

**CICA Board of Directors Meeting
November 19, 2024
6:30 pm via Zoom and Remote Access**

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

Board members Absent – Alice Moore, Julie Rosario

Community members / guests present – Mike Beiter, David Berkeihiser, Jim Carter, Polly Carter, Karen Dryden, Dale Hayman, Jean Hulse-Hayman, Kathy Kempski.

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 October 15, 2024, were approved by the Board, and were distributed on November 4th. The minutes were posted on the web site on November 5th and at the harbor bulletin board on November 7th.

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

The agenda was approved as presented by a hand vote.

President’s Report (Janice Beiter)

11/17 – A neighbor reported that someone had hit 30-40 golf balls into the community swim area. This is not an allowed activity from community property. A reminder to the community will be placed in the next newsletter.

11/19 – Bob Resch would like to clean up some of the “eyesore” areas around the community property. There is a drainage area at the harbor that has a small scrub tree growing in it and cinder block in view. There was consensus from board members to allow Bob to cut the tree and beautify the area with small plantings.

FYI – Andrea, Dane, and Janice met with the new Bookkeeper on November 5th and 19th to review all the “unique” requirements and methods to reflect Budget vs. Actual reports. Efforts continued to have the Annual Invoices generated from QuickBooks.

FYI – Bob Resch suggested that the trees at the harbor and beach be pruned. Bob estimates the work would take 10 days to 2 weeks using a rental lift or the work could be contracted out. This will be discussed further during future meetings.

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

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

The October CICA Membership income was \$299.24, and expenses were \$1,132.13. At the end of October, the checking account balance was \$15,628.45 and the reserve account balance was \$46,936.19, of which \$16,000.00 were restricted (Equipment Replacement), resulting in a total asset balance of \$62,564.64.

For the month of October, CM income was \$0.00, and expenses totaled \$18,306.59. At the end of October, the CM checking account balance was \$10,361.61. The reserve balance was \$272,403.66 to provide a total CM assets balance of \$282,765.27. 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 offered.

Committee Reports

Architectural Review (ARC) (Mike Beiter)

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

Schill – 11 Gull Circle – Replace 2-tier front deck

ARC Reviewed the construction plans for this deck removal and rebuild and determined that they meet all our requirements. They are currently awaiting the approval of the building permit.

Gilde – 24 Bennett Ave – Sunroom Addition

The Gildes sent us plans for a proposed sunroom addition to the side of their home. Since they have combined their two lots into a single large lot, there are no setback issues and the project received ARC approval, pending an approved building permit.

Leiss -- 5389 Turkey Point Rd – New home construction Variance approval

ARC previously had approved construction plans for a new home on this vacant lot, pending county approval. Due to the configuration of the lot, they needed to obtain a variance to allow a greater percentage of woodlands taken out in order to provide the minimum amount of space for the home, driveway, and septic areas. There is not sufficient room for an attached garage. I attended the variance meeting and spoke in favor of the variance being approved, and they received a favorable ruling. This approval will allow the actual construction to go forward.

Beach Committee (Jim Carter)

- The swim platforms and swim area boundary markers have been pulled, pressure washed, covered, and stored for the winter. Thanks to Mike Bieter, Fred Kobylinski, Rich Vindler, and others that helped with these projects.
- The pavilion and bath house plumbing systems were shut off, drained, and tagged as “winterized” on November 7. The bath house locks were changed to the keyed winter locks at the same time.

Fall Clean-Up Day saw a great turn out of volunteers who:

- Cut and transferred driftwood from the Beach to the dumpster at the Harbor.
- Applied Thompson’s Water Seal to the outdoor picnic tables, benches, and parking lot bollards.
- Cleaned the ashes out of the grilles.
- Removed the CICA logo from the gable end of the Pavilion. The logo will be refurbished over the winter.
- Pressure washed the swim platform.
- The lock to the shuffle board, pickleball, etc. equipment will be changed to a combination lock, eliminating the need to issue individual keys.

Thanks to all who turned out to help and to Sue Seeley for providing refreshments through the day!

CERT (Kathy Kempski)

An American Heart Association CPR AED training class will be held at the CICA pavilion on Sunday, April 27 from 2-5pm. Please email Kathy Kempski @ kkempski@aol.com to sign up. AHA Heartsaver certification is available if requested and is valid for 2 years.

Community Affairs and Membership (Polly Carter and Karen Dryden)

Community Affairs: Jim and Poly welcomed Gigi and Jeff Datte of 30 Diana Way on November 3d. They are Angie Thomas' parents.

Kim and Polly have reached out to a couple of new residents and they will meet with them at their convenience.

