

CICA Board of Directors Meeting
May 21, 2024
6:30 pm via Zoom and Remote Access

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

Board members Absent – Alice Moore

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

Pledge of Allegiance

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

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

The minutes from the Board Meeting held April 16, 2024, were approved by the Board, and were distributed on May 13th. The minutes were posted on the CICA web site on May 14th and were posted on the harbor bulletin board on May 16th.

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

The agenda was approved as presented by a hand vote.

President's Report (Janice Beiter)

4/20 – Janice received an email from a property owner regarding noise issues with a neighbor. She informed her that our governing documents for the community only mention to "keep the noise level reasonable" at our common community areas. Our Board does not get involved in neighbor-to-neighbor issues. She should consider approaching their neighbor directly to voice their concerns, since they may not be aware of the annoyance. They may be agreeable to keeping the noise level down, especially in the evenings. Friendly reminders regarding noise are placed in the CICA newsletters throughout the year. A reminder will be included in the July Newsletter.

4/20 – A big thank you to our Spring Clean-up coordinators, Jim, and Polly Carter, and all our volunteers. Also, to Joe Greenfield for coordinating the dumpsters and getting a waiver for the fee.

4/20 – Donna Schultheis mentioned the topic of some pictures that she had taken over the past few weeks in the area that show unusual patterns of multiple planes dispersing something in the skies. She believes that they may be geo-engineering our areas. She has forwarded some links to me regarding this topic and Janice plans to look at them over the next month. If anyone else is aware of this topic, please let Janice know. Board members commented that they are likely crop dusters.

4/21 – A big thank you to Kathy Kempski for our CPR/AED training. There was a great turnout of community members of all ages! The Board will be voting on whether to make the AED public in our New Business section.

4/24 – Janice/Jean/Dale met with Jim Burns to review his flooding issues on his property & review drainage on Darrell/Bennett.

4/24 – Janice met with Bob Resch in the morning to review Mason Lane issues on the south end of Mason. This was reviewed later with Jean/Dale (Roads committee).

4/24 – Budget Committee Update: Janice held the second FY25 budget meeting on Wednesday, April 24th from 6:00 – 8:00pm. We finalized and approved both CM & CICA budgets. Janice developed a draft presentation for their review on May 15th. Janice will present the recommendations during New Business.

4/25 – Bennett sinkhole work was completed and thanks to Rich Vindler for coordinating the contractors and the paperwork.

4/25 – Received a call that the MDOT State Highway Administration (SHA) team was out looking at the drainage issues on south end of Mason Lane. Rich Vindler and Janice ran over to meet with them and discuss two main areas:

Area #1 - South Mason & Turkey Point Rd: Discussed the drainage/pipe failure issues in this area. It would be ideal to correct the problem prior to the Rt. 272 paving project, which is imminent. There are three underground pipes, all of which are failing and need replacement. One pipe runs parallel to Rt. 272 and runs from a concrete collection basin to a “Y” coupling in the intersection under Mason. The second pipe (in the CICA owned ROW along Mason) carries water from the swale to the “Y.” The third pipe takes all the water from the first two and carries it under Rt. 272. The second pipe is crushed by tree roots and the tree must be removed. The highway representatives have unofficially stated that they would handle the entire project, as it is one system. It will probably involve granting a “convertible easement” to give them temporary rights to work on our property, which would transfer back to us afterwards. Finally, they would install a manhole access above the Y coupling. If the project is done after paving, then Bramble Paving would have to cut and patch afterwards.

Area #2 – area around 5346 Turkey Point Rd (Rt 272). There is an undersized and failing pipe going under Rt. 272 and the recent installation of the stones was not done correctly. The correction work is not currently in the MDOT-SHA budget but they will get it on the list and see what they can do. FYI – since the new paving on TPR on 5/6 – 5/17, there appears to be a dashed line straight across South Mason that is marked DRAIN with NO PAVE written in the transition area. Janice reached out to the MDOT contact to see if they are re-designing the existing drainage to solve both Area #1 & Area #2 together under one project. Stay tuned.

4/26 – Janice emailed the MDOT-SHA contact thanking him for his site visit yesterday and he requested an email address to email with updates. Janice also sent a picture of the dead/dying tree in the State’s ROW that could be combined with other tree work that Bob Resch had brought to the Board’s attention. Bob forwarded my email address to the correct contact. The email addresses of the team that was on-site were collected for follow-up purposes.

