

**CICA Board of Directors Meeting
October 15, 2024
6:30 pm via Zoom and Remote Access**

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

Board members Absent – Julie Rosario, Rich Vindler

Community members / guests present – Mike Beiter, Jim Carter, Karen Dryden, Kathy Kempfski, Babs Manges.

Pledge of Allegiance

The meeting was called to order at 6:30 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 September 17, 2024, were approved by the Board, and were distributed on October 2nd. The minutes were posted on the web site on October 3^d and at the harbor bulletin board on October 13th.

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

The agenda was approved as presented by a hand vote.

President's Report (Janice Beiter)

9/28 – Tammy Martin sent an email to the officers and Sue Seeley (Event Chair) informing us that she will be resigning as chair of the Annual House Decorating Competition. Thankfully, she will continue as chair through this year's competition, but this will be her last year. She has done such a wonderful job and been doing it for so long that Janice felt CICA has not expressed appreciation of her efforts enough over the years. This competition motivates the community to elevate their decorating efforts and brings so much joy to people as they are driving throughout the community during the holiday season. CICA cannot thank you enough, Tammy, for all the joy your efforts have brought to this community over the years!

9/28 – Janice asked Lori Hill to be the board member contact and update us for the Events Committee section for the committee reports each month. Thank you for helping us out, Lori!

10/1 – A wall-hung mailbox was installed below the AED machine at the pavilion this past weekend by Jim Carter. This will serve as an option to drop off administrative related items instead of dropping them off at Andrea's house or having to send items through USPS. It will be checked once a week. This is part of the effort to get all the bookkeeping related items off Andrea Gilde's plate and onto our new bookkeeper's plate. The new bookkeeper will be starting on October 28th.

10/10 – The Chesapeake Isle Secretary email received an email from Rob Martin questioning the Mason Lane Road closure and concerned about communicating with North East Fire Department for emergency situations. Rob went ahead and reached out to the Chief of NEFD and the Chief said that he would like to come out and see if he needs to update their maps. Jean had reported that the county said that the CICA roads were under CICA domain and they would not be providing road closure guidance/signs. The road closure signs were ordered and received. The Roads Committee has received a proposal to repair the mudslide area with a more permanent gabion basket approach at a reasonable price. This will be reviewed with the Maynard's, whose property lies above the mudslide area and then the owners on Mason Lane will be informed of the approach to address the mudslide area and road closure.

10/14 – Janice received emails from three people that another Gift Card Scam email had been sent out using my name but from a different email. Janice sent an email to all board members and committee chairs to NOT RESPOND to any emails requesting money/gift card transactions.

A host is needed for the annual Wine and Cheese event. Please contact Janice Beiter or Karen Dryden if you would be willing to host the event.

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

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

The August CICA Membership income was \$450.00, and expenses were \$637.75. At the end of September, the checking account balance was \$16,461.34 and the reserve account balance was \$46,911.07, of which \$16,000.00 were restricted (Equipment Replacement), resulting in a total asset balance of \$63,372.41.

For the month of September, CM income was \$5,109.56, and expenses totaled \$627.24. At the end of September, the CM checking account balance was \$28,668.20. The reserve balance was \$272,353.43 to provide a total CM assets balance of \$301,021.63. 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 offered.

Committee Reports

Architectural Review (ARC) (Mike Beiter)

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

Lot V-15A – James Gruzs – 88 Caldwell – New fence

James Gruzs submitted plans for a 3-1/2-foot-high picket-style fence in the rear yard to contain his dog. ARC reviewed and approved the request. No county permit is required.

Lot Q-10 – Ed & Michele Forde – 5353 Turkey Point Rd – New shed

The Fordes submitted a request to build a new 16’ x 32’ structure at the rear of the lot, which would be a combination storage shed and enclosed entertaining center. They have an approved Cecil County building permit. ARC reviewed and approved the project.

Lot H-11 – Mary Knarr – 63 Arden – Roof-mounted solar panels

ARC reviewed plans for roof-mounted solar panels to be installed on the roof. The panels will be flush mounted, non-tilting, and cannot extend above or beyond the profile of the existing roof line. Project approved pending county permits.