Membership (no change from October):

2023 MEMBERSHIP: 293 Lot owners have paid their Maintenance Fees for 2023 (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 (87.3%), plus 5 Mason Lane Owners and 5 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 were sent out June 25, 2024
- 2025 Invoices will be sent in late December 2024
- 41 Shuffle Board 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:** Going forward Jane Houck will 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 and details about the Clean-up Day and important harbor reminders (regarding the October 26 harbor closure deadline to remove watercraft) was sent to 436 recipients (Hot Topics distribution list) on October 18, 2024.
 - Information about the Halloween Party, community trick-or-treating, and final harbor reminders was sent to 440 recipients (Chesapeake Isle distribution list) on October 23, 2024.
 - A notification of the Mason Lane Road closure (north end) was sent to 440 recipients (Chesapeake Isle distribution list) on October 26, 2024. As a safety precaution, another reminder about using extreme caution while driving during trick-or-treating hours was also included.
 - A notification of the statewide "open air burn ban" that is in effect (as of November 1, 2024) was sent to 443 recipients (Chesapeake Isle distribution list) on November 5, 2024. The email also included information about the Natural Resources Law that defines open air burning and a link to more information from the Maryland Department of Natural Resources.
- **Chesapeake Isle Dropbox:** All important community-related documents will continue to be uploaded into the appropriate Dropbox folders for long-term community reference.

- **CICA 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. Lori Hill reporting)

- Halloween 2024 is in the books. It was a beautiful afternoon for a fun party. There were 27 children in addition to adult family members and friends. The kiddos enjoyed their crafts and showed their costumes well for the parade. Each parade attendee received a goody bag. The refreshments were all holiday themed and in abundance. A BIG thank you to Angie Thomas for organizing and Jim and Polly Carter for assisting. A big thank you to all those who contributed to the refreshments, setup, and cleanup. A good time was had by all. The Halloween party was the perfect kick off to trick-or-treating!!
- On Saturday, December 7th the annual CICA member Wine and Cheese will take place from 5-8 pm at the home of Kathy and John Moll located at 220 Rolling Ave. See the upcoming newsletter for details.
- The deadline for Santa's holiday mail delivery is December 18th.
- The Holiday House decoration contest is Dec 18-22nd.
- Family Christmas Caroling will take place Monday December 23d (new date).

Fourth of July (Diana Hawley & Andrea Gilde)

Nothing to report.

General Maintenance / Erosion (Jim Carter & Bill Wood)

Dale Hayman, Rich Vindler, and Jim installed the “Road Closure” signage at both ends of Mason Lane.

Governing Documents Review Committee (Christine Valuckas)

Nothing to report.

Grass Mowing (Bob Resch)

Barring anything unforeseen, mowing has wrapped up for the 2024 season. A special thanks to Gavin Hawley and Bob Marsh for their efforts in keeping our community looking good this past year. Bob will start to prepare for the 2025 season in January with the intention of sending mowing contracts out in February.

Harbor (Mike Klinger/Joe Greenfield)

With a lot of help from our Community Volunteers, the Harbor has been safely transitioned for the off season. Mike would like to thank all the Veteran Volunteers that have continued to support the Harbor and the newbies that have given their time to come down and help throughout the year. A few Volunteers pulled the moorings when the weather permitted. This greatly helps to keep the flow moving for deliveries and removal of the floating docks on the harbor work day. Mike thanks the Harbor Mistress (Jessica Klinger) for preparing the hot breakfast and lunch and Jen Greenfield for helping get the food out to all the workers. Mike thanks those folks that helped with cleanup activities during and after the official CICA Clean Up Day. Mike thanks those that notified him of issues at the harbor and the volunteers that stepped up on weekends and off times to help keep things running smoothly.

Mike does not see any safety issues now while waiting on B & B Pile driving to fix the one loose piling on the dock.

The remaining kayaks located at the harbor should be removed ASAP unless you are a hard-core paddler and have previously contacted Joe. A few rack repairs and maintenance will be addressed in the off season. Anyone interested in helping with a few odd jobs with the dinghy racks should reach out to Joe at jg.nine@yahoo.com.

The folks at the Cecil County Landfill provided a 100% waiver for the landfill dumping fees (again). Thanks to WasteMasters for granting a sizeable discount on the roll-off box drop and pull. Joe suggests that CICA thanks WasteMasters with a letter from the board and/or a free advertisement in the newsletter. Janice will ask Joe to draft a letter.

History (Bud Godby)

Nothing to report.

Legal (Justin Thomas)

Kelly, from the Wawa law firm confirmed that the CICA HOA should have each board officer entered into the FINCEN website to be compliant with the Corporate Transparency Act (CTA).

Maintenance Equipment (Jim Carter)

Jim installed a new blade drive belt on the Kubota mower. Thanks to Rob Marsh for reporting the broken belt.

Jim will be servicing the tractor soon in preparation for the winter plowing season. Supplies to be used have been purchased.

Newsletter (Kim Schmidt)

The next newsletter is scheduled for publication in January. Please submit information, ads, articles, and pictures by January 1, 2025, to Kim Schmidt.