4/26 – Janice reached out to Filtrexx to bid on the Mason fabric wall work that needs to be done. A Filtrexx representative responded twice and acted like they would submit a bid, but no bid has been submitted so far.

4/26 – Janice updated the website and removed the 5K Committee and Bill Wood as co-chair of the General Maintenance and Erosion committee.

4/27 – the Community Yard Sale was a big success and many thanks goes to Rich Crowe and Kim Lippincott for coordinating all the signs/communications and updating the lists of participants.

5/8 – The phone number of the daughter of the owner of the Darrel property where pool security needed to be addressed was obtained. The gate that was open has been zip-tied and the other gate already had a padlock on it. Janice left the daughter a phone message to inform her of what was done. Janice also let her know that there is someone in the neighborhood interested in buying the car in the driveway.

5/9 – Bob Resch requested a means to access multiple updates of directory throughout the year. Janice provided a solution for him via our website and she will go into more detail in our Communications Report.

5/13 – Met with Brian Morgan from Site Studios, Inc., and Dale/Jean (Roads Committee) to review three areas with drainage issues. Brian was involved with the development of the KCI Technology drawings from 2011 prior to the roads getting paved. Janice uploaded the KCI drainage drawings that we found into Dropbox.

Area 1) Darrel/Bennett (Jim Burns area) – review drainage options within our ROW to slow

down the river of water going down to the Burns property on Bennett.

Area 2) North End of Mason – review mini-mudslide area for suggestions plus road drainage.

Area 3) South End of Mason – review Bob Resch area and drainage patterns above.

Related to all three areas above, Janice also reached out to American Engineering (AE) on 4/26, to get their proposal for fixing the three areas. AE is backlogged, but asked Janice to send some information to AE to inform them what is needed.

5/14 – Kim Schmidt informed Janice that a maroon pickup was at harbor very early in morning appearing to have spent the night there. The vehicle occupants appeared to be teenagers and told Kim and Tim Schmidt they did not live in the community. Kim informed them that this is a private community and they said they will not return. Rich Vindler reported that the occupants returned on 5/18 with another vehicle. Rich called police regarding the trespassing. The police arrived within 20 minutes. One of the occupants told the police they had family in the community, which was confirmed by the occupant's parents when they arrived on the scene to pick him up. It is expected that they will not return.

5/16 – Janice sent Art Wood's Shoreline Trimming document to Diana/Andrea/Kim to send out as Hot Topic and put in July Newsletter

5/16 – CICA received a few complaints about a property on Arden with a Jeep in ROW, a dirt pile, and multiple abandoned vehicles in driveway. The resident was contacted and he said he will address the first two items this weekend. Mike Beiter also talked to Tom Pollard since he is the owner of the property and explained that we have received a number of complaints regarding old vehicles in the carport area. Tom said he has asked the occupants to clean up the area. Tom is in full support of the community approaching them, although as the owner, Tom is ultimately responsible.

5/16 – Janice received an email from an engineer at SHA regarding the tree removal required for the drainage issue at South Mason & TPR. SHA needs approval from CICA to remove the tree. Janice obtained Board Officers approval to grant SHA the approval and responded to the engineer the same day with the approval. Janice informed the homeowner that resides at that location that the tree would be removed.

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

On behalf of Treasurer Dane Hendrix, Bookkeeper Andrea Gilde presented the CICA Membership and the Community Maintenance (CM) Financial Reports as of April 30, 2024, for the tenth month of the fiscal year which began July 1, 2023.

The April CICA Membership income was \$415.00, and expenses were \$710.13. At the end of April, the checking account balance was \$16,994.63 and the reserve account balance was \$41,996.44. The total for both funds was \$58,961.07.

For the month of April, CM income was \$4,620.00, and expenses totaled \$6,349.01. At the end of April, the CM checking account balance was \$95,376.52. 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 - \$56,027.01

to give a total reserves balance of \$209,479.59 and a total CM assets balance of \$304,856.11.

Community Comments

Lisa Schill observed quite a bit of poison ivy growing near the kayak racks at the harbor. Use of Herbicides is not allowed at that location due to potential contamination of the Bay. Janice Beiter will notify the Harbor committee.

