

**CICA Board of Directors Meeting
February 20, 2024
6:30 pm via Zoom and Remote Access**

Board Members Present – Janice Beiter, Kyle Bottorff, William Campbell, Dane Hendrix, Lori Hill, Alice Moore, Bob Resch, Julie Rosario, Lisa Schill, Kim Schmidt, Justin Thomas, and Rich Vindler

Board members Absent – None

Community members / guests present – Jim Carter, Polly Carter, Jean Hulse-Haymen, Dale Haymen, Babs Manges, Bill Osborn, Jim Parrot, Art Wood.

Pledge of Allegiance

The meeting was called to order at 6:31 pm by Janice Beiter, President, who then led the Pledge of Allegiance.

Date of Approval and Distribution of Minutes Report (Kyle Bottorff)

The minutes from the Board Meeting held January 16, 2024, were approved by the Board, and were distributed on February 4th. The minutes were posted on the CICA web site on February 6th and were posted on the harbor bulletin board on February 6th.

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

The agenda was approved as presented by a hand vote.

President's Report (Janice Beiter)

1/19 – Due to snow fall accumulation being over 3 inches on the actual roads, as per CICA policy, the community roads were plowed. An email was sent to the Board letting them know the decision. Janice thanked Dane Hendrix for taking over the Snowplow Team coordination. Janice also thanked Mike Beiter for taking on the plowing task for the day! Alice Moore requested a topic be added to New Business regarding salting critical locations during snowstorms.

2/4 – It was brought to our attention that someone had fabricated a large symbol out of 2x4's and had lodged it at the end of the jetty at the beach. On 2/5, some volunteers removed it. CICA does not allow items to be arbitrarily built on community property. Such items will be promptly removed. A reminder message will be added to the next Hot Topic email and the Spring Newsletter reminding the community of our policy.

2/10 – Our Chesapeake Isle email received a SPAM email referencing our President's information and requesting money contributions. This has been occurring on an annual basis. This one was personal, referencing Dane Hendrix's (Treasurer) name as well in the email. Within the hour, Janice forwarded a "BEWARE" message from her legitimate email address to the Board to let them know not to respond. CICA never requests money transactions via email. A discussion ensued regarding whether the CICA website should be changed from public to private accessible. No other issues were noted and it was agreed to have access to the CICA website remain public.

2/17 – Due to snow fall accumulation being less than 3 inches on the actual roads, as per CICA policy, it was decided not to plow the roads.

2/17 – Janice confirmed with Kathy Kempfski that she would be willing to take on the role of Chair for the CERT Committee. Janice will review her qualifications and nominate her for this position during the New Business section on the agenda. Kathy did confirm that we should have 3 people in the community certified on the AED (automated external defibrillator) that we have at the pavilion. Sunday, April 14th from 2:00 – 4:00 pm has tentatively been chosen to conduct an AHA (American Heart Association) Adult CPR and AED training course at the CICA pavilion. This will be communicated via a Hot Topic once

confirmed. For noncertification, there will be no charge at all. If Heartsaver certification is needed, it will be less than \$45/student payable to Nemours Nursing Education. Monthly reports from the CERT Committee will be starting next month during committee reports.

2/19 – Janice finalized who will serve on the Annual Budget Committee. They include Dane Hendrix, Kim Schmidt, Christine Valuckas, Vicky Garvey, Andrea Gilde and Diana Hawley. Janice sent a Memorandum and Budget Form to Board Members plus Committee Chairs and requested Friday, March 15th as the deadline for returning completed forms. Janice will report our submission rate (hopefully 100%) during the March 19th Board Meeting. Janice will start doing monthly reports in the Budget Committee section starting next month. (Note: After the meeting, Bill Osbourne emailed Janice to request being included on the FY2025 Budget Committee. Diana Hawley agreed to step off the committee (very busy) so that Bill could join the committee.)

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

Treasurer Dane Hendrix presented the CICA Membership and the Community Maintenance (CM) Financial Reports as of January 31, 2024, for the seventh month of the fiscal year which began July 1, 2023.

