

**CICA Board of Directors Meeting  
December 19, 2023  
6:30 pm via Zoom and Remote Access**

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**Board Members Present** – Janice Beiter, Dane Hendrix, Lori Hill, Alice Moore, Bob Resch, Julie Rosario, Lisa Schill, and Kim Schmidt

**Board members Absent** -Kyle Bottorff, William Campbell, Justin Thomas and Rich Vindler

**Community members / guests present** – Mike Beiter, David Berkeihiser, Jim Carter, Susan Claire, Andrea Gilde, Jean Hulse-Hayman, Dale Hayman, and Samantha Widdoes

**Pledge of Allegiance**

The meeting was called to order at 6:30 pm by Janice Beiter, President, who then led the Pledge of Allegiance.

**Date of Approval and Distribution of Minutes Report (Kim Schmidt for Kyle Bottorff)**

The minutes from the Board Meeting held November 21, 2023, were approved by the Board, and were distributed on December 11<sup>th</sup>. The minutes were posted on the CICA web site on December 14<sup>th</sup> and will be posted on the harbor bulletin board on December 19<sup>th</sup>.

**\*Approval of Agenda (Janice Beiter)**

The agenda was approved as presented by a hand vote.

**President's Report (Janice Beiter)**

11/21 – Kyle Bottorff had run into Kathy Kempiski and she expressed interest in doing CERT training for our community. Janice spoke to her on December 2nd at our social event and we discussed what is involved with chairing that committee and she said that she would think about it. She will investigate the requirements specific to Maryland for us. She mentioned that a March timeframe for training should work for her. Janice told her that she would work with her regarding communicating to the community and determining a date/location for the training. Janice asked Kyle to add CERT Training back onto the Agenda's Committee List. Janice will follow up with her after the holidays and see if she will commit to being the Chairperson. She will need to be voted in for that position.

11/22 - John Murray did send an email clarifying the difference between revetment & rip rap installations. Janice would like to confirm that the erosion team saw that email.

11/22 – Andrea Gilde did forward a copy of the letter from 2019 that was sent to the Bamford's regarding their tree @ Rollins/Rolling that hangs into the intersection there. Alice Moore did respond that she received the letter, and we will get an update in committee reports.

11/28 – Alice Moore sent an email suggesting that we add a Kid's Christmas Decoration Voting Event. She had already reached out to a couple of families that seemed interested and she was willing to coordinate the event. She scheduled it for Sunday, December 17th and we added the event into the Hot Topic email that announced our Christmas events for December. Unfortunately, the weather did not cooperate, and it did get cancelled ... so looking forward to adding it to next year's event schedule. Many thanks to Alice for her holiday enthusiasm!

12/4 – Ches Isle email received an email from Ranger Shawna from Elk Neck State Park asking if we could help her communicate their events throughout the year. Janice met with her on December 7th

and reviewed her different formats that she uses to announce their events. Janice expressed that we were open to having links that did not need constant updates on our end. Janice also told her that our event board at the entrance of our community was not an option. She sent me three permanent links the next day and I added them onto our website in the Our Location section on our Home Page where we mention Elk Neck State Park. Diana Hawley & Janice would also like to add a small box area in our newsletters that have these permanent links. Regarding any one-off flyers that she may have next year, Janice told her that we would discuss how to handle those with our Communications Committee.

12/7 – Bob Resch sent an email regarding a grass mowing proposal that he would like to put forward to the Board. Janice asked him to review this in the Grass Mowing report later in the agenda.

### **\*Treasurer’s Report (Dane Hendrix)**

Treasurer Dane Hendrix presented the CICA Membership and the Community Maintenance (CM) Financial Reports as of November 31, 2023, for the fifth month of the fiscal year which began July 1, 2023.

The November CICA Membership income was \$0.00, and expenses were \$1,481.34. At the end of November, the checking account balance was \$7,793.88 and the reserve account balance was \$41,827.02. The total for both funds was \$49,620.90.

