

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

Board Members Present – Janice Beiter, Kyle Bottorff, Dane Hendrix, Lori Hill, Alice Moore, Julie Rosario, Lisa Schill, Kim Schmidt, Justin Thomas

Board members Absent – Bob Resch, William Campbell, Rich Vindler

Community members / guests present – Mike Beiter, Jim Carter, Rich Crow, Karen Dryden, Christine Darling, Denise Edmonds, Stu Edmonds, Bud Godby, Dale Hayman, Jean Hulse-Hayman, Kathy Kemski, John Murray, Dory Resch

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 July 16, 2024, are awaiting corrections to the Treasurer's report. Once received and incorporated into the minutes, the draft minutes will be sent to the Board for approval and subsequently posted to the CICA website and on the harbor bulletin board.

***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 developed a one-page document for Shoreline Erosion Information that will be added to the Annual Meeting package. Janice sent the document to the Board on 8/5 for review.

7/18 – Janice responded to David Berkeihiser regarding his email that was mentioned in Community Comments section of last month's meeting. Rich Vindler forwarded pictures from Kingfisher and Janice sent David Rich's phone number to discuss his other concerns.

7/18 – Janice met with Andrea & Dane to review the Bookkeeper job description plus additional roles of Andrea's that need to be distributed. A volunteer is needed to join the Membership Committee to take over the annual invoicing process. An additional volunteer is needed to take over the mail function and distribution to appropriate parties. Janice and helpers will be working on those assignments over the next couple of months.

7/26 – Janice received a letter from the Maryland Dept. of Natural Resources explaining the Turkey Point Area Project. The last sentence mentions that on completion of the project, they will explore the feasibility of constructing an additional trail in the area. Janice will upload the document to the website.

8/3 – A tree was reported down on Basin Road. Thanks to Justin Thomas and Rob Martin for conducting a quick cleanup!

8/4 – The Bookkeeper position was posted on Indeed and a link to the posting was sent to the Board.

8/4 – A tree was reported down on Mason Lane. Thanks to Mike Beiter, Rich Vindler, Tony Kempinski and Rich Crowe for a quick cleanup!

8/5 – Rich Vindler and Janice met with Mark Hudson Landscaping & Excavating to review all the Mason Lane drainage projects for an additional bid. Mark will submit a bid which will be reported on during the September board meeting.

8/8 – Another tree was reported down on Basin Road. Thanks to Rich Vindler and Jim Carter for another quick clean up!

8/16 – Rich Vindler, Jim Carter, Dane Hendrix and Regan Michaud completed removal of a very large tree from the boat ramp and removal of the large limbs that had fallen off the big tree at harbor area.

8/19 – Janice met with Andrea Gilde and Dane Hendrix and reviewed the 26 resumes that were received for the Bookkeeper position that was posted on Indeed. The field was narrowed down to three candidates that will receive invitation to interview late next week. Ideally, the candidate would start mid-September and provide monthly inputs beginning Oct. 1st.

7/26 – The Friday night Summer Social had a nice turnout. A special thanks to Kim Vindler for bringing the Family Bingo and Ice Cream Social back into the mix on Friday, August 16th. There was a great turnout!

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

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

The July CICA Membership income was \$4,375.03, expenses were \$1,991.44 and transfers to CM were \$3,367.87. At the end of July, the checking account balance was \$18,062.98 and the reserve account balance was \$46,840.28 resulting in total assets of \$64,903.26.

The allocated reserve account balances were (checking included in unrestricted reserve);

- Equipment Replacement Fund (Restricted) - \$16,000.00
- Unrestricted Reserve - \$48,903.26

For the month of July, CM income was \$5,973.00, expenses totaled \$1,222.91 and transfers to CM Money Market were \$6,170.43. At the end of July, the CM checking account balance was \$25,688.58 and the reserve account balance was \$270,946.79 resulting in total assets of \$296,635.37.

The allocated reserve account balances were (checking included in unrestricted reserve);

- Equipment Replacement Fund (Restricted) - \$38,400.00
- Roads and Erosion (Restricted) - \$24,650.00
- Shoreline Erosion (Restricted) - \$135,852.58
- Unrestricted reserve - \$97,732.79

Community Comments

John Murray provided an abbreviated history of road work completed at Chesapeake Isle. He encouraged the Board to consider the experience and knowledge of the work done previously when selecting contractors to work on the road, drainage, and mud slide issues currently occurring on Mason Lane.