The January CICA Membership income was \$2,105.00, and expenses were \$716.89. At the end of January, the checking account balance was \$9,363.06 and the reserve account balance was \$41,891.57. The total for both funds was \$51,254.63.

For the month of January, CM income was \$36,800.00, and expenses totaled \$1,658.92. At the end of January, the CM checking account balance was \$45,103.94. 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 - \$54,392.53

to give a total reserves balance of \$207,844.11 and a total CM assets balance of \$252,948.05.

Dane noted that interest income from Certificates of Deposit is posted once per quarter.

Community Comments

None given.

Committee Reports

Anchors Aweigh 5K (Andrea Gilde)

We have about 20 registrations to date. In the past most participants signed up a few days prior to the event. We thank everyone who has registered to date and thank our new and returning sponsors. Plans are moving forward, and we still need more people to register and volunteer to help with race preparations and on race day help. Please reach out to Lori Hill if you are willing to volunteer.

Architectural Review (ARC) (Mike Beiter)

Nothing to report.

Beach Committee (Jim Carter)

Nothing to report.

CERT Committee (Vacant)

No report submitted.

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

COMMUNITY AFFAIRS (Polly Carter):

Nothing to report.

2023 MEMBERSHIP (Karen Dryden):

(286) – Lot owners have paid Maintenance Fees in full for 2023 (includes double lot owners) (88.8%)

Plus (2) Mason Lane Owner

Plus (2) Partial payments

(198) - Of those paid have joined the CICA (69.5%)

2024 MEMBERSHIP:

(178) – Lot owners have paid Maintenance Fees in full for 2024 (includes double lot owners) (55.3%)

Plus (4) Partial payments

(41) – Of those paid have joined the CICA (23.0%)

- 2024 Invoices were sent out November 25, 2023
- (115) Second Invoices were sent on February 15, 2024

Community Communications (Diana Hawley)

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

- **Website:**
 - Janice Beiter completed ongoing routine updates. Kim Schmidt added the Winter 2024 newsletter to the web site on January 10, 2024.
 - Note: Janice Beiter, Kim Schmidt, Andrea Gilde, and Diana Hawley all have the capability to do web site changes.
- **Entrance Sign:** Janice Beiter 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 about the Progressive Dinner was sent to 439 recipients (Hot Topics distribution list) on February 3, 2024. A reminder about the invoice payment deadline and Anchors Aweigh 5k was also included, as well as a link to the Winter newsletter.
- **Chesapeake Isle Dropbox:** Rich Vindler will forward final shoreline erosion project documents to Janice to upload to the Dropbox.
- **Incoming emails:** 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)

Anchors Aweigh 5K will occur Saturday, March 23, 2024.

Fourth of July (Diana Hawley & Andrea Gilde)

Jessica Klinger volunteered to run the auction (again).

General Maintenance / Erosion (Jim Carter)

Nothing to report.

Governing Documents Review Committee (Christine Valuckas)

Nothing to report.

Grass Mowing (Vacant, Bob Resch acting chair)

On February 1, 2024, 20 invoices were mailed to owners of lots in Chesapeake Isle that have had those lots mowed in the past. Bob did his best to catch any ownership changes using the CICA directory to cross reference. Invoices were sent with a due date of March 15th. Of the 20, the makeup is as follows:

18- single lot owners- \$325

1- double lot owner- \$650

1- large lot owner- \$1,750.

A special thanks to Karen Dryden for taking the time to reply to multiple emails and phone calls to help make sure the transition went smoothly.

Harbor (Mike Klinger/Jenn and Joe Greenfield)

Thanks to Karen Dryden who has graciously agreed to collect the harbor and dinghy rack forms as she has done for years. Once the weather improves, a series of tasks are scheduled for the harbor, encompassing, but not restricted to, the following:

- Acquiring the landfill waiver and dumpster
- Organizing a cleanup crew equipped with chainsaws to address marine debris
- Tackling any other damages inflicted by Mother Nature during the winter season, including repairs to the dinghy / kayak racks.