Babs Manges that a Hot Topic email be sent out reminding residents that trimming plants/trees on CICA shoreline property is only permitted by Board authorized personnel. A company has been contracted to trim this area along with all of Jacob's Nose on a yearly basis.

Committee Reports

Architectural Review (ARC) (Mike Beiter)

Since the last Board Meeting, ARC has reviewed the following projects:

New Deck at 3 Gull Circle (Lot E22, Wadiak): ARC reviewed the plans for a new 12 X 24 deck. The plans meet all requirements and were approved by ARC and by the county.

New Covered Deck at 252 Rolling Rd (Lot G6, Crowe): ARC reviewed his plans for a new 12 X 22 covered deck. The plans were approved by ARC and by Cecil County.

Beach Committee (Jim Carter)

There was a great turnout for Clean-Up Day! Thanks to all that helped with the pre-season work! A special thanks to those that performed the heavy, dirty work of clearing our beach of driftwood. The dumpster held most of the driftwood. The alternate disposal area was utilized for the small amount of driftwood that would not fit in the dumpster.

The swim platforms have been re-covered with a new carpet and were launched on May 16th along with the swimming area boundary floats by Mike Beiter, Warren Brown, Fred Kobylinski and Rich Vindler, well ahead of Memorial Day weekend!

Kim and Tim Schmidt gave our picnic tables and bollards a fresh coat of Thompson's Water Seal.

The bathrooms are open for the season. If you do not know the combination, please ask a neighbor, as this report can be viewed by non-community members.

Keys to the two game closets are available from Karen Dryden for \$5. Horseshoes, shuffleboard (new equipment), pickleball, croquet, and badminton are all available. Please replace the equipment neatly when returning it.

Reminders for Beach use: No dogs in the beach area, which includes the beach, playground, picnic area, horseshoe courts and pavilion. All vehicles should display a CICA sticker. Please Park in the parking lot (including golf carts). Watercraft are NOT permitted in the swimming area, which includes boats of any description, paddle boards, jet skis, etc. "Swimming area" is defined as the area inside of the buoys.

There is a new Lost & Found tub under the roof of the pavilion. Please check for any of your belongings. Any items left at the end of the season will be donated to various charities.

A volunteer with a full-sized Rototiller is needed to till the weeds on the playground perimeter, volleyball court perimeter, and the sand mound at the southern swimming area (outside of the jetties).

CERT Committee (Kathy Kempski)

Nineteen community members were trained April 21st at the pavilion and six were AHA, CPR, AED certified. The roster has been submitted and a check for \$134 needs to be sent to the AHA training center.

Once the cert cards have been issued, Kathy would like to register the AED with the state and make the location visible for police/fire/ambulance.

There was interest in having an additional training session in the fall, with a date TBD.

Community Affairs (Polly Carter, Kim Vindler)

On April 27th, Polly met with Donna and Bob Schultheis of 44 Pine St. to review the community guidelines. They had not received mailings since their email addresses were out of date. Polly updated their contact information and reviewed the book with them, as they are now living at Chesapeake Isle full time.

On May 8th, Polly met with John and Kathy Jo Moll of 220 Rolling Ave to review the guidelines. They have lived in Chesapeake Isle two previous times but still had lots of questions, etc.

Both couples were very appreciative.

Membership (Karen Dryden)

2023 MEMBERSHIP:

- (290)** – Lot owners have paid their Maintenance Fees (includes double lot owners) (90.1%)
 - Plus (2) Mason Lane Owners
 - Plus (2) Partial payments
- (198)** - Of those paid have joined the CICA (68.3%)

2024 MEMBERSHIP:

- (261)** – Lot owners have paid their 2024 Maintenance Fees (includes double lot owners) (81.1%)
 - Plus (2) Mason Lane Owners
 - Plus (4) Partial Payments
- (199)** – Of those paid have joined the CICA (76.2%)

- 2024 Invoices were sent out November 25, 2023
- (115) Second Invoices were sent on February 15, 2024
- (41) Shuffleboard keys have been sent out

Community Communications (Diana Hawley)

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

- **Website:**
 - Janice Beiter completed ongoing routine updates.
 - Janice developed an ALERT section under Latest News on the Home Page with information regarding the Lighthouse project at Elk Neck State Park with links to the park's site for further information.
 - Janice developed a hidden page with password protection on our site to house our most current directory listing and lot listing documents. If you would like access to this page, please reach out to her and she will send you the page URL via email and send a text

with the password. Access will be issued by request only (Board members & Committee chairs). The community will continue to receive a semi-annual copy.

