

**CICA Board of Directors Meeting  
December 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, John Murray, Justin Thomas, Christine Valuckas, and Bill Wood

**Board members absent:** Kathy Reilly-Naumovich and Chris Shelton

**Community members / guests present:** Jerry Brueckner, Jim Carter, Karen Dryden and Andrea Gilde

**Pledge of Allegiance**

The meeting was called to order at 7:00 pm. The Pledge was led by vice-president, Diana Hawley.

**Date of Approval and Distribution of Minutes Report (Christine Valuckas)**

The November 14, 2017, minutes were approved by the Board of Directors on December 4, 2017 and posted to the website on December 5. Minutes were also posted at the pavilion and harbor bulletin boards on December 6. Routine information (such as how to place a classified ad, how to obtain parking stickers, membership history, mail box installation instructions, pavilion rental fees etc.) has been removed from the minutes. Going forward this type of information will be posted on the CICA website.

**\*Approval of Agenda (Diana Hawley)**

Agenda was approved without changes.

**President's report (Diana Hawley)**

Diana presented details concerning a report she received from Rene Horton (Rolling Avenue) regarding an attempted theft of their Polaris golf cart that occurred shortly after midnight on 11/18/17. The vehicle was recovered by the homeowner and a police report was filed. A general safety reminder was sent to the community, and this reported incident was mentioned. Diana recommended that information for community members regarding how to report incidents to authorities could be included in the January newsletter. (While the CICA Board of Directors appreciates being informed of such incidents so that they can inform the community as necessary, community members are encouraged to contact the Maryland State Police or the Cecil County Sheriff's Office regarding illegal behavior or vandalism to personal property. The CICA Board of Directors does not have jurisdiction over such incidents.)

Diana also received an e-mail from Robin Buccos on 12/3/17 regarding Jacob's Nose trimming; she requested that it be added to the Board meeting agenda. She stated that there was no trimming done in 2017 and very little trimming in 2016. As requested, it was added to the agenda and discussed as noted below.

Everything else will also be covered in other reports or under Old or New Business.

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

Justin presented the CICA Financial Report and Community Maintenance Financial Report for the fiscal year beginning July 1, 2017. As of November 30, CICA income totaled \$5,220.00 and expenses totaled \$8,849.00. The month of November income was \$815.00 and expenses were \$364.00. The checking account balance was \$18,832.76 and the reserve account balance was \$19,407.51 for a total of \$38,240.27 at the end of November.

As of November 30, Community Maintenance income totaled \$5663.46 and expenses totaled \$44,818.59. The month of November income was \$3,981.00 and expenses were \$5,032.05. At the end of November, the checking account balance was \$3370.90 and the reserve account balance was \$38,941.52 for a total of \$42,312.42.

The Treasurer's report was approved with amended sums. A detailed report of CICA and Community Maintenance income and expenses is posted on the CICA web site.

Andrea Gilde informed the Board that only a few people still owe funds related to the paving project; six (6) owners are making partial payments and three (3) owners' properties were assessed with liens.

### **Community Comments (Diana Hawley)**

No community members signed up to speak at this meeting.

### **Committee Reports**

#### **Anchors Aweigh 5K (Andrea Gilde, Diana Hawley, Chris Shelton)**

Registration for the 6th Annual Anchors Aweigh 5k will be opening soon, and promotion of the event will begin in the January newsletter. This year there will be a St. Patrick's Day themed after-party. Details are still being worked out but there will be ways to register for the race, party, or both, with different registration options for kids and adults since there will be beer served at the after-party.

Race date & time: Saturday, March 17, 2018 10 am

#### **Architectural Review (ARC) (Bill Dryden)**

Re: 35 Caldwell Road – Andrew Shaw

B. Dryden received a phone call from a Board Member advising him that Mr. Shaw may be constructing a foundation for a shed in the rear of his property. B. Dryden attempted to call Mr. Shaw and found that the phone listed in our Community Directory was no longer in service. He then made several trips to the property and never received any response to these attempts or to a note which was left attached to Mr. Shaw's door.

B. Dryden visited the property on November 28, 2017 to find a shed installed and Mr. Shaw grading around the base. When Mr. Shaw was reminded that he did not have approval to install the shed, he became very unpleasant and stated that he did not need approval since it was not on a permanent foundation.

A letter was sent to Mr. Shaw on December 1, 2017 along with a copy of the Restrictive Covenants which states clearly that he does need approval. He forwarded the required information needed to obtain ARC approval of the Shed to Chris Shelton, President. On December 9, 2017 Mr. Shaw was advised that the plot furnished did not show the set-back measurements. B. Dryden measured the set-back from the neighbor yard and the side set-back appears to be at least two feet short of the requirements. Mr. Shaw was advised that the set-back of the shed needs to be corrected by him before the approval thru ARC can begin.

