

**CICA Board of Directors Meeting  
July 16, 2024  
6:30 pm via Zoom and Remote Access**

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

**Board members Absent** – Alice Moore, Bob Resch

**Community members / guests present** – David Berkeihiser, David Byler, Jim Carter, Polly Carter, Rich Crow, Denise Edmonds, Stu Edmonds, Andrea Gilde, Bud Godby, Jean Hulse-Hayman, 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 June 18, 2024, were approved by the Board, and were distributed on July 10<sup>th</sup>. The minutes were posted on the CICA web site on July 15<sup>th</sup> and were posted on the harbor bulletin board on July 14<sup>th</sup>.

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

The agenda was approved as presented by a hand vote.

**President's Report (Janice Beiter)**

**FY25 Budget Committee Report – 7/6** Janice uploaded to Dropbox the single page clean version of the FY25 Proposed Budget in preparation for the Annual Meeting. More Annual Meeting items were covered under Old Business.

**6/19** – As requested in June Board meeting, Janice forwarded the entire proposal from Site Studios, Inc. to Bob Resch for him to forward to appropriate parties along Mason Lane South.

**6/27** – Justin Thomas forwarded legal input from the CICA attorney pertaining to the email received from Jim Burns regarding the flooding of his basement where he mentioned getting a lawyer. The CICA lawyer's response was that CICA cannot be responsible for the weather and terrain or rolling hills where properties are located. The community has not made any changes to the water flow on Darrel Avenue since Jim purchased his home in 2020. Since the Board is empathetic to the increase in rain volume over the past few years, the Board is pursuing options to slow down the volume of water that is being conveyed through the pipe on Darrel. Updates are contained in the Roads Committee, Drainage subcommittee report.

**7/2** – Janice drafted an initial Bookkeeper Job Description based on numerous versions on Indeed and input from Christine Valuckas. Janice will be meeting with Andrea Gilde and Dane Hendrix on Thursday, July 18 to review the draft. The goal is to post the job description on Indeed and start the interview process over the month of August.

**7/6** – Janice received an email from a resident who is a veteran asking if the American flag at the pavilion could be lit up with lights daily (similar to Hart's church). Janice responded that cost would be minor but would need to take on the responsibility of researching the rules of flag care when raining/snowing, flying at half-mast, etc., as well as taking on the daily responsibility for caring for the flag. More research will be done followed by further discussion.

**7/8** – Bob Resch reached out to Janice requesting that we have the Roads Committee pursue what the requirements are for erecting a sign at the entrances to Mason Lane restricting the weight of delivery

trucks using Mason Lane to reduce wear on the road. The Roads Committee agreed to investigate it and update the Board next month.

**7/16** – Legal input was requested regarding the tree work that was done in the CICA ROW on the North end of Mason Lane without CICA approval. The tree trimming done by a licensed contractor was very aggressive and the Board would like to know if CICA has the right to compensation if the trimming leads to damage to the CICA ROW.

Janice thanked the large number of CICA volunteers that put on the highly successful and well attended June 28 Summer Social. Janice especially thanked the 4<sup>th</sup> of July event chair, Diana Hawley, and the many volunteers that contributed to the spectacular July 4<sup>th</sup> celebration!!

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

Treasurer Dane Hendrix presented the CICA Membership and the Community Maintenance (CM) Financial Reports as of June 30, 2024, for the twelfth month of the fiscal year which began July 1, 2023.

The June CICA Membership income was \$400.00 and expenses were \$3,195.59. Transfers totaling \$4,320.02 were made to the CICA Money Market and \$2,832.83 was transferred in from Community Maintenance. At the end of June, the checking account balance was \$19,047.26 and the reserve account balance was \$46,805.87 to give a total CICA asset balance of \$65,853.14.

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

- Equipment Replacement Fund (Restricted) - \$16,000.00
- Unrestricted Reserve - \$49,853.13

For the month of June, CM income was \$1,790.00, and expenses totaled \$15,696.49 and reserve transfers to the CM Money Market were \$50,750.00. At the end of June, the CM checking account balance was \$27,108.92 with \$262,270.51 in reserve to give a total CM assets balance of \$289,379.13.