For the month of November, CM income was \$1,130.00, and expenses totaled \$2,489.71. At the end of November, the CM checking account balance was \$4,281.72. The reserve account balances were;

- Equipment Replacement Fund (Restricted) - \$36,800.00
- Roads and Erosion (Restricted) - \$12,650.00
- Shoreline Erosion (Restricted) - \$104,002.58
- Unrestricted reserve - \$53,938.76

to give a total reserves balance of \$207,391.34 and a total CM assets balance of \$211,673.06.

\*The Treasurer’s report for both CICA Membership and Community Maintenance were approved by a hand vote.

\*Dane Hendrix explained that APGFCU needs to have the Board vote to grant both the Board Treasurer and Bookkeeper access to CICA/CM financial accounts for conducting business. Additionally, Board action is required to officially name Andrea Gilde as the Chesapeake Isle Bookkeeper. The motion was made, seconded, and approved by a hand vote.

### **Community Comments**

Sammi Widdoes (Arden) expressed an interest in hosting a charity “Polar Bear Plunge” type activity at the Chesapeake Isle Beach during February 2024 or 2025. She will investigate insurance and the availability of EMTs for the event. Her hopes are that the event will be free but that participants will donate to the charity. The current charity of interest is the Cecil County Humane Society/Animal Shelter. The Board appreciated her interest in chairing a fun event and look forward to her research and action in the future. The Board asked Sammi to submit her proposal for this event to [chesapeakeisle.secretary@gmail.com](mailto:chesapeakeisle.secretary@gmail.com). The email will then be forwarded to the appropriate event committee contacts.

## Committee Reports

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

Andrea Gilde announced that Lori Hill volunteered to co-chair the event for March 2024. Thank you, Lori.

### Architectural Review (ARC) (Mike Beiter)

Nothing to report.

### Beach Committee (Jim Carter)

Jim bought replacement indoor/outdoor carpet for the swim platforms. The carpet was rolled onto a 2x4, wrapped in plastic stretch wrap, and hung from the ceiling in the garage to prevent rodents from infesting it. Thanks to Mike Beiter for his help with this. Jim stripped the old carpet off the swim platforms and Rich Vindler and Jim took it to the dump. Once the platforms have dried out, they will be covered for the winter.

Jim is investigating replacing the tree that fell in the beach area next spring.

### CERT Committee (Vacant)

Batteries and pads have been replaced and the AED, located at the Pavilion, maintenance has been completed for this year. Janice Beiter is reaching out to Kathy Kempski regarding chairing the CERT Committee (see President's Report above).

### Community Affairs and Membership (Polly Carter, Kim Vindler, Karen Dryden)

**COMMUNITY AFFAIRS:** The committee contacted new neighbors Elias Oroczko and Matt Zamorano located at 145 Rolling Ave. Kim and Polly will be meeting with them on January 8 to welcome them to the neighborhood and to review the guidelines.

Poly is still trying to get contact information for the Q07 property on Turkey Point Road. She sent information forms to their PA address and is awaiting a response.

**2023 MEMBERSHIP: (284)** Lot owners have paid their Maintenance Fees in full for 2023 (includes double lot owners) (88.2%)

Plus (5) Mason Lane Owner

Plus (3) Partial payments

**(198)** - Of those paid have joined the CICA (69.3%)

**2024 MEMBERSHIP: (15)** Lot owners have paid their Maintenance Fees in full for 2024 (includes double lot owners) (4.7%)

**(12)** – OF those paid have joined the CICA (8.0%)

- 2023 Invoices were sent out November 22, 2022
- (50) 2023 2<sup>nd</sup> Invoices were sent out on March 10, 2023
- (34) 2023 3<sup>rd</sup> Invoices were sent out the end of May 2023
- 2024 Invoices were sent out the end of November 2023
- (3) New property owners in December

Several Board members commented that they had **not** received their annual invoice and that there must be a mail service issue. If a resident has not received their invoice, they can and should download the invoice from the Chesapeake Isle Website. Janice will work with Diana Hawley to send out an email with the invoice and forms to all property owners soon.