Lisa Schill pointed out that multiple different trash companies service the residents of Chesapeake Isle. Lisa suggested that the Board investigate if one or more trash haulers would provide discounts.

Committee Reports

Architectural Review (ARC) (Mike Beiter)

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

Deck Replacement by Lauren and David Annal of 114 Rolling Ave. (Lot P-32): Plans were submitted for a new deck to replace their existing one, on a slightly larger footprint. The plans look complete, all setbacks are met, and they have an approved Cecil County building permit. ARC approved the project.

Beach Committee (Jim Carter)

The tail end of Hurricane Debby did not damage the Beach area. The area flooded over the volleyball court and a large section of grass, but the flood water never got to the Pavilion. Aside from a bit of flotsam left by the receding water, there was no damage.

Community Affairs and Membership (Polly Carter and Karen Dryden)

Community Affairs: Kim Vindler welcomed Erica and Adriano daSilva at 63 Mowbray Lane on July 29. The daSilvas are anxious to meet folks in the neighborhood.

Membership:

2023 MEMBERSHIP:

292 Lot owners have paid their Maintenance Fees in full (includes double lot owners) (90.7%)

Plus 2 Mason Lane owners and 2 partial payments

198 Of those paid have joined the CICA (67.8%)

2024 MEMBERSHIP:

280 Lot owners have paid their Maintenance (includes double lot owners) (87.0%)

Plus 3 Mason Lane owners and 3 partial payments

201 Of those paid have joined the CICA (71.8%)

- 2024 Invoices were sent out November 25, 2023
- 115 Second invoices were sent on February 15, 2024
- 27 Third invoices were be sent out June 25, 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.
- **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 about proxy voting for the Annual Meeting on August 25 was sent to 440 recipients (Chesapeake Isle distribution list) on July 26, 2024.
 - Information about the Boat Naming and Ice Cream Social/BINGO was sent to 436 recipients (Hot Topics distribution list) on July 31, 2024.
 - All the Annual Meeting documents and information/reminder about the Annual Meeting was sent to 440 recipients (Chesapeake Isle distribution list) on August 17, 2024.
 - Information about signing up to be a chef in the upcoming Chili Cook Off was sent to 436 recipients (Hot Topics distribution list) on August 19, 2024.
- **Chesapeake Isle Dropbox:** All important community-related documents will continue to be uploaded into the appropriate Dropbox folders for long-term community reference.
- **Email:** Andrea and Diana responded to all incoming emails as appropriate and forwarded all emails that required a Board follow-up or response to Janice.
- **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 Community Maintenance and CICA Annual meeting will take place August 25th beginning at 2 pm at the pavilion.

Fourth of July (Diana Hawley & Andrea Gilde)

Nothing to report.

General Maintenance / Erosion (Jim Carter)

- Ahead of Hurricane Debby, Rich Vindler and Jim dug out a section of the mudslide area on Mason Lane with the goal to open the gutter and allow the “road water” to get to the culvert drain. It worked as a temporary fix.
- Rich Vindler, Dane Hendrix, and Jim cut up and removed a huge log that washed up into the boat launch ramp. It is currently in the middle of the Harbor Road turn around, not blocking access. This log is too large for pick-up truck transport. A dumpster will be needed for removal. The pieces are “loadable” with the community tractor.
- A few trees and branches were removed from community roads.
- Many thanks to Rich Vindler, Dane Hendrix, Warren Brown, and Fred Koblinski for their help removing trees!

Governing Documents Review Committee (Christine Valuckas)

Nothing to report.

Grass Mowing (Bob Resch)

Mowing continues as needed. A few notices have been sent regarding yards that have been neglected. Some have responded, some not at this point.

