

**CICA Board of Directors Meeting
March 19, 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, Justin Thomas, and Rich Vindler

Board members Absent – Kim Schmidt

Community members / guests present – Mike Beiter, Jim Carter, Polly Carter, Karen Dryden, Andrea Gilde, Dale Haymen, Jean Hulse-Haymen, Bill Osborne, Art Wood.

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 (Kyle Bottorff)

The minutes from the Board Meeting held February 20, 2024, were approved by the Board, and were distributed on March 8th. The minutes were posted on the CICA web site on March 8th and were posted on the harbor bulletin board on March 13th.

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

The agenda was approved as presented by a hand vote.

President's Report (Janice Beiter)

2/20 – **Budget Committee Update:** After the board meeting last month, Bill Osborne reached out to President Janice Beiter requesting to be a part of the Budget Committee. The Budget Committee is composed of the President (chair and non-voting member unless a tie) plus 6 additional members. Diana Hawley agreed to step down to let Bill step into her slot. Janice has received Budget Form information/requests from the majority of the committee chairs which were due March 15th. Janice will follow up with chairs to confirm FY25 cost estimations. Janice has confirmed Monday, April 8th at 6:00 pm for the initial FY25 Budget meeting.

3/3 – There is a significant sinkhole on Bennett in the right-of-way (ROW). Andrea Gilde put a road cone in it to make sure no one steps into it by accident. Rich Vindler agreed to place a piece of plywood over the hold and to determine the next steps to be taken to remedy this situation.

3/13 – Two rocks were painted with graffiti over by the launch for hobie cats at the harbor. The graffiti markings were not recognizable symbols or images (one pink and one purple). The graffiti is not very visible. Diana Hawley communicated in a Hot Topic email to the community that vandalism will not be tolerated. Janice did report the incident to the Cecil County Sheriff's Office in case there are other incidents that occur in the future.

3/16 – Lisa Schill reported that there were two extremely aggressive dogs at 72 Racine Road. Pictures of the dogs were posted on Facebook. It is not a Board function to get involved in these types of incidents and Animal Control should be called directly. Lisa wrote up an incident report which will be saved in a CICA Dropbox directory which will be used to document any additional incidents. The Animal Control phone number will be provided in future Newsletter posts and will be added to the new resident Welcome Guidebook. If anyone knows the owner of the dogs, please notify a member of the Board to add to the incident report.

3/16 – A new Chesapeake Isle lot owner was conducting tree removal and removed trees beyond their property line. New property owners are supposed to be made aware of local county permitting requirements and our communities' Architectural Review Committee (ARC) requirements for new home

building by their realtors and settlement officers. However, that does not always happen. All ARC information is located in our Welcome Guidebook and on our community website. Janice asked board members, if they feel comfortable, to approach new owners that are removing trees on their lot to make sure they are aware of the need for a permit for tree removal (if their property lies within 1000 ft of the Bay) and that they are aware of the Chesapeake Isle ARC requirements for new home construction. Mike Beiter determined that the lot is NOT in the restricted area that requires permitting for tree cutting. Justin Thomas forwarded a link that provides information on how to determine property lines. Justin also forwarded the owner's names to Polly to provide the Chesapeake Isle Guidebook info and to emphasize the ARC information.

3/16 – Janice gave a big thank you to Dawn Campbell for coordinating the Progressive Dinner which was a wonderful way to kick-off the 2024 events!

3/18 – The Sock Burning event has been changed to Sunday, March 24th at 4 pm at the community beach.

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

CICA Bookkeeper Andrea Gilde on behalf of CICA Treasurer Dane Hendrix presented the CICA Membership and the Community Maintenance (CM) Financial Reports as of February 29th, 2024, for the eight month of the fiscal year which began July 1, 2023.

The February CICA Membership income was \$6,486.00, and expenses were \$328.82. At the end of February, the checking account balance was \$15,849.06 and the reserve account balance was \$41,924.86. The total for both funds was \$57,773.92.

For the month of February, CM income was \$38,235.00, and expenses totaled \$532.47. At the end of February, the CM checking account balance was \$83,235.21. 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 - \$54,392.22

to give a total reserves balance of \$207,844.80 and a total CM assets balance of \$291,080.01

Community Comments

None given.

Committee Reports

Anchors Aweigh 5K (Andrea Gilde)

The Anchors Aweigh 5K will be held on Saturday, March 23, 2024. There are currently only 37 participants, but more are expected to come in during the next week. An informational email will go out to the community later this week to clarify road closures, etc. The forecast looks unsettled with decent temperatures but a chance of rain. Lori Hill has secured several sponsors, both repeats from previous years and new. Additional volunteers are needed to help Lori on race day.

