paving segment of the project.

4. Three mail boxes need to be installed. This is scheduled to be completed as soon as the driveway aprons have been paved. As in the past, Dalton High has been contracted for this work and will coordinate with the individual homeowners as to final location and placement. Bob Biedermann will be installing his own mailbox. I have contacted Utiliquest and all utilities that might be affected have been marked.
5. I have contacted Verizon again to remove the temporary over ground lines at the Schooley and Ferrick properties.
6. Galvanized grates have been ordered and need to be installed on the five remaining catch basins. A protective grate will also be installed over the outfall pipe opening. This is scheduled to be completed on or before October 7<sup>th</sup>.
7. As part of the apron paving the entire street will be swept with a street sweeper.

- **Shoreline Erosion (Justin Thomas)**

Nothing new to report at this time.

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

Nothing new to report at this time

- **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.*)

**Residents of Caldwell Road:**

**A very brief history of this project:**

- A drainage problem existed on Caldwell Road, standing water and resulting mud existed for years in front of several homes.
- An engineer was retained and plans drawn to drain the standing water.
- Plans were drawn and presented to the residents.
- S&M Paving was retained as the General Contractor.
- S&M was paid \$ 27,000. as a down payment for materials and some labor.
- S&M gave the \$27K to Rudy Allen (S&M's excavation sub-contractor).
- Rudy had personal issues; CICA monies were lost.
- Through negotiations by Chris, S&M ended up absorbing the \$ 27K loss.
- S&M hired a crew and the project was started / completed to the point that it is now.
- According to residents, the project has been changed significantly in scope and does not resemble the original plan which they were shown and approved.
- Most objectionable to the residents is the appearance and safety of the outfall area near Turkey Point Road.

These Minutes reflect general statements and concerns of the residents, no attempt has



been made to credit statements except where noted.

**Comments and questions were presented by** Janice Beiter, Sandy & Bob Biedermann, Pat & Bill Day, Sue & Don Schooley (*Note—Chris presented most of the responses to the residents at the meeting in John Murray’s absence. Following the meeting, Eric Sturm, CICA’s contracted Project Engineer, provided additional clarification, which is noted below in the italicized blue text for informational purposes.*)

Q- The rock filled water outfall area is much larger than originally presented to the residents. Seemingly one plan was shown to residents and a different plan was built. Who approved the changes?

A: - Chris approved one design change as the needed material would have come from Europe with a 3-month delay.

*This picture of the riprap outfall, which is a standard outfall treatment for stormwater conveyance, is not accurate. The use of the term “much bigger” is not correct. Additionally, the riprap (rock) outfall is placed properly and functions well, dissipating the flow and velocity of storm water during storm events, thus keeping the community safe with no erosion. Moreover, the proposed stormwater conveyance system was designed to fit a tight area and with minimal depths due to the length of the run of conveyance system, thus minimizing the impact at the outfall. Not seemingly, but rather absolutely, the outfall was built per plan. A very minor amount of additional riprap was placed in the swale because there was additional riprap available. The Board can decide to pull some of it back and keep the geometrical dimensions of the outfall exactly per plan, but this will have minimal to effect on the overall appearance as it is a sunken-in swale to the common passerby.*

*“Seemingly one plan was shown to the residents.....and another plan built” is a statement without merit. It is not accurate to reference a smaller portion of the plan that was “modified” but not very different. A field adjustment and determination was made to accommodate the schedule; the alternate solution “modified” only a portion of this stretch (for the area along the Biedermanns’ ROW frontage)—and may be even better than the original design solution and at less cost. It is not accurate to reference an entire plan change and accuse the Board and contractor of changing the entire installation when it is a minor modification to a smaller portion of the “presented” design plan. In all actuality, the main conveyance system (series of storm drain pipes and inlets) is placed exactly where the plan designed it to be, and the surface collection component was modified slightly to be three units instead of one linear unit, with the main trunk line being right where the original drawing designed it to be.*

- Chris will obtain the County stamped project drawings, including any revisions. If the project as-built differs significantly from the permitted drawings, we may have some recourse with the contractor.

*Stamped drawings are not needed on this.*

-In John Murray's absence, Bill Wood who is LPE Electrical, not Civil, but has offered to review the drawings.

*While Mr. Wood's offer is appreciated, it is not necessary, as there are professionals who have reviewed the drawings regularly throughout the process.*

- Communications were evidently poor with the residents and should be improved for any future projects.
  - Changes were made to the plans and those were not communicated well.

