

**CICA Board of Directors Meeting
June 18, 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 – David Berkeihiser, Jim Carter, Polly Carter, Karen Dryden, Andrea Gilde, Jean Hulse-Haymen, Dale Haymen, Diana Hawley, Sunita Holzer, Mike Kelly, Greg Naumovich, 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 May 21, 2024, were approved by the Board, and were distributed on June 6th. The minutes were posted on the CICA web site on June 6th and were posted on the harbor bulletin board on June 7th.

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

The agenda was approved as presented by a hand vote.

President’s Report (Janice Beiter)

FY25 Budget Committee Report – Janice sent out by email the presentation given during the May Board Business Meeting on the proposed FY2025 budgets for Community Maintenance and CICA to all the board members immediately following last month’s meeting. Additionally, copies of the proposed FY 2025 budgets were emailed. She requested that any questions be emailed to her and Dane by Tuesday, June 11th. They received a couple of questions from some board members that were answered promptly. Janice sent a reminder email on Thursday, June 6th. The Board voted on the proposed budgets during Old Business.

Janice thanked Sue Seeley/The Mistysyn’s for the first Summer Social which had a nice turnout, Mike/Dale/Barry/James for coordinating the first ever “Isle Palooza,” and Cindy Mistysyn and her helpers for a highly successful Ladies Annual Brunch.

5/30 & 6/12 – Chesapeake Isle received emails from a property owner and realtor about short term rentals. Janice responded informing them that short term rentals are not prohibited but gave a little of last year’s history so they are aware of the community tension on the topic.

6/6 – The Chesapeake Isle email received video of Jim Burns basement flooding and let him know that she is awaiting a proposal from the site engineer that was on-site. This was addressed later in the meeting in the Drainage report, along with other issues that arose from the severe storm.

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

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

The May CICA Membership income was \$1,075.00, and expenses were \$1,834.45. At the end of May, the checking account balance was \$16,235.18 and the reserve account balance was \$41,996.69. The total for both funds was \$58,231.87.

For the month of May, CM income was \$1,480, and expenses totaled \$2,435.34. At the end of May, the CM checking account balance was \$94,421.18. 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 - \$56,046.97

to give a total reserves balance of \$209,499.55 and a total CM assets balance of \$303,920.73.

Community Comments

Jean Hulse-Haymen asked how often the community bathrooms at the beach were cleaned and asked if a more thorough job could be done. She also noted that the water was black when initially turned on. Jim Carter, the Beach Committee Chair stated the bathrooms are cleaned once per week, the water at that location does not have a purification system and will be black when initially turned on, and he would pass on the observations on bathroom cleanliness to the cleaner.

Committee Reports

Architectural Review (ARC) (Mike Beiter)

Since the last Board Meeting, ARC has reviewed the following project: Lot D-18 – Worrall – 47 Darrel Rd. Driveway Paving: The Worralls submitted a plan to have their gravel driveway paved. The project was approved with the stipulation that the new driveway maintain the existing swale contour to allow for the flow of stormwater over it without obstructing it.

Beach Committee (Jim Carter)

On May 25, it was reported that one of the toilets in the bath house was not re-filling properly. The problem was resolved by replacing the entire fill valve with a new one which Jim had in inventory. Thanks to Diana Hawley, Mike Beiter, Rich Vindler and a host of others who affected this repair just in time for the *Isle Palooza* music event hosted by the Beiters at the Pavilion!

Thanks to Kim & Tim Schmidt for applying Thompson Water Seal to various wood surfaces at the Beach.

CERT Committee (Kathy Kempski)

The CICA AED has been registered with the state of Maryland through the Maryland Institute of Emergency Medical Services Systems (MIEMSS.org) and listed with police/fire/ambulance via the AED link. The unit has been inspected and is ready should an emergency arise.

Community Affairs (Polly Carter, Kim Vindler)

On 6/15, Kim met with Eileen and David Hall of 230 Rolling Ave. (G-08) to review CICA guidelines, etc. Polly will reach out to two additional new property owners soon.