### **Community Communications (Diana Hawley)**

Since the last Board meeting, the following community communications were completed:

- **Website:** Janice Beiter completed routine updates. (Kim Schmidt, Andrea Gilde, and Diana Hawley also have the capability to do so in Janice's absence.)
- **Entrance Sign:** Janice continues to update the sign with information about monthly Board meetings and upcoming events.
- **Outgoing Emails:** Diana/Andrea sent the following emails on behalf of the Board since the last Board meeting:
  - An email with details about the Chesapeake Isle holiday events was sent to 435 recipients (Hot Topics distribution list) on November 22, 2023.
  - An email with details about the new children's event, a Kid's Choice Award and bonfire, was sent to 435 recipients (Hot Topics distribution list) on December 8, 2023. A reminder about the remaining events (card delivery and caroling) was included.
- **Chesapeake Isle Dropbox:** Rich Vindler will forward the final shoreline erosion project documents to Janice to upload to Dropbox.
- Andrea and Diana responded to all incoming emails as appropriate.
- Facebook: While not a Board function, page administrators posted information and monitored and responded to messages as appropriate.

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

On Saturday, December 2, 2023, a fantastic time was had at the Annual Wine and Cheese Social at Brian and Susan Claire's home on Gull Circle. Thank you to the Claire's for opening their home and for helping spread holiday cheer with 56 Isle residents. Thank you to Karen Dryden and Sue Seeley for chairing the fun evening for us.

On Thursday, December 14, 2023, 9 volunteers from Chesapeake Isle gathered at Denise Edmonds' house to sort and deliver thousands of holiday greeting cards. Thank you to Kim Schmidt and Denise Edmonds for making this fun holiday tradition a reality.

The House Decorating Contest is underway with judging being done this week. Chesapeake Isle looks bright. Special thanks to all those who decorated and to Tammy Martin for chairing this event.

Finally, do not forget about caroling at the pavilion on Saturday, December 23, 2023, at 6 pm. A fun time is promised! Please bring family and friends to sing the songs of the season.

### **Fourth of July (Diana Hawley & Andrea Gilde)**

Nothing to report.

### **General Maintenance / Erosion (Jim Carter & Bill Wood)**

Nothing to report.

### **Governing Documents Review Committee (Christine Valuckas)**

Nothing to report.

## Grass Mowing (Vacant, Bob Resch, Acting Chair and Board Point of Contact for Grass Mowing)

Grass mowing proposal below was given by Bob Resch:

### Assumptions for calculations:

1. 31 weeks in 2024 mowing season (April 1st thru November 1<sup>st</sup>)
2. Each lot mowed 15 times (as per contract- "we will try to mow on a bi-weekly basis)
3. 1 hour per lot (must consider time getting/prepping tractor to get to location)

### Cost calculations:

- 2023 wage per hour- \$13.25
- 2024 wage per hour \$15.00 (effective Jan 1st)
- Fuel consumption per hour diesel Kubota- 1 gallon-\$3.00 per gallon= \$45 per year fuel
- 2023 Cost of just labor/fuel per lot per year- \$243.75 (\$13.25per hr x 15 hrs+ \$45fuel)
- 2024 Cost of just labor/fuel per lot per year- \$270.00 (\$15 per hr x 15 hrs + \$45fuel)

Questions: Do we want to remain in the community mowing business?

#### Pro's

Some control over maintaining absentee lots to community standard.  
Allows us to offer part-time work to community members.

#### Con's

Appears to be a break-even proposition at best.  
Adds wear and tear to zero turn and possibly renders it unusable for periods of time for community owned properties (i.e.-breakdowns)

### Recommendation for Board Action in January 2024

#### Assuming we are staying in mowing service:

Raise the current rate from \$250 per year to \$325 per year and continue to operate status quo.  
Provide information for commercial mowers that operate in our community so people can obtain quotes if they would like to "price shop" this service.

