

**CICA Board of Directors Meeting
September 17, 2024
6:30 pm via Zoom and Remote Access**

Board Members Present – Janice Beiter, Kyle Bottorff, Rich Crowe, Dane Hendrix, Alice Moore, Bob Resch, Julie Rosario, Lisa Schill, Justin Thomas, Rich Vindler, and Candy Wallace

Board members Absent – Lori Hill

Community members / guests present – Mike Beiter, Jim Carter, Polly Carter, Dale Hayman, Jean Hulse-Hayman, Kathy Kempfski, Babs Manges, Jim Parrot, 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 regular monthly Board Meetings held July 16, 2024, and August 20, 2024, and the special Board meeting held August 25, 2024, to elect officers were approved by the Board, and were distributed on September 16th. The minutes were posted on the CICA web site on September 16th and will be posted on the harbor bulletin board in the near future.

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

The agenda was approved as presented by a hand vote.

President's Report (Janice Beiter)

FY25 Budget Committee Report: Both the CM and CICA proposed budgets were approved during the annual meeting. Janice will be removing this topic from the President's Report until next spring.

8/25 – The annual meeting was a success and the weather cooperated! Janice thanked everyone that helped with the meeting setup, the social after the meeting, the registration, and vote counting. Janice is looking forward to a productive year ahead. Post registration, Lisa Schill and Rich Crowe gathered information regarding contact information updates and trash company information. They have developed a team to try to reduce the number of trash vendors that we use in the neighborhood to reduce wear and tear on the roads. Rich has done some fantastic homework on our current community usage by surveying the community. The Roads Committee also discussed approaching just the Mason Lane owners to reduce the traffic on that road. This will be a topic of discussion next month.

9/12 – A bookkeeper, Janice Raine, was hired, and she will be starting in mid-October.

9/13 – Janice met with the team that has been working on our Roads/Drainage/Trees to discuss progress and next steps and direction for the multiple projects. Updates were provided during the committee reports.

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

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

The August CICA Membership income was \$150.00, and expenses were \$1,519.67. At the end of August, the checking account balance was \$16,693.31 and the reserve account balance was \$46,874.73, of which \$16,000.00 were restricted (Equipment Replacement), resulting in a total asset balance of \$63,568.04.

For the month of August, CM income was \$720.00, and expenses totaled \$2,222.70. At the end of August, the CM checking account balance was \$24,185.88. The reserve balance was \$270,242.39 to provide a total CM assets balance of \$294,428.27. The restricted reserve account balances within the reserve were;

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

Community Comments

None submitted.

Committee Reports

Architectural Review (ARC) (Mike Beiter)

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

- Plans were submitted for a new deck at 85 Bennett Ave. (Lot C-31, Kevin Sullivan) to be constructed at the rear of the house. There are no setback issues. The project was given conditional approval pending a Cecil County building permit.
- Plans were submitted for a new carport at 12 Darrel Road (Lot C-12, Tim/Kim Schmidt) adjacent to the existing garage to protect their boat. The new structure is within the allowable setback and is approved pending county permit approval.
- Plans were submitted for the construction of an additional floor on the existing home at 5079 Turkey Point Rd (Lot I-05, Hollis Zane) and within the existing footprint. The project was given conditional approval pending county building permit approval. A second phase in the home renovation would include the construction of an attached garage. The residents have petitioned for a zoning variance to provide 17 feet of relief against the front building setback and this notice is posted at the front of the property. This is scheduled for the September 23 County zoning meeting where the public would have the right to attend and comment. ARC is currently awaiting the construction plans and site plans to review this phase.