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

- Equipment Replacement Fund (Restricted) - \$38,400.00 (includes July transfer)
- Roads and Erosion (Restricted) - \$24,650.00 (includes July transfer)
- Shoreline Erosion (Restricted) - \$135,852.58 (includes July transfer)
- Unrestricted Reserve - \$90,476.85

### **Community Comments**

Lisa Schill commented that 50 community members have signed a petition she drafted requesting that the path leading from the old parking lot to the lighthouse in Elk Neck State Park not be closed as part of the new entrance road and parking lot Park project. Lisa will seek additional signatures from CICA residents and asks that interested community members be directed to her.

David Berkehiser commented via an email (read aloud during the Board meeting) on observations he had made regarding factors contributing to the erosion at the south end of the harbor. In addition to tide and wave action, he noted that driftwood appeared to act as battering rams when the waves drove it into the shore. Dave asked if the proposed living shoreline would address this action and asked how he would find more details on the proposed project. Janice Beiter put David in contact with Rich Vindler who serves on the Shoreline Erosion committee and forwarded pictures of examples of living shorelines, which suggest his concerns would be addressed utilizing a living shoreline. Additionally, David was encouraged to click on the link about living shorelines in the July 2024 newsletter to find more information about the use of living shorelines in MD.

## **Committee Reports**

### **Architectural Review (ARC) (Mike Beiter)**

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

#### **Lot L5 High property located at 31 Racine: New Construction - Pole Barn**

ARC reviewed plans to construct a new pole barn on the existing parking pad. The project was given conditional approval pending an approved county building permit.

### **Correction from June Report**

In the June report there was an error which stated that the Robert Worrall project was located at Lot D18. The correct lot listing should be D7.

### **Beach Committee (Jim Carter)**

Twelve tons of sand was received for replenishment of the volleyball court and playground. Thanks to Diana Hawley, Joe Greenfield, Vicki Garvey and especially Reagan Michaud for their help with this project.

The Beach area clean up and 4<sup>th</sup> of July event set up on July 3 went very well with 34 volunteers turning out to make short work of the needed projects.

The Shoreline Erosion Committee has received approval from the Cecil County Permits and Inspections Division (CCPID) to plant a replacement tree for the one recently removed near the Harbor, at the Beach. The tree will be planted in the fall in the same location as the sycamore which died at the Beach a few years ago. CCPID requires the replacement tree to be planted within the 100-foot "buffer zone" next to the Elk River.

### **CERT Committee (Kathy Kempski)**

All 2024 CPR AED certification cards have been issued. If you signed up for CPR AED certification and participated in the class last spring, you should have received an email from Heart.org with a short survey and instructions to access your electronic certification. If you have not, please contact Kathy Kempski and let her know.

### **Community Affairs (Polly Carter, Kim Vindler)**

Nothing to report.

### **Membership (Karen Dryden)**

#### **2023 MEMBERSHIP:**

**290** Lot owners have paid their Maintenance Fees in full (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:**

**281** Lot owners have paid their maintenance fees (includes double lot owners) (87.3%)

Plus (3) Mason Lane owners

Plus (4) Partial payments

**203** Of those paid have joined the CICA (72.2%)

- Membership invoices for 2024 were sent out November 25, 2023
- 115 Second Invoices were sent on February 15, 2024
- 27 Third Invoices were 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:
  - A reminder about the Fourth of July celebration and the Beach Clean Up/Event Setup on July 3 was sent to 440 recipients (Chesapeake Isle distribution list) on June 27, 2024.
  - A final reminder with details about the July 4th event as well as information about the set up (on July 3) was sent to 441 recipients (Chesapeake Isle distribution) on July 2, 2024.
  - The Summer 2024 newsletter was sent to 438 recipients (Newsletter distribution list) on July 16, 2024. The FY25 proposed budgets for both community maintenance and CICA membership were included in the newsletter.
- **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.

**Fourth of July (Diana Hawley & Andrea Gilde)**

The 4th of July celebration was a great success! Thanks to the many volunteers, sponsors, and attendees for another successful event. A detailed report of the activities will be published in the upcoming newsletter. The net proceeds from the 2024 event were \$2,706.51

**General Maintenance / Erosion (Jim Carter)**

Nothing to report.

**Governing Documents Review Committee (Christine Valuckas)**

Nothing to report.

**Grass Mowing (Vacant, Bob Resch acting chair)**

Nothing to report.

**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)**

Nothing to report.