Architectural Review (ARC) (Mike Beiter)

Nothing to report.

Beach Committee (Jim Carter)

The locks have been changed on the game closets (two) to match this year's key. Keys were mailed last week to those who requested them. This year's games include pickleball and new shuffleboard equipment.

The Beach suffered some minor damage during last winter's storms - mostly just driftwood being deposited by the extraordinarily high, wind driven, tides onto the beach and well up into the grass. A dumpster will be needed for Spring Clean-Up Day on April 20. Some of our driftwood artists have already claimed some prime specimens from the beach and grassy areas and more are available prior to clean up.

The bathrooms will be in service for the Anchors Aweigh 5K next weekend but will not be changed to their "summer locks" until after Beach Clean-Up. Jim will contact last year's bathroom cleaner to see if she is interested again for this season.

The swim platforms will be re-covered and launched along with the swimming area boundary buoys in time for the Memorial Day weekend.

CERT Committee (Kathy Kempski)

Seven people are registered for CPR (cardiopulmonary resuscitation) AED (automated external defibrillator) training at the pavilion on April 21, 2-4pm. We still have room for several more students. Registration is open until April 7th.

Kathy Kempski would like three or more people AED certified for re-registration of the AED unit with the AHA (American Heart Association). Some organizations require a certification for youth coaches, scout leaders, home caregivers, etc., and a certification is required to register a public access AED with the AHA. A certification or training is not required for residents to use the AED. The directions on the AED are quite clear. Please let Kathy know if there are residents that are already certified, or desire to become certified, so they can be added to the AED registration. Certification with the AHA is about \$45/student and can be done at the class on April 21.

Community Affairs (Polly Carter, Kim Vindler)

Janice had new directories and guidelines printed so that Kim and Polly could make up welcome booklets in advance.

Membership (Karen Dryden)

2023 MEMBERSHIP:

(287) – Lot owners have paid Maintenance Fees in full for 2023 (includes double lot owners) (89.1%)

Plus (2) Mason Lane Owners

Plus (2) Partial payments

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

2024 MEMBERSHIP:

(213) – Lot owners have paid Maintenance Fees in full for 2024 (includes double lot owners) (66.1%)

Plus (5) Mason Lane Owners

Plus (6) Partial Payments

(166) – Of those paid have joined the CICA (77.9%)

- 2024 Invoices were sent out November 25, 2023
- (115) Second Invoices were sent on February 15, 2024
- Third reminder invoices will be sent out in April 2024
- (38) Shuffleboard Keys sent out

Community Communications (Diana Hawley)

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

- **Website:** Janice Beiter completed ongoing routine updates.
- **Entrance Sign:** Janice continues to update the sign with information about monthly Board meetings and upcoming events.
- **Outgoing Emails:** Diana and/or Andrea sent the following emails on behalf of the Board since the last Board meeting:
 - An email advertising the new CPR and AED Course scheduled for April 21 was sent to 439 recipients (Hot Topics distribution list) on March 3, 2024. Reminders about the Anchors Aweigh 5k and Spring Clean Up were also included.
 - An email reminder for Anchors Aweigh 5K and the Easter Egg Hunt RSVP and information regarding recent vandalism at the harbor area was sent to 439 recipients (Hot Topics distribution list) on March 14, 2024.
- **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)

The Progressive Dinner was held on Saturday, March 16. Dawn Campbell chaired the event, which was a great success! Thanks to all those who hosted and congratulations to Stu and Denise Edmonds, co-winners of the best costume award! Other upcoming events include:

- Saturday, March 23d is the Anchors Aweigh 5K and the mooring pickup.
- Sunday, March 24th is the sock burning at the community beach.
- Saturday, March 30th is the Easter Egg Hunt. Please get your RSVPs submitted (see Hot Topics email).

Fourth of July (Diana Hawley & Andrea Gilde)

Nothing to report.

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 invoices, the makeup is as follows:

- 18 - single lot owners- \$325. 11 Single lot owner invoices were returned with payment (\$3575)
- 1 - double lot owner- \$650

- 1 - large lot owner- \$1750. Owner returned invoice with payment (\$1750)
- 1 - declined for 2024
- 1 - no longer owns property
- 6 - no-response as of this date.

Bob will be following up on or after 3/20/24 to make sure no one has forgotten. Bob will then proceed with assigning mowers/trimmers to each property following last year's outline

The harbor area has a tremendous number of branches and tree debris that have fallen over the winter. The areas hit the hardest are under the large walnut tree on the hill, the large tree on the left as starting down the driveway, and the large red oak in the middle. Bob has been cleaning things up on a piecemeal basis over the last few weeks but could certainly use some assistance getting it ready to mow. Anybody with a wheelbarrow and a rake that is willing to help would certainly be appreciated. Bob has been offloading the branches in the woods behind the maintenance shed. The current mowers will leave for school in August. Bob will arrange for volunteers to mow during August and the remaining growing season.