Beach Committee (Jim Carter)

- Jim, Mike Beiter, and Rich Vindler fabricated and installed a display rail at the pavilion to exhibit Chesapeake Isle historical documents and drawings. Bud Godby will populate the rail and rotate the displays to keep it fresh, interesting, and informative.
- Jim will be purchasing a replacement tree for the beach through Christi Michaud. The tree was required by the Maryland Department of Environment for the tree that was cut down near the Harbor.
- Jim will keep the bathrooms open until after the Halloween party.
- The swim platforms will be pulled in the next few weeks and stored alongside the Pavilion.
- The Fall Clean Up Day is October 19! Joe Greenfield has applied for a Landfill Waiver and will arrange for a dumpster to be on site for disposing of driftwood from the Beach and Harbor.
- **Note to all Pavilion key holders:** The Pavilion was found UNLOCKED on Wednesday morning, 9/4/24. The left-hand door was not fully closed. Neither of the locks were engaged with their strike plates and were easily pushed open. The deadbolt was extended only about 1/4" rather than the normal 1". If one cannot *close and lock the door* from the outside, please re-enter the Pavilion, close and lock this door from the inside and then exit using the right-hand door which

closes and locks easily from the outside. Please push on the doors after locking to assure they are locked!

CERT Committee (Kathy Kempski)

Nothing to report.

Community Affairs (Polly Carter, Kim Vindler)

Kim and Polly met with Jon and Armelys Snively of 69 Mowbray Lane (N-07) on September 14. They are a young family with two small boys and will be a great new addition to the neighborhood.

Membership (Karen Dryden)

Nothing new to report since the August report.

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 sent the following emails on behalf of the Board since the last Board meeting:
 - A final reminder with all final documentation for the Annual Meeting was sent to 439 recipients (Chesapeake Isle distribution list) on August 23, 2024.
 - An email with informational highlights from the Annual Meeting and reminders for upcoming events was sent to 439 recipients (Chesapeake Isle distribution list) on August 29, 2024. This email also included information about the upcoming Chili Cook-off.
 - Details and a reminder about the Chili Cookoff/Man and Woman of the Year was sent to 436 recipients (Hot Topics distribution list) on September 13, 2024.
- **Chesapeake Isle Dropbox:** All-important community-related documents will continue to be uploaded into the appropriate Dropbox folders for long-term community reference.
- **Incoming emails:** 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)

- **MAN & WOMAN OF THE YEAR:** Both of the individual awards and the large wall plaque are ready for presentation during the Chili Cook-Off on September 28. (Jim Carter).
- **Chili Cook-off (Family Event!)** SATURDAY, SEPTEMBER 28, 4:00-7:00pm at the pavilion

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)

Bob Resch welcomed Bob Marsh on board as the primary mower for the community. Bob has been doing it now for a little more than 3 weeks and has done a great job! The area around both signs at the north end of the community has been trimmed and looks very nice! Thanks to the Schmidt's for providing the lead to reach out to Bob. One final payment was received for mowing a yard that has been sporadically mowed since early in the season. This brings total income from mowing to \$7,925 for 2024. The mowing committee plans to increase the wages for the mowers to better reflect the market rate and retain personnel. The budget has room for an increase.

Harbor (Mike Klinger/Jenn and Joe Greenfield)

A chain that surrounds a piling on Fishing pier broke which led to the gangway falling into the water. Thanks to timely communication from community members and excellent help from Rich Vindler, Aaron Klinger, and Dave Berkeihiser, we were able to avoid any major financial impact or community member injury. The gangway was removed from the water and the chains replaced. Bud Godby utilized a magnet to fish out the missing hardware from below the pier that was lost when the chain broke. Without the help of community members reaching out and lending a hand we would not be able to ensure the harbor is safe and in good working order. Mike thanks all who helped with this repair and to all the community members that make this a wonderful place to live.

There have been some complaints regarding people coming to the harbor and allowing unattended dogs to roam freely when other dogs and people are in their vicinity, and not cleaning up after the dogs. Owners should always be in control of their dog, especially in communal areas like the harbor. Dogs off leash while swimming is permitted and encouraged.

History (Bud Godby)

Bud has worked with Jim Carter on a way to display some of the various Chesapeake Isle History memorabilia in the pavilion. There are many interesting maps, photos and items of interest stored in the pavilion closet, otherwise hidden away collecting dust. The idea is to rotate the items on display periodically.

