

CICA Board of Directors Meeting
July 17, 2018
7:00 p.m.

Board members present: Mike Beiter, Diana Hawley, Rob Martin, John Murray, Cindy Mistysyn, Justin Thomas, Christine Valuckas and Bill Wood

Board members absent: Vicky Garvey, Joe Greenfield, Kathy Reilly-Naumovich, and Christopher Shelton.

Community members / guests present: Jim Carter 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 June 20, 2018 minutes were approved by the Board of Directors on July 6, 2018 and posted to the website July 7 as well as the harbor and pavilion bulletin boards on July 10.

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

Agenda was approved by the Board.

President's report (Diana Hawley)

- Another Board member and I were doing work at the beach on 6/27/18 when we noticed that there was a group of non-residents in the pavilion who stated that they were guests of a property owner (who was not present). I contacted the property owner. Let this serve as a reminder that, as stated in the rules and regulations, a "property owner or member of the family must be present on Chesapeake Isle premises for any guests of said owner to use community land or facilities unless said guests are, at the time, occupying the dwelling of the owner as residents."
- In follow-up to a complaint (as mentioned at the last Board meeting), I sent a letter on 6/23/18 to the residents on Cliffview Drive (Bob and Deb Rodgers) regarding their boat that was parked in the right of way. The property owners were extremely responsive and agreed to move the boat. The property owners requested an extension from July 8 to July 15; this was granted. The boat has been moved to an appropriate location.
- I organized a clean-up at the harbor on Tuesday, 6/26/18, to remove the debris that had washed along the shoreline. Thanks to Joe Greenfield for arranging for the delivery of the dumpster and to the crew of 17 volunteers who assisted with this effort. Due to the heavy weight of the materials in the dumpster, the cost was a bit more than estimated.
- I also organized a clean-up at the beach on July 3. An additional clean-up day to load the dumpster with the remaining trash/old materials from the garage area needs to be scheduled.
- Thanks to all of the volunteers who contributed to the July 4 event and to all who attended. Details will be listed in the committee report.
- I received information regarding a minor theft from Len Ardieta on Mason Lane on 7/12/18; a small item was reportedly taken from his veranda. He also mentioned that another neighbor's weed whacker was taken from outside his home. A Hot Topic was sent to alert residents and remind them to

contact authorities to report any illegal incidents. While the Board appreciates being informed, it is important for community members to first contact the appropriate law enforcement agency, as the Board does not have jurisdiction over these incidents.

- Chesapeake Isle received an email complaint from Ken Harvey on 7/13/18 regarding the Board's lack of enforcement of CICA bylaws and rules, as well as flooding that is occurring in his yard. The Board is aware of the flooding in his yard and the various causes contributing to this issue. Minimal work is necessary by the community to help mitigate the flooding, however, the major issue rests with the State Highway Administration. They have not maintained the 4 swales in the SHA right of way which exacerbates the flooding and have not responded to requests to do so. Diana Hawley and/or John Murray will follow up with Mr. Harvey.
- I want to recognize George and Jackie Rogers for their work to update the community sign while Hanlie Bowman was out of town, as well as to Hanlie for proactively arranging for this coverage in her absence. Thank you Hanlie!

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

Justin presented the CICA Financial Report and Community Maintenance Financial Report for the fiscal year beginning July 1, 2017. As of June 30, CICA Year to Date (YTD) income totaled \$23,454.94, and expenses totaled \$22,027.62. The month of June income was \$290.00 and expenses were \$6,240.13. At the end of June, the checking account balance was \$24,141.00 and the reserve account balance was \$20,225.62 for a total of \$44,366.62.

As of June 30, YTD Community Maintenance income totaled \$58,204.44 and expenses totaled \$66,360.84. The month of June income was \$1,450.90 and expenses were \$11,026.39. At the end of June, the checking account balance was \$25,939.97 and the reserve account balance was \$42,171.77 for a total of \$68,111.74.

The Treasurer's report was approved as presented. A brief discussion took place concerning the community maintenance budget, tractor reserve, and year-end funds. A detailed report of CICA and Community Maintenance income and expenses is posted on the CICA web site.

Community Comments (Diana Hawley)

Jim Carter expressed his sincere compliments to Diana Hawley and Andrea Gilde for another fantastic job on the 4th of July Event. Over 61 volunteers participated to help make this event a success, according to Diana.

Committee Reports

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

Architectural Review (ARC) (Bill Dryden)

Bill Campbell & Oona Sheehan of 147 Cliffview Dr. received approval to construct a 20' x 20' screened porch in the front of their house to replace the present off-set front door.

Beach Committee (Jim Carter)

Diana ordered two truckloads of sand (one for the playground and one for the volleyball court), 4 grills to replace the existing aged or broken structures, and a new sign displaying the Beach Rules. Additionally, she purchased paint for the exterior of the pavilion and bathhouse. All new items will be installed and projects will be completed soon, depending upon volunteer availability.

Bulletin Boards (Cindy Mistysyn) - Nothing to report.

CERT (Chris Shelton) – Nothing to report.

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

Phyllis Doyle forwarded a request to the Board asking for someone else to coordinate and purchase the awards for the Man and Woman of the Year. Jim Carter (and his wife, Polly) volunteered to take on this responsibility.

Fourth of July (Diana Hawley & Andrea Gilde)

Many thanks go to the numerous activity chairpersons and volunteers who assisted with the preparations before, during, and after the event; to those who attended the event; and to the generous business and community sponsors. The Association profited approximately \$3,025.81. Refer to the July newsletter and the Chesapeake Isle FB page for details and pictures of the event.