*Communications can be always improved, but saying they were poor is most likely coming from a few limited sources. There were many positive comments made during construction, and none of those are publicly noted, rather only the complaints. We must keep in mind this is not private property—it is the ROW.*

*No changes were made to the plans other than the minor modification to the surface collection component in front of the Biedermanns' ROW frontage, which was the most difficult area of the project. Board representatives were in the field daily, but did not receive any formal questions regarding the plans.*

- Proposed plantings surrounding the outfall may hide the area, but will not reduce the danger to children, animals and drivers. A child has been discovered playing in the outfall area and a dog was caught in one of the catch basins.
  - A.: - New galvanized grates are on order to cover the catch basins and outfall pipe opening. Our original grates were "re-possessed" by the material supplier of the catch basins.
  - Children need parental supervision and boundaries.

*A drainage ditch should not be considered a playground. This outfall is off the beaten path and should not be an issue. There are far more serious safety concerns throughout the community than this outfall. There are other similar outfall areas in the community which have experienced no children or pet safety issues, and these have been in place for at least two years.*

- The space available for plantings on the street side of the outfall area seems very narrow and the ability to support plantings was questioned.
  - A: - Our engineer is a Landscape Architect and will make suggestions which will work in the spaces. Funds are allocated to improve the appearance and safety of the outfall area.
- Who is responsible for maintaining the plantings surrounding the outfall?
  - A: - Proposed planting require no maintenance.
- Would like to have a second opinion from an engineer as to the feasibility of lengthening the pipe and moving the outfall down hill to the bamboo.
  - A.: - This is not likely as the engineering costs so far are roughly \$ 15K.
  - Our current engineer maintains that there is not sufficient space for the water to slow down if the pipe and outfall are moved farther down the hill.

*It is not necessary to gain another opinion on a proven standard and typical outfall treatment (which is what was designed and built, and is most typical). Keep in mind, as has already been stated by CICA Board Rep, that the downstream intersecting roadway is State Route 272; lengthening the pipe and outfall would place the outfall close to the ROW of State Route 272 and would require very costly design and potentially construction efforts to have that approved and built. It is much more preferable to avoid this costly work and embrace a successful outfall that dissipates the concentrated flow into the existing swale and bamboo vegetation.*

- The down payment check should have been a joint check.
  - A: - We had no reason to suspect that there would be any problem due to the track record and experience with both the excavation contractor and the general contractor. Both have worked for us without problems many times in the past on paving and other drainage projects.
  - May not have been feasible since the check was for materials plus a down payment for labor. (Paralegal opinion.)

- During recent heavy rains, only a few inches of water was observed coming out of the outfall – the project seems over engineered.
  - A: - The County and State have very restrictive Storm Water requirements, especially in the Bay Critical Zone and we had to conform to those codes and requirements. They include engineering for a “100 Year Storm.”

*The project was designed for the contributing drainage areas, which cover a fairly large area and include roofs, driveways, part of Caldwell road pavement, and other impervious surface area (including yards and ROW areas). This project is a drainage improvement project that takes into consideration long-term maintenance. The minimum pipe size is now 12-15” throughout the region for this type of system. Maintenance of smaller pipes is usually problematic.*

- What is the cost of this project?
  - A: - The total is as yet unknown as all invoices have not been received.
- There is damage to the road surface.
  - A: - To be repaired when paving equipment is on site for driveway aprons.
- Dust, mud and dirt on the roadway creates a hazardous nuisance.
  - A: - Street sweeping is part of the final punch list after the paving of driveway aprons. (See Committee Report for the full punch list.)
- There are wires exposed in several front yards - # 83, 91 and 95.
  - A: - Wires are believed to be Comcast cables; Rob Martin, Comcast, will check tomorrow.
- There is still heavy equipment on the roadway, reportedly broken down.
  - A: - Speculated that it was just out of fuel. Diesel powered, requires bleeding to restart.
  - Chris will notify S&M.
- Millings were removed from one resident’s driveway and not replaced.
  - A: Chris will notify S&M.

**Allan Johns:**

Allan has a drainage problem at his home on Rolling Ave. He believes the problem is caused by the lack of a swale in his neighbor's yard. Allan and his neighbor are planning to do some digging and moving of dirt to cure the problem. This work does not disturb the community right-of-way. The Board appreciates the communication regarding this matter. *(Following the meeting, John Murray verified this with an on-site visit.)*

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

These repairs have been completed and the escrowed Road Paving Assessments have been paid to CICA

**• Storage Unit:**

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

- 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.

September update:

- Container is still there; Bill will contact the County Attorney.

**• Road Signage:**

Justin and Diana 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.

**• Investment of Community Funds**

- 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 interest rate on our funds.
- The Credit Line from the Road Paving project will continue to be paid down in an orderly fashion.
  - September update: Chris has not had a chance to complete his investigation and will not make any decisions until the Caldwell Road project is completed and fully paid.

**New Business**

No new business was introduced.

**Announcement of next Board Meeting:**

Chris announced that the next monthly Board meeting is scheduled for Tuesday, October 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 approximately 8:15 pm.

Respectfully submitted,  
Jim Carter, CICA Secretary Emeritus

Executive Session immediately followed this meeting; the topic of discussion was the election of a new Secretary.