### **Newsletter (Kim Schmidt)**

The Summer 2024 newsletter was electronically emailed and posted on the website on July 16. The paper copies will be put in the mail tomorrow. This publication includes FY25 Budget information and meets the 30-day reporting requirement for the Annual Meeting scheduled for Sunday, August 25, 2024. Special thanks to Andrea Gilde, Janice Beiter and Diana Hawley for production and distribution help. Please take some time to read the newsletter as it contains very important community news.

The newsletter committee is considering ending paper copy delivery. The cost and added labor that are involved in producing a paper copy delivery present many challenges. This is an item for consideration only at this point. Right now, we have about 23 paper copy recipients. As properties transfer, we are only offering e-delivery.

Kim will end her second term in August 2024. Being a Board Member has allowed her to hear the monthly issues to help generate an important resource for the community. Kim asks that one continuing Board member serve as her point person. She can share a google doc or the volunteer can simply keep a running list of items the Board would like included in the next publication. If you are interested in serving in this capacity, please reach out.

### **Nominating (Vicky Garvey)**

Vicky thanks four of our neighbors who have volunteered to serve on the Board for the term beginning September 2024. Their willingness to serve is greatly appreciated.

- Rich Crowe (first 3-yr term)
- Candy Wallace (first 3-yr term)
- Janice Beiter (second 3-yr term)
- Dane Hendrix (second 3-yr term)

### **Pavilion Rentals (Cindy Mistysyn)**

The pavilion is reserved for the following dates:

- July 13, 21, 27
- August 3, 10, 11, 17, 24, 31
- September 7, 14, 15, 21

### **Roads (Dale Hayman and Jean Hulse-Hayman)**

In the past two months, the Roads Committee has submitted the following relative to work needed on Mason Lane;

- (1) three cost estimates,
- (2) two separate construction design proposals from landscape architects, one for the north Mason Lane roadbed and one for the north Mason Lane hillside erosion and slide area,
- (3) and a proposal from the owner of the road construction company S&M paving who completed the road project on Mason Lane back in 2015.

The committee continues to search for other licensed, knowledgeable, experienced contractors to provide proposals for the north Mason Lane hillside erosion and slide area. The committee is also pursuing the option of using a less experienced contractor to complete the needed work under the guidance of a plan provided by a Landscape Architect. One proposal from an architectural firm to provide such a plan has been secured. The first proposal received from a licensed, knowledgeable, and experienced contractor utilizes a Filtrexx erosion control sock product, identical to the product installed on the hillside of Mason Lane north in 2015 that is still functioning. The contractor has completed numerous other erosion control projects. The contractor is Schmidt Home Services of 2193 Stewart Drive, Fallston, MD 21047 (Jason Schmidt, MHIC 153607, 410-808-5218). The proposal submitted July 9, 2024, by Schmidt Home Services follows.

### **Mason Lane Project**

#### Greenloxx Project 1 - \$17,702

The **developing slide area** on the slope on Mason Lane will have the Greenloxx system installed to stabilize the slope. The vegetation in this area will be cut to ground level to allow the components of the Greenloxx system to be installed. The system will be installed according to Filtrexx instructions. The area will be cleared of all debris when the system has been installed.

#### Greenloxx Project 2 - \$29,452

The **main slide area** on the slope on Mason Lane will be treated as described for the developing slide area.

#### Grosoxx - \$2,159

Grosoxx sections will be installed above both Greenloxx projects to help slow runoff coming down the hill toward Mason Lane (vegetation will grow from the Grosoxx into the hill). The Grosoxx sections are 8"x3' and will be staked into the hill with wooden stakes. The Grosoxx will need to be watered after they are installed. This project has been recommended to take place in late summer to early fall when conditions will best promote the vegetation growth. A seed mixture will need to be chosen to be added into the Grosoxx. Sediment control devices will be used during the installation of the Greenloxx systems. There will need to be a meeting with Cecil County to put a Buffer Plan together. This project falls within the 1000-ft critical zone of the Bay. There will be additional costs associated with the Buffer Plan once it has been established through the County. Prices are subject to change based on shipping and manufacturer increases.