- **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:
 - Information regarding the sinkhole repair on Bennett Avenue (scheduled for April 25, 2024) and a reminder about the Community Yard Sale (scheduled for April 27, 2024) was sent to 441 recipients (Chesapeake Isle distribution list) on April 24, 2024.
 - Updates about the Route 272 paving project and the Turkey Point Lighthouse closure was sent to 438 recipients (Hot Topics distribution list) on April 26, 2024.
 - A message containing the kayak/dinghy assignments at the harbor was sent to 438 recipients (Hot Topics distribution list) on April 28, 2024.
 - The invitation and reminder about the Ladies' Brunch was sent to 438 recipients (Hot Topics distribution list) on May 7, 2024.
- **Chesapeake Isle Dropbox:** All-important community-related documents will continue to be uploaded into the appropriate Dropbox folders for long-term community reference.
- 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)

No report submitted.

CICA summer social May 24 at the pavilion at 7 pm

"Isle Palooza" Chesapeake Isle's First Annual Music Festival May 26 from 1-6 pm at the pavilion

Ladies brunch June 1st

Fourth of July (Diana Hawley & Andrea Gilde)

Please contact Jessica Klinger if you have any items that you would like to donate for the silent auction. If you would like to volunteer to help during the event, please contact Diana.

General Maintenance / Erosion (Jim Carter)

Nothing to report.

Governing Documents Review Committee (Christine Valuckas)

Nothing to report.

Grass Mowing (Vacant, Bob Resch acting chair)

Rain has made keeping up a challenge. The committee will continue to try to keep ahead with the mowing and resolve communication issues that have occurred.

There are several lots/homes in Chesapeake Isle that have not been keeping up with community mowing standards. Bob sent a friendly email to those lot owners and followed up with the "first notice" letter, which resulted in some of the issues being addressed. After the required 10 business days' wait, Bob will send final notices, as necessary.

- *16 lot owners have returned payment - \$5,200*
- *1 lot owner paid for 2025 in advance - \$325.*

- *1 large lot owner returned payment - \$1,725*
- *Total collected should be \$7,250*

Harbor (Mike Klinger/Jenn and Joe Greenfield)

The racks are open and the kayak assignments are posted on the bulletin board at the harbor.

History (Bud Godby)

Nothing to report.

Legal (Justin Thomas)

Nothing to report.

Maintenance Equipment (Jim Carter)

Based on one month's usage, it appears that the intermittent starting failures of the Kubota mower have been cured by the replacement of the PTO safety switch. Gary Gilde will order diesel fuel for the mower and tractor soon.

Newsletter (Kim Schmidt)

The next newsletter is scheduled for publication in July. Articles are due to Kim by July 1, 2024. The July publication will include FY25 Budget information and must meet the 30-day reporting requirement for the Annual Meeting on Sunday, August 25, 2024, so the deadline is firm. Thank you to all those who send submissions, it helps make the publication informative and interesting for all!

Nominating (Vicky Garvey)

Vicky thanks Kim Schmidt and Bill Campbell, the two board members completing their second term. The Board has been lucky to have you.

Thanks to Janice Beiter and Dane Hendrix for agreeing to run for a second term. Rich Crowe has agreed to run for the board, leaving one empty Board seat. If anyone has suggestions to fill the remaining seat, please email Vicky.

Pavilion Rentals (Cindy Mistysyn)

The pavilion is reserved for the following dates:

- May 18, 25, 26 (community event)
- June 1 (after ladies' brunch event), 8, 15, 22, 29
- July 6, 13
- August 3, 10, 17, 24, 31
- September 14, 21

Roads (Dale Hayman and Jean Hulse-Hayman)

Mason Lane - north: During the past month, the committee received the estimate from S&M Paving, Eric Sturm's (Registered Landscape Architect; CICA consultant) observational report on Mason Lane, and an electronic copy of the Mason Lane construction plans. All these documents are in the Roads Committee Dropbox folder.