Harbor (Mike Klinger/Joe Greenfield)

Storm Debby put a hurting on our Dock, but it remains in place. A couple of boards were lost and there was some twisting. The biggest issue was that a piling was lifted from the harbor floor which in turned twisted the deck in a slight upward angle on the downriver side. This does not present a safety issue at the moment as the Dock seems very secure. No fittings or lag bolts came loose. Mike called Kingfisher Marine but has not received a call back. If Kingfisher does not respond in a timely fashion, Mike will investigate other avenues. A big thanks to Jim Carter and Rich Vindler for replacing the boards and clearing the ramp of debris the morning after the storm. Without our volunteers this type of effort would be a very costly venture for maintaining our facilities.

History (Bud Godby)

Nothing to report.

Legal (Justin Thomas)

The attorney Robert V. Jones (R.V.J.) has provided tireless and meticulous work representing CICA and the community as a whole. Upon R.V.J.’s upcoming retirement, Chesapeake Isle’s legal file will be transferred to Kelly Walla with the Walla Group at the recommendation of R.V.J. Justin plans to meet with Kelly attorney this week to discuss outstanding items.

Maintenance Equipment (Jim Carter)

Nothing to report.

Newsletter (Kim Schmidt)

The summer newsletter was completed and delivered as reported during the July Business Meeting. The July newsletter was in compliance with the 30-day requirement for the budget and Annual Business Meeting notice. The next newsletter publication is scheduled for October 2024. Kim has a new email address; all submissions should be sent to: kimberlyschmidt119@gmail.com. Lisa Schill has agreed to be Kim's director contact for Board requested submissions for the newsletter. Thank you, Lisa.

Nominating (Vicky Garvey)

Nothing to report.

Pavilion Rentals (Cindy Mistysyn)

The pavilion is reserved for the following dates:

August 17, 24, 31

September 7, 14, 21, 29

Roads (Dale Hayman and Jean Hulse-Hayman)

The Roads Committee has secured 3 proposals to address the mud slide area on Mason Lane north with one additional proposal coming. All four proposals will be presented at the September board meeting along with a recommendation. The committee requests that each board member visit the slide area prior to the September meeting to add clarity to the discussion.

Shoreline Erosion (Art Wood)

One of our new neighbors, Dave Hall, has volunteered to join the Shoreline Erosion committee as the grant and loan specialist. Dave has experience working with grants and loans and will be an asset to the committee.

Old Business

2024 Annual Meeting Prep

Important dates/information for Annual Meeting preparation (Sunday, August 25th)

7/13 – Janice developed a Dropbox folder and updated numerous documents with the new 2024 dates. Additional documents related to the meeting will be added by meeting planners and participants.

7/16 – Kim completed the summer CICA Newsletter containing the FY25 Proposed Budget that was also posted on the CICA website and distributed via email. Hard copies are being printed and will be sent by mail to community members that have not supplied email addresses to receive CICA information. The postings, emails, and mailings will meet the bylaw requirement for distribution of the proposed FY2025 budget 30 days prior to the Annual Meeting. Numerous messages communicating that there would be no Zoom option during the annual meeting were included.

7/20 – 7/24 – An email containing important Annual Meeting info, proxy voting deadlines, and CICA governing document covering the Proxy Voting Process will be sent out. Janice will develop an Annual Meeting section on the website to populate with documents, etc.

8/8 – Proxy voting request deadline. Christine Valuckas volunteered to work with Andrea Gilde to get the requested packets out in a timely manner.

8/10 – 8/13 – An email will be sent out containing important document links and reminder information. A one-page layout, similar to what was in the Newsletter, will be used to explain big ticket proposed budget items. This will also be posted on the CICA website and printed as a handout available during the meeting. The CICA website will be updated with final documents.

8/20 – August 20th Monthly Board Meeting – confirmation of volunteers conducting registration and vote tallying, etc.

8/25 – Annual Meeting

New Business:

None presented.

Announcement of next Board Meeting:

The next monthly Board Meeting is scheduled for Tuesday, September 17, 2024, at 6:30 pm.

***Adjournment:**

The meeting was adjourned at 7:34 pm.

Respectfully submitted,
Kyle Bottorff, CICA Board Secretary

*Voting Item

Record of Motions

Kim Schmidt moved to approve the agenda.
Justin Thomas seconded the motion.

Dane Hendrix moved to approve treasurer's reports
Kim Schmidt seconded the motion.

Kim Schmidt moved to adjourn.
Dane Hendrix seconded the motion.