#### Assuming we are going to discontinue mowing service:

Send out notices to current clients letting them know we are exiting this service and provide names of commercial mowers that operate in our community so they can contract this service for 2024.

### Adjustments to current practice:

We have "mowers" and "trimmers," and they do not cross over. This leaves a disconnect in timing between the two jobs. It often looks unfinished because the grass is not trimmed when it is mowed. Bob asked for the authority to change this practice so that it is expected that when the area is mowed, it is immediately trimmed, if possible and as necessary, before moving on to a different section of the community. The Board agreed to this change but reminded Bob that not all mowers can and will trim so flexibility will still be needed.

Currently, the expectation is that the "trimmers" use their own string trimmer but are not compensated for this use. Bob asked for a budget to purchase a commercial grade string trimmer and accessories to be kept at the maintenance shed and used to trim the community property. This amount would allow us to buy string, 2 cycle oil and a gas can designated for the trimmer as well. The Board agreed that money can be used in the FY 2024 Budget to purchase the requested equipment.

**Basin Lane Property:** Bob shared that this property is currently being mowed for \$1,675 per year. It takes a minimum of 2 hours to mow and therefore he recommends that we increase the amount by \$125 for 2024.

**Harbor (Mike Klinger/Jenn and Joe Greenfield)**

Nothing to report.

**History (Bud Godby)**

Bud has completed a long-term project that was to research and document the complete history of ownership of properties that currently make up Chesapeake Isle. This includes the plantation era and later farms that preceded the creation of the current development. This time period goes back about 360 years. Bud discovered that the past owners who lived here were all well known in their times. Bud was able to find at least some information on all of them including some portraits or photographs. This information will be published in a series of articles to be published in the Isle Newsletters beginning next month. Also, as requested in the last Newsletter, Bud is asking for any Deer stories that residents may have about encounters with our co-inhabitants on the Isle. If you lived in the community for a while, you must have a story to share. It can be anything of interest. Please send a short paragraph or so to Bud at [charlesogodby@aol.com](mailto:charlesogodby@aol.com).

**Legal (Justin Thomas)**

Nothing to report.

**Maintenance Equipment (Jim Carter)**

Jim has a laundry list of items to be serviced or replaced on the Kubota mower, they include replacement of both rear tires, mower blades, blade drive belt, anti-scalp deck rollers, and changing/servicing the engine oil & filter, hydraulic oil and filter, fuel filters, and air filters, etc.

**Newsletter (Kim Schmidt)**

The next newsletter is scheduled for publication in January. Please submit information, ads, articles and pictures by January 1, 2024, to Kim Schmidt.

**Nominating (Vicky Garvey)**

Nothing to report.

**Pavilion Rentals (Cindy Mistysyn)**

Nothing to report.

**Roads (Dale Hayman and Jean Hulse-Hayman)**

Nothing to report.

**Shoreline Erosion (Art Wood)**

The Department of Natural Resources (DNR) has requested some additional information on tidal depths. Rich is working on supplying the requested information.

**Old Business**

None

**New Business:**

None.

**Announcement of next Board Meeting:**

The next monthly Board Meeting is scheduled for Tuesday, January 16, 2024, at 6:30 pm.

**\*Adjournment:**

The meeting was adjourned at 8:02 pm.

Respectfully submitted,  
Kim Schmidt, Director, for Kyle Bottorff, CICA Board Secretary

\*Voting Item

**Record of Motions**

Dane Hendrix moved to approve the agenda.  
Bob Resch seconded the motion.

Bob Resch moved to approve treasurer's reports.  
Lisa Schill seconded the motion.

Kim Schmidt moved to grant both the Board Treasurer and Bookkeeper access to CICA/CM financial accounts for conducting business and to approve Andrea Gilde as the current Chesapeake Isle Bookkeeper.  
Julie Rosario seconded the motion.

Dane Hendrix moved to adjourn.  
Bob Resch seconded the motion.