Jim Carter will take care of locks that are missing on various picnic tables. He also advised the Board that one of the corners on the tent used for this event is cracked. Bill Wood volunteered to find a welder who can complete this repair.

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

Grass Mowing (Karen Dryden) – Nothing to report.

Harbor (Marc Beckert)

One of the light poles near the harbor is flashing intermittently. This was brought to the attention of the Board a few months ago. Andrea Gilde followed up with Delmarva about repairing the light however, Delmarva is unable to locate the pole/light since it is not part of a resident’s address. She suggested that we stop payment on the electric until Delmarva responds.

History (Pat Day) – Nothing to report.

Legal (Justin Thomas)

Justin Thomas has graciously agreed to be the committee chair for the Legal Committee and has met with Bill Dryden to insure a smooth transition.

Library (Kathy Reilly-Naumovich / Joan Ferrick) – Nothing to report.

Maintenance Equipment (Jim Carter) – Nothing to report.

Membership (Karen Dryden)

2018 MEMBERSHIP:

(305) – Lot owners have paid their Maintenance Fees in full for 2018 to date (94.7%)

Plus (5) Mason Lane Owners

(210) – Of those paid have joined the Association (68.8%)

2018 Invoices were sent November 19, 2017.

2018 Invoice Payments were due February 15, 2018.

2018 Second Invoices were sent in March 2018.

2018 Third Invoices were sent in May.

4 Past Due (2 years) letters were sent in July.

Newsletter (Kim Schmidt and Shachar Gilad)

The July newsletter was distributed on July 15, 2018. The newsletter contains the Fiscal Year 2018–2019 budget details and information regarding the Annual Meeting which complies with the 30-day advance notice requirement. The next newsletter is scheduled for publication in October.

Nominating (Justin Thomas)

Three current Board members, John Murray, Christopher Shelton and Justin Thomas, 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 in serving on the Board.

Pavilion Rentals (Sonny Hayes)

In addition to the 4th of July and CICA Summer Socials scheduled on the last Friday of each month from May to August, the pavilion is rented for the following dates:

7/28 McMenamin

8/10 Pugh

8/27 Embon

9/1 Border

Road Improvements and Planning (John Murray)

In preparation for John Murray's transition off the Board this summer, he provided the Board with a capital project plan that includes major and minor improvements along with on-going maintenance to the roads and drainage within the community. He explained the rationale for the projects and how they fit into the community budget. This information is provided as a guide to the Board and is not for general distribution at this time. John assured the Board that he will continue to chair the Roads Improvement and Planning Committee as well as the Roads Maintenance and Drainage Committee.

John will provide a brief presentation at the Annual Meeting concerning the various projects completed to date.

The invoice received from Verizon for work on Caldwell Road during the paving project and the CICA letter of response has evolved into an official Claim from CRM (Claims Resource Management), Claims Agent for Verizon. John Murray previously documented the sequence of events and communications that took place regarding this work and provided this information to the Board. CICA is required to officially respond to this Claim request. In January, CICA received a bill from CRM regarding cable damage to Verizon cable on Caldwell. CICA disputes having to pay this claim as all established protocols were followed in order to avoid this damage, but the information received was incorrect. CICA has submitted a statement disputing our responsibility for this invoice.

Road Maintenance and Drainage (John Murray) – See above report.

Shoreline Erosion (Justin Thomas) – Nothing to report.

Old Business:

Shaw Shed: A certified letter dated 6/27/18 was sent to Mr. Shaw, as discussed at the last Board meeting. This letter stated that Mr. Shaw should remove the shed or move it by 7/15/18 so that it is in accordance with the

12½ foot set-back requirement as stated in the Restrictive Covenants and with the drawings he previously submitted for approval. We informed Mr. Shaw that if no action is taken, we will refer this matter to our attorney on 7/16/18.

In response, the Association/Diana Hawley received a certified letter from Mr. Shaw on 7/11/18. (The letter was forwarded to all Board members on 7/12/18.)

Because the letter indicated that he needed more time to move the structure (than the July 15 deadline listed above), Diana responded via e-mail on 7/12/18 stating that we would be happy to extend the deadline for a reasonable amount of time in order for him to do so. As stated, Mr. Shaw should submit this projected date to the Board prior to their 7/17/18 meeting; if no follow-up is made, we will refer this case to our legal counsel. Mr. Shaw was also invited to attend the Board meeting if he would like to address the Board.

Mr. Shaw responded on 7/16/18 via email disputing that the shed is not a permanent structure and therefore not covered by the 12 ½ foot setback. The Board agreed to obtain a legal opinion on this matter. Also, in response to a Board member question, it was noted that expenses for legal fees are included in the Community Maintenance and CICA budgets each year.

Maintenance Yard: The clean-up of the maintenance yard was discussed and it was agreed that specific individuals need to be contacted, such as Gary Gilde and Brian Clare, to determine which items need to be kept. There are numerous items in the maintenance yard that need to be removed so a dumpster was procured and is on site. A work day will be scheduled to soon to complete this project.

New Business:

None

Announcement of next Board Meeting:

The next monthly Board meeting is scheduled for Tuesday, August 21, 2018 at 7:00 p.m. at the Pavilion. The Annual Meeting is scheduled for Sunday, August 26, 2018 at 2:00 pm. All property owners are encouraged to attend to vote on the budgets for the next fiscal year and receive an update on upcoming plans for the community.

***Adjournment:** The meeting was adjourned at approximately 8:40 pm.

*Indicates voting item.

Respectfully submitted, Christine Valuckas, CICA Secretary