History (Bud Godby)

Nothing to report.

Legal (Justin Thomas)

Nothing to report.

Maintenance Equipment (Jim Carter)

Nothing to report.

Newsletter (Kim Schmidt)

Kim Schmidt will begin work on the spring newsletter in early April. Articles, advertisements, and photos are due to Kim by 4/1. Publication scheduled for the first two weeks of April.

Nominating (Vicky Garvey)

Nothing to report.

Pavilion Rentals (Cindy Mistysyn)

The pavilion is reserved for the following dates;

June 1 (after Ladies Brunch), 15, 22

July 13

September 7

Roads (Dale Hayman and Jean Hulse-Hayman)

Resolved Issues:

- The owner of Lot 4 on Cliffview Drive called the Roads Committee with concerns about a constantly wet area in the drainage swale in front of his home. After watching the area in various weather conditions for a few months, the committee felt there was an underground water seep

or spring causing the excess surface water. Another possible cause was discharge from the owner's water treatment discharge pipe which is located just above the wet area. The owner is looking into this. Dale Hayman and Mike Beiter met with the homeowner and discussed these possibilities. The homeowner has already added river rocks to the area to improve the appearance and this seems to have addressed his concerns. All other areas of the drainage swale were deemed to be working well.

- The existing reflector pole by the edge of the road in the right-of-way of Lot E1 on Rolling Avenue was hit and bent. Dale Hayman and Rich Vindler removed the pole which was sticking slightly into the roadway. The homeowner of this lot had originally made a request to replace the reflector pole with a speed limit sign but has since withdrawn the request.

Action Issues:

- A portion of the roadbed at the intersection of Rt 272 and Rollins Road has crumbled. A pothole has formed which will likely get worse. The Roads Committee spoke with the contractor who completed the resurfacing of the Rollins Road and Rolling Avenue intersection and hill. For \$400 the contractor offered to apply a cold patch to the damaged road area. The contractor estimates the patch would last for 2 years but it could be less. The Roads committee asked if there were adequate funds that could be used to have this repair completed and does the CICA board wish to complete a temporary repair? The Treasurer, Dane Hendrix, stated that there would be adequate funds that could be moved from other line items that were underspent. Rich Vindler pointed out that MD State Rt272 road officially ends at the Elk Neck State Park (ENSP) campgrounds. The remainder of the road between the campground and the ENSP lighthouse parking lot is Cecil County Road. Analysis of a map of the Cecil County Road easement boarder line suggests that the area needing attention lies on Cecil County property. The Roads committee agreed to contact the county Department of Transportation and request they fix the issue.



- Once the vegetation greens up, the Roads Committee plans to kill the vegetation coming up in cracks of the CICA roadways using a small amount of vegetation killer. Tom Grieco, a new member of the committee, will research the best and safest product for this purpose. He will contact the county to assure what is used is approved for use on roads in the proximity of the Chesapeake Bay. Once the vegetation is killed and cleaned out, an estimate for hot asphalt tar patching these areas will be secured for consideration as part of the overall roadwork in the fall. At this point, the committee is identifying the number of areas needing this treatment and are expecting only a small number.

- The Roads Committee requested adding a task to the Spring Community Clean Up Day to clear the overgrowth and matted dead leaves encroaching on the roadway in the area of Lots P 22 – 23 on Rolling Avenue and Lots N 1 and 16 on Rolling Avenue. Jim Carter doubted there would be time available to complete this during the cleanup day. Bob Resch and Kyle Bottorff volunteered to complete this task at another time.
- The Roads Committee will revisit the oak tree trimming at Rollins Road and Rolling Avenue because the tree will cause line of sight issues once its leaves come out.

Future Road Repaving:

The Roads Committee has surveyed our neighborhood roadways and determined which ones will need repaving soon and therefore will need to be included in our FY2025 budget request. The next road repaving projects in order of urgency are listed below. The committee welcomes input regarding choices and priorities.