As arranged by Janice Beiter, the committee also met with Brian Morgan, PLA, LEED AP of Site Studios, a local business. Site Studios are working on ideas for the Mason Lane north roadbed and the slide area as well as other community drainage projects.

Eric Sturm also submitted a proposal offering his firm to give us detailed ideas for managing the north end of the Mason Lane roadbed and the slide area.

The committee will have more information on specific ideas for handling the north end of Mason Lane next month.

Mason Lane - south: During the April HOA Board meeting it was requested that the committee contact MD State Roads and bring the sinkhole at the intersection of the south end of Mason Lane and Rt 272 to their attention since they will pave Rt 272. (The paving is now completed.) They were contacted, and within days, a group of engineers came to the site of the sinkhole. Our community members noticed them and alerted Janice Beiter and Rich Vindler. (Dale and Jean were away from their phones and missed the meeting.) The sinkhole will be addressed as well as other drainage issues at that intersection...hooray!

Shoreline Erosion (Art Wood)

Living shoreline proposed shoreline erosion mitigation project.

- An estimate was received from Kingfisher for a living shoreline installation (160 feet of the downriver end of the harbor and the section upriver from the boat ramp to the drainage swale outlet.).

Estimate: \$144,850.

- An estimate was also obtained from Ches Shores Marine for a living shoreline installation (covering the same area as the Kingfisher estimate).

Estimate: \$150,000.

- The estimates are available for review via Dropbox
- Committee members received an estimate from Unity Landscaping to create a living shoreline **plan** for \$9,625. If the Board decides to engage them, they will then submit an estimate for the living shoreline.

Note: The County officials and various regulatory officials would not approve constructing a stone revetment to control erosion along the Harbor shoreline, and they indicated only a living shoreline proposal would be considered.

Undercut area along Jacob's Nose: Erosion has created an undercut along some of the cliff area along Jacob's Nose. An existing sign that warns those approaching the cliff of the undercut will be repainted, or a new sign constructed to make those near the cliff aware of the situation.

Proposed removal of hazardous tree bordering lot G-1

- Mike's Tree Experts estimate to remove the tree – \$4,200
- Janice Beiter signed and notarized the county documents and delivered the proposed mitigation plan to the county. The documents have been signed by the county and are ready for pickup and recording at the courthouse. Rich Vindler will do that on Monday the 20th. The Recording Fee is \$60. The committee is awaiting the final tree removal authorization letter from the county before acting.
- Jim Carter is obtaining a sycamore tree via Christy Michaud at Heartwood Landscaping to be planted at the beach area which is part of the mitigation plan.

Old Business

None.

New Business:

- **Vote on registering CICA AED for public access.** After some brief discussion, a motion was made to register the CICA AED unit on the public registry and to include it on listings available to 911 emergency personnel. The motion passed by an 11-0 Board vote. Kathy Kempfski will take the steps necessary to carry this out.
- **FY2025 Budget proposal.** President Janice Beiter presented a summary of the Budget committee's recommendation for the FY2025 budget. Detailed information will be mailed to the Board after the meeting for review prior to the June Board meeting at which time the Board will vote on adopting the recommendation. Janice requested that any questions be addressed to her and/or Dane Hendrix, Treasurer, before June 11th, to allow time for any necessary modification prior to the June meeting. The Board recommended budget will be presented to lot owners for a vote during the August 25th annual Chesapeake Isle meeting.

Announcement of next Board Meeting:

The next monthly Board Meeting is scheduled for Tuesday, June 18, 2024, at 6:30 pm.

***Adjournment:**

The meeting was adjourned at 9:01pm.

Respectfully submitted,
Kyle Bottorff, CICA Board Secretary

*Voting Item

Record of Motions

Kim Schmidt moved to approve the agenda.
Dane Hendrix seconded the motion.

Lisa Schill moved to approve treasurer's reports with minor modifications noted.
Kim Schmid seconded the motion.

Kim Schmidt moved to register the CICA AED unit on the public registry and to include it on listings available to 911 emergency personnel.
Lisa Schill seconded the motion.

Dane Hendrix moved to adjourn.
Justin Thomas seconded the motion.