Lot I-05 – Hollis Zane – 5079 Turkey Point Rd -- Project update

Mr. Zane was previously granted conditional approval to construct a second story onto the existing home and within the existing footprint. In preparation for a second phase to his home renovations, he appeared before the Cecil County Planning Board to request a variance to allow construction of an attached garage that would be in violation of both county and CICA setbacks. The county did not

approve the variance during the hearing but allowed for later consideration of the variance if Mr. Zane is able to get approval from the other county departments, including sewer and water. There are complications regarding the location of the existing septic and drain-field that need to be worked out. He has not yet petitioned ARC for this second phase of the home renovations.

Beach Committee (Jim Carter)

Following the Chili Cook-Off, Kim and Rich Vindler cleaned the floor in the Pavilion and it looks great!

The swim platforms were pulled and moved to winter storage alongside of the pavilion by Mike Beiter, Fred Kobylinski, Rich Vindler and Jim.

One platform, plus roughly a quarter of the second platform were pressure washed before a mechanical failure of the washer pump stopped the cleaning operation. The remaining platform will require the use of higher pressure using a gasoline powered pressure washer to get it clean. If anyone has a suitable pressure washer, let Jim know and/or volunteer to finish the job.

The swim area boundary floats will be pulled later this week.

Christy Michaud has arranged for CICA to purchase a black gum tree from Holly Hill Farms using her professional discount. The tree will be planted at the Beach. Christy also provided a special tree transport tarp and sage advice as to the early care and feeding of this tree. Thanks to Christy for her help with this project! This is the tree which CICA is required to plant inside of the 110' Bay Buffer Zone to replace the tree which was removed earlier this year near the Harbor.

Janice provided a new mailbox for submissions to our new bookkeeper. This box is installed below the AED cabinet on the exterior of the Pavilion.

Jim reported that one or more persons have been dumping yard waste on the CICA property behind the storage shed. All CICA residents are reminded that dumping refuse on CICA property is **NOT ALLOWED**.

CERT (Kathy Kempski)

Nothing to report.

Community Affairs (Polly Carter)

Kim and Polly met with Cathy and Jim Gruzs, 88 Caldwell Rd., on 9/21. They will be full time residents.

On 9/16 Polly sent out a Welcome letter to John and Hannah Hickey of 288 Rollin Road. Polly has not heard from them yet and will follow up by the end of the month.

Membership (Karen Dryden)

2023 MEMBERSHIP:

293 Lot owners have paid their Maintenance Fees for 2023 (includes double lot owners) (91.0%)

Plus 2 Mason Lane owners and 2 partial payments

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

2024 MEMBERSHIP:

281 Lot owners have paid their Maintenance Fees for 2024 (includes double lot owners) (87.3%)

Plus 5 Mason Lane owners and 6 partial Payments

202 Of those paid have joined the CICA (71.9%)

- 2024 Invoices were sent out November 25, 2023
- (115) Second Invoices were sent on February 15, 2024
- (27) Third Invoices will be sent out June 25, 2024
- 2025 Invoices will be sent mid-November 2024
- (41) Shuffleboard Keys 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 sent the following emails on behalf of the Board since the last Board meeting:
 - A final reminder about the Chili Cook off/Man and Woman of the Year was sent to 436 recipients (Hot Topics distribution list) on September 26, 2024.
 - The Fall/October 2024 newsletter was sent to 437 recipients (Newsletter distribution list) on October 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.
- **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 Chili Cook-Off was a great success. There were 9 chefs and about 60 people attending. A profit of \$114 (after expenses) was made from the 50/50 which will go back to CICA for future events. Big thanks to Jim and Polly Carter for their countless hours organizing, preparing, and leading the event. Barry Garvey retained his title for the second year in a row as 1st place chili cook-off chef! Second place went to Jim Carter, while third place was a 3-way tie between Kyle Bottorff, Adam Fair, and Lori Abel-Scott. The well-deserved man and woman of the year awards were presented to Mike Klinger and Vickie Garvey by Kim Schmidt who provided fun and interesting tidbits about both. The 50/50 raffle was split with winner Brian Clare, bringing \$150 to CICA for future events. Thank you to the volunteers who showed up early to help set up and stayed late to help clean up and to residents who brought delicious appetizers, side dishes, and desserts.

The CICA Cleanup day will be held on Saturday October 19th and the traditional children’s Halloween, parade, party, and trick or treating will occur on Saturday, October 26th. See the fall newsletter for details.