Nominating (Vicky Garvey)

Nothing to report.

Pavilion Rentals (Cindy Mistysyn)

Nothing to report until Spring 2025.

Roads (Dale and Jean Hayman)

Mudslide area on the north end of Mason Lane: After speaking with five different contractors, the Roads Committee selected Bristoll Plantations to complete the project of stabilizing the mudslide area on the north end of Mason Lane. The work is 99 percent complete at a total cost of \$7,840.

Sagging roadbed on the north section of Mason Lane: The sagging roadbed on the north section of Mason Lane was closed on October 24, 2024, after all the homeowners who live in the section impacted were notified. All traffic on Mason Lane is now entering through the south end of Mason Lane. Consultant Eric Sturm suggested part of the planning process should include a geotechnical analysis of the roadbed and surrounding area. The Roads Committee has reached out to a local geotechnical firm to obtain an estimate of cost for an analysis.

Neighborhood road aprons: The Roads Committee is continuing to work on getting the three neighborhood road aprons, (Caldwell north, Mason north, Basin), that were missed during the state paving of RT 272 completed. The committee has contacted the State Roads District office in Chestertown.

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

Mason Lane (South) ROW Drainage Project:

- a) Janice requested a quote from Bristoll Plantation in late October for work to provide drainage control in front of the Naumovich shed instead of behind the shed. A berm would be built to direct water to a new drain pipe that would go under the stone driveway to the shed and empty into a new basin area prior to the Naumovich house driveway culvert. This would place all three areas within the ROW and not rely on any property owner’s involvement in the cost. The total cost to do all three areas on the “north” side of this south section of Mason Lane is \$16,840.
- b) The original swale on Caldwell needs to be re-established for efficient flow of water and to minimize the impact on the Mason Lane ROW drainage per consultant John Murray. Janice is obtaining a 2nd quote for the Caldwell drainage, which includes removal of bamboo in the ROW.
- c) The drainage replacement is targeted to take place in December/January, as the State Highway Administration (SHA) has not indicated otherwise.

ROW Trees: Nothing to report.

Shoreline Erosion (Art Wood)

The committee is awaiting permits to be issued before beginning the harbor shoreline erosion project.

The required replacement tree (replacing the tree cut down on Jacob’s Nose earlier this year) was planted in the same location as the sycamore tree which died a few years ago at the Beach. Thanks to Dale Hayman and Rich Vindler for their help transporting, planting, and watering the tree and installing the deer fencing around it. Many thanks to Christine Michaud for ordering our tree using her professional discount and letting us use her special tarp for transportation. (Jim Carter)

Old Business

• **Corporate Transparency Act – FinCen info**

The Corporate Transparency Act ("CTA") requires that certain entities file annual reports with the Financial Crimes Enforcement Network ("FINCEN") by December 31, 2024. This requirement also applies to Homeowners Associations ("HOA"). This means that most HOAs must file their FINCEN report by December 31 or face serious fines of \$500 per day. Every board member must obtain a FINCEN number. The numbers will be included in the filing. A new filing must be submitted within 30 days of changes to the HOA board officers. Janice requested that all board members secure FINCEN numbers ASAP so the Chesapeake Isle HOA can file with FINCEN. The process for obtaining a FINCEN number is straightforward and fast. Janice will email instructions to board members

• **Suggested New Resident Welcome Letter Trash Pick Up Worsing**

The following wording was approved to be added to the Welcome packets provided to new community residents. “The Chesapeake Isle Civic Association (CICA) would like to share the most common trash companies being used in our neighborhood based on an observational survey *as of September 2024*. As we, the residents of the community are responsible for the maintenance of our roads, we would like the community to help one another and try to use a **minimum** number of trash companies to minimize the wear and tear on our neighborhood roads *due to heavy truck traffic*. **CICA does not endorse any of the specific trash companies listed below**. Please do your own due diligence when choosing a company

and contact the companies directly if you have any questions or complaints about their service. The companies are listed in order of **current** usage within the community (from most to least). Thank you for taking the time to work collectively to preserve our roads and make Chesapeake Isle a wonderful place to live!

Patriot Sanitation Services, Inc. (443-207-5309)

Casella (formally GFL) (800-676-6152)

SEM (formally Trash Tech) (888-832-8802)”

New Business:

None offered.

Announcement of next Board Meeting:

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

***Adjournment:**

The meeting was adjourned at 7:54 pm.

Respectfully submitted,
Kyle Bottorff, CICA Board Secretary

*Voting Item

Record of Motions

Lisa Schill moved to approve the agenda.

Lori Hill seconded the motion.

Bob Resch moved to approve treasurer's reports.

Rich Vindler seconded the motion.

Rich Vindler moved to adjourn.

Lori Hill seconded the motion.