- 2024 - Caldwell Road hill at Rt 272
- 2024 - Intersection of Darrel, Cliffview and Rolling Avenue
- 2025 - Rollins Road hill at Rt 272
- 2025 - tbd

Shoreline Erosion (Art Wood)

The committee is still working on getting a waiver for the living shoreline requirement for the targeted community property shoreline work (shoreline south of Jacob's Nose). Currently, there are two options:

1. Meet with Wesley Gould from MDNR (Maryland Department of Natural Resources) Chesapeake to review approval of the living shoreline waiver. If approval is granted, the committee and the Board **may explore** the use of riprap revetment.
2. Getting a signed letter and stamp from a certified coastal engineer stating a living shoreline is not feasible in this location.

A meeting has been scheduled in mid-March with Wesley Gould from MDNR Chesapeake.

Additional topics:

1. Joe Greenfield alerted the committee to a problem with a large tree on community property on the cliff behind his home. The tree is close to falling due to erosion around the roots. It has been determined that it could fall soon. Our concern is that it could take a part of the cliff side with it. If it falls down the cliff it could cause damage, increase the rate of erosion, and complicate debris removal. The committee received a quote from Mike's Tree Experts for \$4,200 to remove the tree. A permit from the county will be required to proceed with removing the tree. The committee recommends pursuing the permit and removing the tree before it collapses on its own.
2. The committee also recommends that the contractor who trims Jacobs Nose is hired to trim the vegetation from the kayak racks to the southern border of the community property. There has been random trimming of the vegetation by unauthorized personnel potentially increasing the rate of erosion. Hiring a contractor to do the work would remove the temptation for unauthorized trimming by community members. The contractor provided an estimate of \$7,300 to trim ALL of Jacobs Nose and the additional shoreline. There is currently \$7,200 in the budget for trimming Jacobs Nose. The Board was in consensus to move ahead with the contractor to complete the trimming of Jacobs Nose and the area from the kayak racks to the end of the Chesapeake Isle property south of the racks.

3. There have been reports of lawn clippings/trimmings being dumped over the bank of the CICA shoreline south of harbor road over the years. This is a prohibited activity. A blurb will be added to the next CICA newsletter to educate the community that dumping refuse along the CICA shoreline or unauthorized trimming is NOT allowed, that it is detrimental to the health of the Bay and may accelerate shoreline erosion. It was suggested that links to educational internet sites be included.

Old Business

None.

New Business:

**** Affirmation of new chair of the CERT committee (Janice Beiter)**

The Board affirmed the appointment of Kathy Kempfski as chair of the CERT committee.

Salting critical locations during snowstorms (Alice Moore)

A request was made for CICA to apply salt to problematic sections (hills etc.) of the community roads when slippery conditions (ice/snow) occur. It was suggested that sand be spread as an alternative to salt, as salt may cause corrosion to the road and vehicles using the roads, as well as potentially be harmful to the Bay when runoff occurs. CICA owns a salt/sand spreader, but it would need to be wired and installed on the CICA tractor for use. Experienced volunteers will investigate this during warmer weather conditions. Regulatory agencies will be contacted to determine if salt and/or sand application to the CICA roads would violate any regulations. Further discussion depends on these findings

Announcement of next Board Meeting:

The next monthly Board Meeting is scheduled for Tuesday, March 19, 2024, at 6:30 pm.

***Adjournment:**

The meeting was adjourned at 8:28 pm.

Respectfully submitted,
Kyle Bottorff, CICA Board Secretary

*Voting Item

Record of Motions

Bob Resch moved to approve the agenda.
Lori Hill seconded the motion.

Bill Campbell moved to approve treasurer's reports.
Justin Thomas seconded the motion.

Kyle Bottorff moved to affirm Kathy Kempfski as chair of the CERT committee.
Alice Moore seconded the motion.

Dane Hendrix moved to adjourn.
Rich Vindler seconded the motion.