The committee is seeking a host for the annual Wine and Cheese event. Please contact Janice Beiter or Karen Dryden if you would be willing to host the event (submitted by **Lori Hill**).

Fourth of July (Diana Hawley & Andrea Gilde)

Nothing to report.

General Maintenance / Erosion (Jim Carter & Bill Wood)

Nothing to report.

Governing Documents Review Committee (Christine Valuckas)

Nothing to report.

Grass Mowing (Bob Resch)

Nothing to report.

Harbor (Mike Klinger/Joe Greenfield)

There was damage the other weekend to the dock brackets that had been fixed a couple of times over the last couple of years. The replacement cost will be determined for the 2025 season. A special thank you to Mike and Dave Berkheiser for their notification and help in rebuilding one of the old brackets. B and B Pile driving will fix the main pier in a few weeks, once their equipment has been fixed and their schedule allows.

The harbor will be closed for a workday on 10/26. A blast email will be sent out later this month to remind those with moorings and boats. (Mike Klinger)

The CICA fall cleanup day will occur at the Harbor and Beach on Saturday, October 19. A Rolloff will be delivered Thursday for collection of marine debris from both the Beach and Harbor, as well as vegetation around the racks. Thanks again to the Cecil County Landfill management for granting CICA a 100% landfill waiver! Thanks to WasteMasters for discounting the Rolloff drop and pull fee.

For those able to help at the Harbor, please come with chainsaws and other brush / vegetation tools. Remember PPE (personal protective equipment) such as safety glasses, hearing protection, work gloves and sturdy work boots.

All small craft including kayaks, paddle boards, canoes, and sailboats should be removed from the harbor area by Friday, October 25. As with previous seasons, hard core paddlers planning to extend the season a bit should reach out to Joe.

In the future the fall Harbor clean-up should be scheduled to occur after small craft removal if possible. It would be ideal to have if the kayaks are out of the way the cleanup can be more effective around the racks. (Joe Greenfield)

History (Bud Godby)

See the Fall newsletter.

Legal (Justin Thomas)

Awaiting a response from the CICA legal counsel regarding several items.

Maintenance Equipment (Jim Carter)

Bill Osborne donated 55 gallons of diesel fuel to CICA which is very much appreciated!

Newsletter (Kim Schmidt)

The Fall 2024 CICA newsletter was posted on the Chesapeake Isle website on 10/11. An electronic copy was sent via email on Sunday, October 13, 2024. Paper copies were mailed on Tuesday, October 15, 2024, due to the federal holiday on Monday. The next newsletter is scheduled for publication in January. Articles are due to Kim by January 1, 2025. Thank you to all community members who provided submissions. The newsletter contains very important information about Chesapeake Isle.

Please take some time to read the publication. Special thanks to Diana Hawley, Andrea Gilde and Janice Beiter for critical edits and delivery assistance. Thanks to Lisa Schill for being the Board point of contact.

Nominating (Vicky Garvey)

Nothing to report.

Pavilion Rentals (Cindy Mistysyn)

Nothing to report.

Roads (Dale and Jean Hayman)

Nothing to report beyond the following drainage sub-committee report.

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

ROW Drainage:

1) Mason Lane (South) Drainage Project:

- a) On October 8th, Bob Resch sent a rough sketch along with a cost proposal from Bristoll Plantation to review to address the west side of Mason drainage issues. The CICA team met at the site Thursday, October 10th to review the project proposal and additional questions came up. The CICA team will meet with Bob Resch and Clay from Bristoll Plantation on Wednesday, October 16th to review their proposal in more detail.
- b) The CICA team met with John Murray (free of charge) to review the Caldwell drainage system that could potentially be causing additional water to head down the back of Naumovich's property adding to the water issue on Bob Resch's side of Mason (west side). John feels that the swale at the end of the riprap in the ROW by the Wallace's has been taken over by bamboo and leaves and is causing the backup. He feels that the original swale needs to be re-established for efficient flow of water. We will be acting on getting that cleared out and determining the best timing for seeding the area.
- c) Two weeks ago, the state took down the two trees related to the drainage issue at the intersection of Mason/TPR. Due to the State sending help to Hurricane Milton disaster, the drainage work has been delayed to December/January from the November period. The State will remove the tree stumps at that time as well.