Membership (Karen Dryden)

2023 MEMBERSHIP:

(290) – Lot owners have paid their Maintenance Fees (includes double lot owners) (90.1%)

Plus (2) Mason Lane Owner

Plus (2) Partial payments

(198) - Of those paid have joined the CICA (68.3%)

2024 MEMBERSHIP:

(279) – Lot owners have paid their Maintenance Fees (includes double lot owners) (86.6%)

Plus (4) Mason Lane Owners

Plus (4) Partial Payments

(200) – Of those paid have joined the CICA (71.7%)

- 2024 Invoices were sent on November 25, 2023
- (115) Second Invoices were sent on February 15, 2024
- Third reminder invoices will be sent before the end of June 2024
- (41) Shuffleboard Keys were 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/Andrea sent the following emails on behalf of the Board since the last Board meeting:
 - A notice about an emergency road closure on Turkey Point Road was sent to 439 recipients (Hot Topics distribution list) on May 14, 2024 (not included in May minutes)
 - A message about community shoreline trimming and erosion was sent to 440 recipients (Chesapeake Isle distribution list) on May 22, 2024. CICA works with the Maryland Department of Natural Resources and the Maryland Department of the Environment to support and maintain the community shoreline in accordance with all regulatory requirements. Community members were instructed to avoid trimming the shoreline or using herbicides on community property. (A specific 170 ft area of community shoreline at the harbor has been manipulated by community members without the approval of the Board.)
 - Information about the Fourth of July celebration was sent to 441 recipients (Chesapeake Isle distribution list) on June 9, 2024. Various volunteer opportunities for community members were included.
- **Chesapeake Isle Dropbox:** All important community-related documents will continue to be uploaded into the appropriate Dropbox folders for long-term community reference.
- **Incoming Email:** 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)

June 28 – CICA Summer Social/Cocktail at the pavilion (CICA adults only)

July 3 – Beach Clean-up and July 4th Set-up

July 4 – Fourth of July Celebration (ALL WELCOME!)

Fourth of July (Diana Hawley & Andrea Gilde)

The committee is looking for volunteers to help during the July 4th event (selling tickets and helping at the food stand); one-hour time slots are available. Please contact Vicky Garvey or Kim Schmidt. They

will also be seeking volunteers to help with set-up on July 3 and on the morning of the event. Details will be sent via email.

General Maintenance / Erosion (Jim Carter)

Nothing new to report.

Governing Documents Review Committee (Christine Valuckas)

Nothing to report.

Grass Mowing (Vacant, Bob Resch acting chair)

The 2024 grass mowing revenue consists of the following.

15 - single lot owners- \$4,875

1 - double lot owner- \$650

1 - large lot owner- \$1,750

1 - single lot owner paid for 2 years- \$650

Total income- \$7,925.

Grass mower Gavin Hawley will be leaving for college on or about Aug 20th. Bob will fill in to help with the mowing but a long-term replacement needs to be found. Gavin is willing to mow when he comes back to the Isle at the end of the spring semester. Bob told him if we find someone who wants to take this on as an all season/part time job we would go that route. Any ideas for finding potential candidates would be helpful.

Please continue to let Bob know of any properties that are not staying in compliance (> 6" grass height), and he will contact them.

Bob will be traveling from July 8th through July 31st with little access to cell or internet service. Bob will do the best he can to reply to any concerns when possible.

Harbor (Mike Klinger/Jenn and Joe Greenfield)

Nothing to report.

History (Bud Godby)

Nothing to report.

Legal (Justin Thomas)

Nothing to report.

Maintenance Equipment (Jim Carter)

Thanks to Gary Gilde for ordering a delivery of diesel fuel to keep our machinery humming!

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)

Nothing to report.

Pavilion Rentals (Cindy Mistysyn)

The pavilion is reserved for the following dates:

- June 15, 22, (29 canceled)
- July 6, 13, 27
- August 3, 10, 17, 24, 31
- September 14, 21

Roads (Dale Hayman and Jean Hulse-Hayman)

Dale & Jean have searched through the Roads Committee notebooks and documents provided to Dale & Jean by John Murray, the former Roads Committee Chairperson. Numerous construction and topography documents have been added to either the Roads Committee or the Drainage Committee Dropbox folder.