Harbor (Mike Klinger/Jenn and Joe Greenfield)

There was some vandalism at the harbor last week. Law enforcement has been notified and clean up planned.

Upcoming Dates for the Harbor:

Community Members should have their moorings ready for pickup prior to 3/23/2024. Please be on the lookout for volunteers Friday evening and Saturday Morning. Volunteer activities include working in the harbor and picking moorings up with the tractor and trailer. The pickup schedule will be divided to eliminate conflict with the Anchors Aweigh 5K race's primary route. Mike will reach out to members that are part of the early pickup schedule this week to ensure availability.

History (Bud Godby)

Nothing to report.

Legal (Justin Thomas)

Nothing to report.

Maintenance Equipment (Jim Carter)

The Kubota Zero Turn mower has had a major pre-season make over and preventative maintenance session. All fluids and filters were changed, new rear tires installed, all anti-scalp wheels and rollers replaced, the blade drive belt replaced, and comprehensive lubrication of the chassis and drive systems.

Newsletter (Kim Schmidt)

It is time to start putting together the Spring Newsletter. All articles, photos, and ads should be submitted to Kim by April 1, 2024. There are many March activities, so please consider snapping a few photos and submitting them for the newsletter! Our goal is electronic distribution in the second week of April and paper copy distribution to follow shortly after.

Nominating (Vicky Garvey)

Nothing to report.

Pavilion Rentals (Cindy Mistysyn)

The pavilion is reserved for the following dates:

- May 4, 18, 25
- June 1 (after ladies' brunch), 15, 22
- July 13
- August 10
- September 7

Roads (Dale Hayman and Jean Hulse-Hayman)

Research was completed this month to address three issues:

1. What type of pesticide is approved for spraying vegetation growing in cracks of our roads?

The MD Agriculture Department advised us that only a licensed contractor can spray pesticides for an HOA. If the HOA sprays, it is considered commercial, so a license is needed. The committee will wait to see how much growth there is before deciding if a contractor should be hired. Homeowners that spray pesticides are advised to carefully read the label to ensure the product you are using is not harmful or toxic to aquatic animals as we live in a sensitive area close to the water.

2. What type of salt is approved and best for use during snow/icy winter conditions?

The State Highway Stormwater Management Department advised us to use sodium chloride (rock salt). They promote aggressive plowing and advise communities to apply the minimum amount of salt to do the job. They do not recommend calcium chloride.

3. Where does the State right-of-way end along Rt 272 in respect to where our roads connect to Rt 272?

The State Highway Department, (Henry Diker), looked at our roads in question, (Rollins and Caldwell), on an aerial map. He advised us that the current joint line between Rt 272 and our two roads is indeed the line where their right-of-way ends. Based on that information, we called our local State roads district office and reported there was a pothole on the Rt 272 and Rollins Road line that needs to be patched.

On another topic from last meeting, the encroaching vegetation on Rolling Avenue:

Shortly after our last HOA meeting, and unbeknownst to us, the worst area was addressed by a volunteer. The bushes and dense vegetation were cut back and much of the brush was removed. Kudos to Jeff Berry for helping our neighborhood. Jeff Berry, Bob Resch, and Kyle Bottorff returned to the same area and cleared the brush and silt off the road. They also dug out the grass and weeds at the edge of the road. Then further down Rolling Ave they cut the brush and sticker bushes, swept back the accumulated leaves and mud, and trimmed the trees. The Roads Committee gives a big shout out to these community volunteers!

Shoreline Erosion (Art Wood)

A meeting is scheduled with Wesley Gould of the Maryland Department of Environment on March 28th to review the CICA request for a living shoreline waiver. The committee is also working with Cecil County to obtain a permit to remove the tree at the south end of Jacob's Nose that poses an erosion issue should it fall.

Old Business

None.

New Business:

None.

Announcement of next Board Meeting:

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

***Adjournment:**

The meeting was adjourned at 8:11 pm.

Respectfully submitted,
Kyle Bottorff, CICA Board Secretary

*Voting Item

Record of Motions

Kyle Bottorff moved to approve the agenda.
Justin Thomas seconded the motion.

Rich Vindler moved to approve treasurer's reports, pending corrections.
Bob Resch seconded the motion.

Dane Hendrix moved to adjourn.
Alice Moore seconded the motion.