2) Darrel/Bennett drainage project – Dennis Reynolds completed raising the drain on Darrell on Friday, October 4th. Janice left a message with Jim Burns to let him know it was completed.

3) 107 Rolling Avenue Drainage Ditch - Dennis Reynolds fixed the erosion ditch, seeded, and stabilized the area on Friday, October 4th.

ROW Trees:

1) Caldwell Road Dangling Limb – While the CICA team was walking the Caldwell bamboo area, we noticed a very large dangling limb that was hanging over the end of Caldwell Road in a dangerous position. Janice called Scott Cullen Tree Service and they came out on Monday, October 7th and removed it.

Shoreline Erosion (Art Wood)

Following CICA Board approval, the contract for the Shoreline Stabilization Project was given to Kingfisher Environmental Services. They are currently working on the Permits required for the construction. The start date for construction will be determined after the permits have been granted.

Old Business

None offered.

New Business:

- **Corporate Transparency Act (Lisa Schill)**

The CTA, effective January 1, 2024, is part of the National Defense Authorization Act for Fiscal Year 2021. The mission of the CTA is to combat money laundering, terrorism financing, and other illicit activities by enhancing corporate transparency in the U.S. Under the CTA, most small businesses, including common interest community associations (HOAs, condominiums, and cooperative associations), are required to disclose information about their Entity and disclose Beneficial Ownership Information (BOI) to the Financial Crimes Enforcement Network of the U.S. Department of the Treasury. More information can be found about the CTA on the Financial Crimes Enforcement Network website at <https://www.fincen.gov>. Most small businesses or entities registered with state departments, including most common interest community associations (HOAs, condominiums, and cooperative associations), are required to disclose information about their Entity and disclose Beneficial Ownership Information (BOI) to the Financial Crimes Enforcement Network of the U.S. Department of the Treasury. Some exceptions exist for very large entities or select non-profit organizations. Most associations are unlikely to qualify for these exceptions. Failure to comply with the CTA reporting requirements may result in significant penalties, including:

Civil penalty of up to \$500 for *each day* a violation has not been remedied

A fine of up to \$10,000 and/or imprisonment for up to two years

There is some ongoing action seeking to exempt community associations such as CICA. Justin Thomas, the CICA legal committee chair, has contacted the CICA legal counsel seeking guidance regarding this topic and will report back during the November CICA Board meeting.

- **Trash Hauling Options (Lisa Schill and Rich Crowe)**

CICA owns and maintains the roads in the community. Heavy truck traffic, such as trash trucks, accelerates the wear and tear on the roads. Rich Crowe conducted a survey and unofficial trash can count and found the following rough break down of trash hauling vendors currently serving the community;

- 39% use Casella with Thursday pick up
- 39% use Patriot with Monday pick up
- 21% use SEM with Wednesday pick up

The Board does not advocate for any specific vendor but, provides the Chesapeake Isle community this information to help make an informed decision on what trash service would be best to use to help cut down on the wear and tear of CICA roads due to waste management traffic.

- **CICA Nature Trail (Kyle Bottorff)**

Bud Godby informed Kyle that the CICA community used to have a nature trail (1980's era) going through CICA open space property that lies behind Rolling Avenue and Turkey Point Road. Kyle shared a map of the old trail and asked if there was interest in reopening the trail which has become overgrown and eroded. Some board members familiar with the old trail pointed out the erosion and other factors may present safety issues. Dane Hendrix and Kyle will survey the area during the winter (avoid bugs and better view) to assess the situation. Any community member interested in reopening the trail should contact Kyle Bottorff (kylejbottorff@gmail.com) and/or Bud Godby (charlesogodby@aol.com).

Announcement of next Board Meeting:

The next monthly Board Meeting is scheduled for Tuesday, November 19, 2024, at 6:30 pm.

***Adjournment:**

The meeting was adjourned at 8:07 pm.

Respectfully submitted,
Kyle Bottorff, CICA Board Secretary

*Voting Item

Record of Motions

Justin Thomas moved to approve the agenda.
Lori Hill seconded the motion.

Candy Wallace moved to approve treasurer's reports.
Bob Resch seconded the motion.

Justin Thomas moved to adjourn.
Alice Moore seconded the motion.