Mason Lane - north

Issue # 1 – Mudslide Area

Option 1: Dale & Jean have contacted a principal representative from Grossoxx regarding erosion control fabric filled with soil (socks), which was successfully used previously in this area. Dale & Jean are pursuing a knowledgeable contractor who can install these erosion control socks in the slide area. Dale & Jean have submitted the project dimensions and sent pictures to the contact. If they are unable to find an experienced knowledgeable Grossoxx contractor, Grossoxx will prepare detailed installation drawings and instructions that a local landscape contractor could use.

Option 2: Brian Morgan, PLA, LEED AP of Site Studios is working on ideas to address the Mason Lane mudslide area. Site Studios will rely on a combination of Cecil County LiDAR data and Maryland State Planning parcel information to prepare a sketch that will outline the area of proposed work for a bank stabilization project using a Filtrex product. Details for installation will be provided to guide the contractor when installing the product, and spacing for silt sock and stakes will be specified in the documents. Drawings will be based solely upon available public information and manufacturer product specifications. A field survey will not be provided for this project. The Site Studios planning fee to address the mudslide area is \$3,510 (construction not included).

Issue # 2 – Sloping roadbed and widening road fissure

Dale & Jean have received one proposal for designing a way to address the north Mason Lane widening road fissure and sloping roadbed issue. They are in the process of answering a few more questions for Site Studios to develop a second proposal and bid for this area.

First Proposal: Eric Sturm, Residential Landscape Architect – Eric will draft up a simple detail maintenance construction plan that will include milling off about 1 inch of blacktop paving and creating a design for the patch and possibly a concrete edge detail. The estimate is \$ 2,800 for design and detail plan and project management and then a budget of \$1,500-\$2,250 for construction administration (10-15 hours) and observation (90% by John Murray as he lives near the site and is very familiar with the past construction sequence and construction detailing etc.). The total estimate is \$4,300 to \$5,050 which does not include the actual construction.

State of Maryland contact - Dale & Jean made the state of Maryland Roads Department aware that the Caldwell and Basin aprons were not paved during the recent road paving project.

DRAINAGE/ROW – Roads Sub-Committee (reported by Janice Beiter)

The Board will decide in a future meeting whether to keep the Drainage/ROW as a sub-committee of the Roads Committee or as a new separate committee with an acting chair.

Recent severe storm impact:

- 1) Dale and Jean were made aware that the 5+ inches of rain received recently created a deep hole in the drainage ditch on Rolling Avenue approximately across the street from 108 Rolling Ave. Approximately half a cubic yard of fill dirt will be needed as well as jute erosion control cloth and grass seed. A quote will be obtained for this work.
- 2) Chesapeake Isle received an email from Jim Burns (Darrel/Bennett drainage project) that his basement flooded during that storm. Jim was informed that a proposal to address the issue from Site Studios was forthcoming. (see updated section below)
- 3) Bob Resch (Mason Lane – south project) reached out to Janice Beiter regarding the impact of the storm after he walked the area the next morning. One major issue was that the culvert under the 118 Mason Lane driveway was completely blocked so it was forcing all the water across the road. Greg Naumovich of 118 Mason had the culvert cleaned out. Janice Beiter informed Bob that we were awaiting a proposal to address the drainage issue from Site Studios. (see updated section below)

Darrel/Bennett drainage project

Site Studios provided a proposal to review the drainage areas developed by a 2011 study by KCI to determine the extents of runoff that is collected/conveyed along the Darrel ROW. For one design concept, they will identify areas within the drainage area where opportunities for detention practices exist since problems in the area are tied to volume. The second design concept will focus on conveyance practices to move runoff through the drainage area as efficiently as possible. Once the two concepts have been developed, they will prepare an Engineer’s Opinion of Probable Construction Cost for the proposed work. They will present conceptual designs and estimates at a design review meeting with CICA representatives. The Darrel/Bennett Site Studios Concept Fee is \$ 8,150.00. Due to this initial estimate cost, competitive bid pricing for this project will be pursued.