### **Current proposals at a glance (further proposals in progress).**

#### Roadbed (Eric Sturm, RL Architect proposal)

- Mason Lane north roadbed architecture designed construction plan and project management - \$4,300 to \$5,050
- Mason Lane north roadbed contractor construction completion- \$10,980

#### Hillside slide and erosion

- Mason Lane north hillside erosion architecture designed bank stabilization installation details- \$3,510
- Mason Lane north hillside slide area contractor installation completion -  
Erosion top half of hillside (developing slide area) \$17,702  
Existing slide area- \$29,452  
Rainfall runoff slowdown both areas- \$2,159  
Cecil County Buffer Plan - \$TBD

After significant discussion regarding the two major Mason Lane North issues (the mudslide area and the roadbed area), the Board has asked for the Roads Committee to pursue and compare comprehensive proposals and come back to the Board with a recommendation and reasoning.

### **ROW - Drainage/Tree – Sub-Committee (reported by Janice Beiter)**

#### **ROW Drainage:**

Rich Vindler, Mike Beiter and Janice met with Dennis Reynolds Excavating on Friday, July 12 to develop quotes on numerous areas.

**1) Mason Lane (South) Drainage Project** - Bob Resch met with his two neighbors along bayside of Mason to split costs associated with developing a swale with piping underneath driveways/parking area and requested Dennis Reynold's information from Janice. Janice told him that she needed to meet with Dennis for other areas and since Bob was headed out of town for a month that she would request the quote. Dennis reviewed the overall areas and did not feel that we should pursue a swale on that side due to all the utility items involved plus piping, soil disturbance, etc. He did not feel that developing a paved bump curb along that side of Mason would be effective. He felt that the water conveyance issues around the back of the shed on the Naumovich property needed to be addressed. This includes addressing the existing swale along Mason plus increasing the size of the culvert under the Parrott driveway. If there is runoff onto Mason at that end, it will fall across the road into a more defined swale after Orr's driveway. Janice requested that the quote be split into two separate costs: (a) privately owned property areas and (b) community owned ROW areas - existing swales/culverts. We are awaiting a bid from Dennis on this work.

A quote from Jason Schmidt was received to develop a dry riverbed behind the shed down to the culvert under Naumovich driveway for \$2,349. Developing a berm or using GroSoxx tubes to steer the water toward the riverbed would be a separate cost.

**2) Darrel/Bennett drainage project** – A quote was received from Jason Schmidt, who felt that raising the drain would slow down the water to create a small water retention area so that more water could be absorbed in the existing swale on that side of Darrel prior to the water entering the pipe. His price to raise the drain was \$675. He also mentioned that we could add a GroSoxx area around the drain to absorb more water as a next step.

Dennis Reynolds will be providing a quote to raise the drain as a competitive bid.

**3) 107 Rolling Avenue Drainage Ditch** - Dennis Reynolds will be providing a quote to fill in the drainage ditch that has developed into a large area.

**4) Rolling Avenue Strickland Area - swale/culvert areas** – A request was made for Dennis to submit a quote for removing an outdated culvert, increase the pipe size of the culvert under the driveway, clear out the overgrown swale, and identify the hidden culvert location at 140 Rolling.

#### **ROW Trees:**

Rich Vindler and Janice met with Scott Cullen (Licensed Tree Expert) on Thursday, July 11 to develop quotes on numerous areas.

**1) 79 Racine Road Tree hit by lightning** – The tree was hit by lightning in one of the storms a couple of weeks ago. A significantly sized limb fell on Wednesday, July 10<sup>th</sup>. A quote was received for \$900 from Scott on Thursday. The Board officers agreed that work should proceed and the work was done on Sunday, July 14.

**2) 192 Rolling Avenue Tree** – General pruning is needed to remove dead wood from numerous trees in the ROW. Scott quoted us \$600 and it will require a bucket truck to get the work done.

**3) Caldwell Road Bamboo Removal in drainage area** – Scott provided a quote to remove bamboo back 15' to the property line including excavating the roots for \$4,600.

Dennis Reynolds will provide a quote for this work as well.

**4) Mason Lane (north side) mudslide area** – Scott Cullen said that he would be interested in quoting on this area as well.

**Shoreline Erosion (Art Wood)**

Shoreline trimming for 2024 is completed.

**Old Business**

**2024 Annual Meeting Prep**

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

**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 20<sup>th</sup> 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, August 20, 2024, at 6:30 pm.

**\*Adjournment:**

The meeting was adjourned at 8:24 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 pending noted corrections.  
Kim Schmidt seconded the motion.

(Note: The corrected CM and CICA TR will be included with the DRAFT meeting minutes. Approvals of the DRAFT minutes includes approvals for the corrected TRs)

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