Part 4 of the history of Chesapeake Isle is complete and ready to be published in *The Isle* fall Newsletter. This period of time (1800 to 1874) is when the Paca family owned the plantation here. There will be an interesting read about Julianna Paca, the largest slave holder in Cecil County and the last to let them go.

Legal (Justin Thomas)

Nothing to report.

Maintenance Equipment (Jim Carter)

Andrea Johns donated a 4-cycle, Craftsman string trimmer to the community. The trimmer had not been used for an extended period before it was donated, but Jim was able to service it and get it running smoothly. On Rich Vindler's suggestion, a hedge trimmer attachment for the trimmer was ordered, installed, and tested on the phragmites growing in the Harbor swale with great success! If the reeds are trimmed on an "as needed" schedule, we expect to avoid having to rent, transport, and wrestle with a large brush mower to clear the swale periodically. The trimmer can also be used to cut the ornamental grasses at the Harbor and Beach areas. The trimmer will be stored, with its fuel and crankcase oil supplies, in the small brown shed alongside the Community equipment garage. This will put both small 4-cycle engines and fuel in the same storage area to avoid mixing up fuel types which

would cause catastrophic engine failure in the 2-cycle backpack blower and string trimmer used by the grass cutting crews.

Newsletter (Kim Schmidt)

The next newsletter is scheduled for publication in October. All articles, pictures, business advertisements, and classifieds should be submitted to Kim by October 1, 2024. Distribution scheduled for mid-October. Please note that Kim has a new email: kimberlyschmidt119@gmail.com.

Nominating (Vicky Garvey)

Nothing to report.

Pavilion Rentals (Cindy Mistysyn)

The pavilion is reserved for the following dates: September 14, 21, 29

Roads (Dale Hayman and Jean Hulse-Hayman)

Stabilizing the mudslide area on the north end of Mason Lane is the priority for both the Roads Committee and the Drainage Group. A proposal is forthcoming from a contractor with a different approach to solving the issue than using Filtrex grow socks. Once received and reviewed, a recommendation will be presented to the HOA Board concerning the path forward to stabilization. At this time, the cost involved in completing this project is unknown, but it will be significant. The Roads Committee will not entertain any other projects that utilize the Roads budget until a solution with a price point for the slide area is secured.

The roadbed at the **north end of Mason Lane** seems to be continuing to sag further. At some point, a vehicle hit most of the bollards protecting the edge of the road. Out of the abundance of caution, the Roads Committee **will install signs which prohibit vehicles on this portion of the road**, until the road has been fixed. After the road has been fixed, a weight limit will be placed on vehicles using that portion of the road. **There is a concern that a heavily loaded trash truck could collapse the road which could result in disastrous consequences for the driver and the roadbed.**

The Roads Committee is also working on getting the three neighborhood road aprons that were missed during the state paving of RT 272 completed (Caldwell Road north, Mason Lane north, Basin Lane).

ROW- Drainage and Tree Roads Sub-Committee (reported by Janice Beiter)

1) Mason Lane (South) Drainage Project:

- Bob Resch reached out to Dennis Reynolds to get Miss Utility out to mark the utility lines. Then Bob met with Dennis to develop a quote based on his latest thoughts on the west side of Mason Lane. Mike and Janice met with Bob to review the idea of developing a berm from fence line/around his parking area all the way over to the Kelly's driveway next door, followed by installation of culvert (possibly grated on top) under both driveways to get water over to existing swale. Bob is awaiting a quote from Dennis.
- We are still awaiting a quote from Mark Hudson regarding the opposite side of the street.
- Janice received an email from the state regarding the tree removal required for drainage replacement at the intersection of Mason Lane and TPR. Janice met with owners at 168 Mason to determine the species and location for a new replacement tree required for obtaining a permit. Janice sent the state the owner's 1st choice is to replace the dead tree in the state's TPR ROW and a 2nd choice location as well. The state is hoping for tree work in October and is

targeting full drainage replacement in the existing drain locations during November. They will be putting a manhole cover where the two drains intersect for access at the junction.