In addition, the plot forwarded shows a two-car garage on the property, which may have been there when he purchased the property, is in gross violation of CICA's and the County's set-back requirement. Mr. Shaw may need to address this issue in the future should he decide to sell the property.

The Board of Directors concurred that the shed needs to be relocated to comply with County and Community requirements. Diana Hawley will discuss with Chris Shelton and they will draft and send a formal letter on behalf of the Board to notify Mr. Shaw of these requirements. No action was taken on the location of the garage since it is a pre-existing condition.

**Beach Committee (Jim Carter)** – Nothing to report.

**Bulletin Boards (Karen Dryden)** – Nothing to report.

**CERT (Chris Shelton)** – Nothing to report

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

The Calendar of Events is being developed but does not require Board approval.

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

**General Maintenance / Erosion (Jim Carter & Bill Wood)** - Nothing to report.

**Grass Mowing (Karen Dryden)** - Nothing to report.

**Harbor (Marc Beckert)** – Nothing to report.

**History (Pat Day)** – Nothing to report.

**Legal (Bill Dryden)**

The written Judgments for unpaid Road Paving Fees for the following have been received by Robert Jones, Esq. and a lien on their property has been filed. The Judgments are for the amount due plus attorney fees and court costs.

1. Mason, Michael; 33 Basin Drive, Lot: U-03
2. Baer, David & Sherri; 48 Arden Road, Lot: D-19

In regard to Robert and Julie Hinkleman, 32 Caldwell Road, the Chapter 13 Bankruptcy has been issued by the Court. The amount owed to CICA for road paving is listed in the Bankruptcy, but with the number of creditors in this case, it is doubtful if CICA will receive anything.

**Library (Kathy Reilly-Naumovich / Joan Ferrick)**

“The books come in and the books go out!” ®

Contact: Kathy (484-375-5800) or Joan (410-287-9595) to access the library during off hours.

**Membership (Karen Dryden)**

**2017 MEMBERSHIP**

**(311)** - Lot owners have paid their Maintenance Fees in full for 2017 to date (96.28%)

Plus (5) Mason Lane Owners

**(202)** - Of those paid have joined the Association (66.01%)

Plus (2) Mason Lane Owners

**2018 MEMBERSHIP**

**(74)** – Lot owners have paid their Maintenance Fees in full for 2018 to date (22%)

Plus (1) Mason Lane Owner

**(50)** – Of those paid have joined the Association (67%)

2018 Invoices were sent November 19, 2017.

### **Newsletter (Kim Schmidt)**

Shachar Gilad and Kim Schmidt will begin work on the Winter Newsletter right after the first of the year. Articles are due to Kim by 1/6 with electronic distribution by 1/23. Paper distribution will be completed the following week.

As discussed by the Board, changes in directory information will continue to be included in the Newsletter. However, due to the number and frequency of changes, an updated Community Directory will be emailed either bi-annually or annually to residents. In order to protect the privacy of residents, the Community Directory is not available on the website.

### **Nominating (Justin Thomas)**

Three current Board members will have reached term limits at the end of the year (July 2018), leaving at least 3 vacancies. Contact Justin Thomas if you are interested.

**Pavilion Rentals (Sonny Hayes)** – Nothing to report.

### **Roads Improvement and Planning (John Murray)**

Caldwell Rd. - The small dings and divots in the pavement identified by Diana Hawley shall be addressed by the contractor later this week along with the pavement adjustment at the Day property. Still remaining to be accomplished is the grate at the outfall pipe.

**Road Maintenance and Drainage (John Murray)** – Nothing to report.

**Shoreline Erosion (Justin Thomas)** - Nothing to report.

**Web page /Technology (Diana Hawley)** – Routine updates continue. Contact: dianahawley@gmail.com

### **Old Business**

**Storage Unit:** Lam Property, 18 Gull Circle

The County has obtained a Hearing date of February 20, 2018 in their efforts to obtain an injunction against Mr. Lam to force him to remove the Storage Container from his back yard. Bill Dryden will monitor this situation until it is closed.