Mason Lane - south drainage project

Site Studios will utilize the services of a survey subconsultant to collect detailed site topography within the immediate vicinity of the proposed work. The survey is anticipated to include approximately 400 feet the right-of-way extending westward from the intersection of Turkey Point Road and the southern access to Mason Lane. Drainage area analysis will be performed for the area contributing to this section of roadway and a conceptual design will be developed for one drainage solution that will provide a means of addressing runoff that leaves the right-of-way and to prevent spillover onto private property. Following completion of the conceptual design, Site Studios will prepare an Engineer’s Opinion of Probable Construction Cost for the proposed work. The conceptual design and cost will be presented to CICA in a design review meeting. Revisions required by the meeting will be completed and a plan depicting the final design and associated construction details will be provided. Site Studios will prepare a Consistency Report in accordance with Cecil County Chesapeake Bay Critical Area requirements and submit it to the Cecil County Office of Planning and Zoning for review and approval. Site Studios will also prepare a Standard Plan Application for stormwater management along with the required plan and report and submit to Cecil County Development Plans Review for approval. An Erosion and Sediment

Control Plan will be completed in accordance with Cecil Soil Conservation District requirements, and the completed plan will be submitted to Cecil Soil for review and approval. Once approvals have been obtained from the agencies, Site Studios will compile a final Bid Document that can be distributed to prospective contractors for bidding and ultimate contract award. Contract negotiations will be the responsibility of CICA with input as needed from Site Studios. The Site Studios lump sum fee would be \$14,170.00 (construction cost not included). Due to this initial estimate cost, competitive bid pricing for this project will be pursued.

Shoreline Erosion (Art Wood)

The removal of the large oak tree on Jacob's nose has been completed and the trimming of Jacob's nose and the harbor area is underway and should be finished by the 19th of June.

Old Business

***Proposed FY2025 CM and CICA Voluntary Membership budgets:** The proposed Community Maintenance and CICA Voluntary Membership FY2025 budgets were presented to the Board during the May Board Business Meeting. Questions from Board members were addressed via email and phone calls prior to the June Board Business Meeting. A motion was made and seconded to accept the "FY2025 Proposed Community Maintenance Budget" for presentation at the annual meeting in August for a vote by all Chesapeake Isle lot owners. After a request for any additional questions, which there were none, the motion passed by a unanimous vote. An additional motion was made and seconded to accept the "FY2025 Proposed CICA Voluntary Membership Budget" for presentation at the annual meeting in August for a vote by the CICA Voluntary Membership (one vote per family). After a request for any additional questions, which there were none, the motion passed by a unanimous vote. The proposed budgets will be included in the July CICA newsletter. If a property owner would like to see the proposed FY2025 budgets before the newsletter issues, they should contact Dane Hendrix, CICA Board Treasurer. The proposed FY2025 Community Maintenance and CICA Voluntary Membership budgets are included as part of the minutes.

New Business:

Annual Meeting Format: President Janice Beiter informed the Board that remote attendance for the annual meeting via Zoom **will not** be an option this year. Setting up Zoom participation adds a high level of complexity to the meeting and presents risk of IT issues. Those not able to attend in person can vote using the proxy voting process initiated in 2022. Property owners should watch their emails for the proxy voting procedures and the deadline to request a proxy vote.

Announcement of next Board Meeting:

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

***Adjournment:**

The meeting was adjourned at 8:11 pm.

Closed Session:

After the public Board Business Meeting, President Janice Beiter called to order a closed session for the selection of the 2024 Man and Woman of the Year. The candidates were nominated and selected during this closed session. All CICA members are encouraged to attend the CICA Social and Chili Cook off scheduled for Saturday, September 28, 2024. At this event, the Man and Woman of the Year will be announced and celebrated.

Respectfully submitted,
Kyle Bottorff, CICA Board Secretary

*Voting Item

Record of Motions

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

Bill Campbell moved to approve treasurer's reports.
Kim Schmidt seconded the motion.

Rich Vindler moved to approve the proposed Community Maintenance FY2025 budget for presentation at the CICA annual meeting for a vote by CICA lot owners (one vote per lot).
Lisa Schill seconded the motion.

Kim Schmidt moved to approve the proposed CICA FY2025 budget for presentation at the CICA annual meeting for a vote by CICA members (one vote per family).
Dane Hendrix seconded the motion.

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