2) Darrel/Bennett drainage project – Our team met on 9/13 and decided to proceed with a \$600.00 quote from Reynolds to raise the Darrell drain by 8” to reduce the amount of water going into the pipe.

3) 107 Rolling Avenue Drainage Ditch - Our team met on 9/13 and decided to proceed with a \$750.00 quote from Reynolds to fix the erosion ditch, seed, and stabilize area.

4) Rolling Avenue Strickland Area - swale/culvert areas – A quote was received from Dennis for \$3,750.00 to remove an outdated culvert, install a larger pipe under the driveway, clear out the overgrown swale, and identify hidden culvert locations at 140 Rolling. This project has been put on hold due to other priorities.

ROW Trees:

1) 192 Rolling Tree – It will require a bucket truck to get the dead limbs off so needs to coordinate with other work that requires a bucket truck.

2) Caldwell Road Bamboo Removal in drainage area – More observation during some heavy rainfalls will be conducted to determine the best path forward and to determine if there is a blockage in drainpipe. A bid of \$2,500.00 to remove bamboo down to base and back 15’ has been received. We may look at doing the work using volunteers.

Shoreline Erosion (Art Wood)

Proposed shoreline erosion mitigation project - Living Shoreline

- After the annual meeting, Alice Moore identified Underwood and Assoc., another company that might be able to provide an estimate for the shoreline project.
- Art Wood and Rich Vindler were in contact with Underwood and went to Havre De Grace to review a shoreline project done by Underwood on the Susquehanna River – The Water Street living shoreline. After reviewing the site, they believed that this type of shoreline would not protect our shoreline from the heavy commercial traffic on the Elk River. There is little commercial traffic at the Water Street site.
- Underwood provided an estimate for a design for the shoreline of \$31,468 and a general estimate for the project construction of \$300, 000 - \$500,000.
- The Shoreline Erosion Committee is recommending that the Board approve the Kingfisher Construction proposal for the shoreline erosion project.
- Committee members continue to investigate getting grants for our living shoreline, with help from David Hall.

Old Business

None.

New Business:

- *Living Shoreline Project (Rich Vindler)

The need for a project to address erosion occurring along the Harbor shoreline was outlined for the community during the August 25, 2024, Annual meeting and in the most recent CI newsletter. Funding for the project was included in the FY2025 CM budget which was approved during the Annual meeting. The Shoreline Erosion Committee contacted four vendors requesting proposals for constructing a Living Shoreline per regulatory requirements along 250 linear ft of the harbor shoreline to address the ongoing erosion taking place. Two of the vendors provided detailed proposals including estimated costs. Alice Moore researched and contacted an additional vendor that provided a minimum and maximum cost for the project as well as examples of previous living shoreline projects they had completed. The proposals

were provided to Board members in advance of the September board meeting. Answers to questions submitted by board members via email were also provided in advance of the meeting. The Shoreline Erosion Committee recommended Kingfisher as the vendor to award the project and provided their reasoning (e.g., cost, reputation, other work in the area, proximity of the vendor, time to complete the project). A motion was made and seconded to award the project to Kingfisher. The motion passed by a vote of 10-1 using a roll call vote, with one board member absent.

Announcement of next Board Meeting:

The next monthly Board Meeting is scheduled for Tuesday, October 15, 2024, at 6:30 pm via Zoom.

***Adjournment:**

The meeting was adjourned at 8:35 pm.

Respectfully submitted,
Kyle Bottorff, CICA Board Secretary

*Voting Item

Record of Motions

Dane Hendrix moved to approve the agenda.
Justin Thomas seconded the motion.

Rich Vindler moved to approve treasurer's reports.
Lisa Schill seconded the motion.

Bob Resch moved to award the Living Shoreline construction project to Kingfisher.
Rich Vindler seconded the motion.

Dane Hendrix moved to adjourn.
Candy Wallace seconded the motion.