### **New Business**

- **Maintenance Yard:** \$395.21 was spent to install fencing near the Maintenance Building. Thank you to Jerry Brueckner for his time, interest and labor to make this happen. The inventory and clean-up of equipment and materials still needs to be completed as per the October minutes. Since Brian Clare is unable to follow up on the inventory at this time, the Board will identify other volunteers at the January meeting.
- **Oil tank replacement:** Gary Gilde provided a quote from Benjamin's in the amount of \$1,250.00 for the removal, set-up and installation of a 275 gallon tank (replaces 500 gal tank) along with recovery and replacement of the oil. The funds for this expense will come from the general maintenance budget and shared 80/20 with Community Maintenance and CICA. Work is anticipated to be completed this spring after the oil is depleted. J. Brueckner has fencing that he can install once the replacement tank is in place.

No further discussion by the Board on the presence of multiple 55-gallon drums of contaminated fuel in the storage area that may need to be moved or disposed.

- **Jacob's Nose Trimming:** A community resident, Robin Buccos, requested that the Board discuss the trimming of brush and trees in the cliff area between the beach and the harbor, known as Jacob's Nose. Joe Greenfield provided the Board with a brief history of the Jacob's Nose preservation project and CICA

maintenance obligations. (The US Department of Agriculture Soil Conservation Service approved the maintenance work and the County and Community were responsible for maintaining this area as described in the agreement until at least 2004; please see the addendum at the end of the minutes for history of this project and detailed information regarding this work.)

Over the years, the maintenance of the Jacob's Nose improvements has been looked at as the "trimming of brush and trees in the cliff area" or "Jacob's Nose Trimming." While legacy maintenance practices have been effective in reducing cliffside erosion, the reasons for the maintenance may have been misinterpreted by community members and volunteer work crews over time. It should be reinforced that the intent of this work is to preserve the integrity of the cliff area and preserve the roadway and utility lines that serve the entire community. While it is acknowledged that community and property views are enhanced as a result of the maintenance, this is not the primary driver.

To that end, Joe reported that Alex Szep has volunteered to lead the Jacob's Nose work-crew as part of the Erosion Committee. Justin Thomas (Erosion Committee Chair) and Joe Greenfield will also be a part of this team. A letter from the Board will be sent to Alex outlining the rationale for this maintenance work along with the Board's requirements for Safety Briefings of all volunteers and control over the scope of work. The safety of our CICA volunteers is our main objective – accordingly, the Safety Briefings shall ensure that volunteers are aware of the hazards associated with this work, wear the appropriate personal protective equipment, take the proper precautions and work within their skill set to reduce the potential for an injury. It is recommended that a "Hold Harmless Waiver" (or similar) be developed to document the Safety Briefing.

Since winter is the ideal time for this work to be completed, the Board is asking Alex to attend the January Board meeting to discuss the path forward for the Jacob's Nose work-crew.

While the *Operation and Maintenance Plan* identifies that the responsibility shall continue for 20 years and the *Critical Area Treatment Measure Plan* identifies a period of *at least* 20 years, it was concluded by the Board at the December 19, 2017 meeting that it is in the best interest of the community to continue maintaining the Jacob's Nose area for the safety and preservation of the community.

**Announcement of next Board Meeting:**

The next monthly Board meeting is scheduled for Tuesday, January 16, 2018, at 7:00 p.m. at the Pavilion.

**\*Adjournment:** The meeting was adjourned at approximately 8:20 pm.

\*Indicates voting item.

Respectfully submitted,  
Christine Valuckas, CICA Secretary

**ADDENDUM**  
**History of Jacob's Nose Project**  
**Chesapeake Isle Civic Association**  
**January 6, 2018**

In summary, a major project was undertaken in 1983 by the US Department of Agriculture Soil Conservation Service, Cecil County Commissioners, Cecil Soil Conservation District and the Chesapeake Isle Civic Association to address problems associated with cliffside erosion of the Jacob's Nose area of Chesapeake Isle.

At the time, problems were identified with the exposed and eroding bank, undermining of Cliffview Drive, undermining of utility lines, increased sediment loading to the water due to the eroding bank and a potential threat to community-owned and private property along the top of the bank - "If left unchecked, the erosion at this site will continue accelerating at several points." "The use of community property will be lost, utilities may be cut and private property will be lost."

With an estimated cost of \$232,000, the project included installation of 1730' stone revetment (rip-rap, bedding material and liner), construction of a diversion and outlet, grading and vegetative stabilization of eroding areas.

At the conclusion of the project, the Critical Area Treatment Measure Plan identified that CICA and the County would be responsible for the maintenance of the "works of improvement" for "at least 20 years."

An Operation and Maintenance Agreement was entered between the County, CICA and the Service; an Operation and Maintenance Plan was developed which identified maintenance to include the riprap structure, the lined waterway and vegetation. This plan stated that "This responsibility shall continue until the expiration of the expected life of 20 years of the installed improvements." [Jan 1984 –Jan 2004]