

**CICA Board of Directors Meeting
December 17, 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, Julie Rosario, Lisa Schill, and Candy Wallace

Board members Absent – Justin Thomas, Rich Vindler

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

Pledge of Allegiance

The meeting was called to order at **6:32** 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 November 19, 2024, were approved by the Board, and were distributed on December 9th. The minutes were posted on the web site on December 9th and at the harbor bulletin board on December 16th.

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

The agenda was approved as presented by a hand vote.

President's Report (Janice Beiter)

11/22 – To satisfy the Corporate Transparency Act (CTA), Kyle Bottorff collected FinCEN ID numbers from Board members. Kyle and Janice met on Friday, December 6th and successfully submitted the final information together. CICA is officially in the system. We will need to keep the information current as Board members change. A big thank you to Kyle for coordinating this effort!

11/26 – Alice Moore reached out about thoughts on trying again for the Kids Choice awards for the Christmas lights event. Janice told her that we would like to wait and get the new chair (Tammy resigned) to oversee both events next year. We can take a fresh look at how we do them.

11/27 – Bob Resch emailed explaining concerns about the concrete well cover at the harbor being a liability. He also approached the Moll's to see if they knew anything about the history and they said they would investigate it. Janice let Bob know that she reached out to the officers and past president's (Kim Schmidt and Diana Hawley) plus Rich Vindler, Mike Klinger, and Joe Greenfield regarding this topic. Janice received this response from Rich: "As for filling in the spring, that would block the pipe from the spring to the drainage swale. There is a constant flow of water through the pipe from the spring to the swale. If we block the pipe, it would turn the whole area below the spring into a mud pit. I think bushes that stay small would be the best idea to camouflage the spring. Those are just my thoughts; I could be wrong!" During the planning for the harbor project that failed a community vote two years ago, a retention pond was going to be required by the county which may have encompassed this area. The consensus is to leave it alone at this point in time. If alterations to the well area are pursued in the future County approval would be secured prior to filling the well in. Therefore, CICA will not be able to take advantage of the dirt that will be available in January from the TPR house being built. It would be a separate budgeted project. Bob did not know how deep the "well" is but the lid was easily moved to the

side. The cinder block retaining wall is also coming apart in several places. Janice favors looking into options to make the lid more secure and to address the disintegration that is occurring.

12/3 – Chesapeake Isle (CI) secretary email received a complaint from a neighbor about the trash company that goes through our community in the wee hours on Monday mornings. They referenced the Cecil County Noise Ordinance that says that there are noise restrictions between 10:00PM – 6:00AM. Others have complained over the years. Janice asked Rich Crowe to reach out to the trash hauling company (Patriot) to see if they can change the CI time slot to later in the day to meet the Cecil County Noise Ordinance. Rich requested the change and noticed that Patriot came through CI at 8:30am this past Monday. Janice asked him to confirm that the change in time was permanent and to thank Patriot, if so. Thanks Rich!

FYI – The CI Bookkeeper is working on inputting past information for the months of July through November. A Budget vs. Actual report template was developed once CICA upgraded to QuickBooks (QB) Plus. The customer database and past due Invoices for delinquent accounts were successfully uploaded and the 2025 Annual Invoices generated in QB. We anticipate using QB to generate all new reports in time for the January board meeting.

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

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

The November CICA Membership income was \$0.00, and expenses were \$770.88. At the end of November, the checking account balance was \$14,857.57 and the reserve account balance was \$46,964.92, of which \$16,000.00 were restricted (Equipment Replacement), resulting in a total asset balance of \$61,822.49.

For the month of November, CM income was \$370.00, and expenses totaled \$9,328.12. At the end of November, the CM checking account balance was \$1,403.49. The reserve balance was \$272,540.25 to provide a total CM assets balance of \$273,943.74. 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.

Architectural Review (ARC) (Mike Beiter)

A new house will be under construction at 5389 Turkey Point Road. It is estimated that there will be around 40 truck loads of dirt generated that will be looking for a home.

Beach Committee (Jim Carter)

- The fluorescent fixture in the “Men’s room” will be replaced with a less expensive LED fixture by spring.
- Rich Vindler and Jim have watered the new tree at the Beach as needed.
- Jim purchased some spare parts for the tractor to avoid down time.

CERT (Kathy Kempski)

Nothing to report.

Community Affairs and Membership (Polly Carter and Karen Dryden)

Community Affairs (Polly Carter)

Nothing to report.

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 Owner

(2) Partial payments

198 Of those paid have joined CICA (67.8%)

2024 Membership: 303 Lot owners have paid their Maintenance Fees in full for 2024 to date (includes double lot owners) (94.1%)

Plus (5) Mason Lane Owners

(2) Partial Payments

203 Of those paid have joined the CICA (66.1%)

- 2024 Invoices were sent out November 25, 2023
- 115 Second Invoices were sent on February 15, 2024
- 27 Third Invoices were sent out on June 25, 2024
- 2025 Invoices will be sent out in December 2024 due to bookkeeping changes
- 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:** Jane Houck 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:
 - An email advertising the CICA December holiday events (including the new time for the Wine and Cheese and the new date for caroling) was sent to 438 recipients (Hot Topics distribution list) on November 27, 2024.
 - A reminder email with holiday event dates was sent to 439 recipients (Hot Topics distribution list) on December 15, 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; Lori Hill reporting)

Chesapeake Isle's annual Wine and Cheese for Christmas gathering was successfully hosted at Kathy and John Moll's beautifully decorated home. Thank you! They provided a warm and elegant festive atmosphere, featuring 10 beautiful Christmas trees. There were 61 people in attendance, enjoying an evening of fine wine, assorted cheeses, delicious appetizers, desserts, and holiday cheer. Karen Dryden did an excellent job coordinating the event, ensuring smooth planning and execution. Thank you to all who helped set up, clean up, and/or furnished a dish. Looking ahead to next year, if you or someone you know would like to host, reach out to Karen Dryden.

- On Monday, 12-23, the community sing along will take place at the pavilion. A Social will occur at 6:00 pm and community sing will follow at 6:30 pm.
- Judging of decorated houses will take place from 12-18 to 12-22.
- The Holiday cards drop off deadline is noon on 12-18. The mailbox is located at **12 Darrel Road**. The Cards will be delivered by 12-22.

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)

Nothing to report.

History (Bud Godby)

The next History article has been completed and will be published in the January Newsletter. This is part five in a series entitled “Earliest Residents and Landholders of Chesapeake Isle.” This covers the period from 1874 to 1883. There were two owners in this time frame but G.P. Whitaker stands out as a prominent and influential man. Whitaker was of the famous Maryland Iron family and held property here. The article documents his biography and the tragic accident of his son Cecil Whitaker while living here at what is now Chesapeake Isle.

The very first community sales brochures have been laminated and put on the display shelf at the pavilion. This includes pamphlets from the Rolling Hills era, 1964, and Chesapeake Isle literature of 1967 and 1973. These are quite interesting to read the next time that you visit there. You will learn that you reside in the “land of pleasant living.”

Legal (Justin Thomas)

Justin spoke with the CICA attorney Kelly from the Walla law firm regarding the Mason Lane issues.

- The attorney advised that the temporary road closed signage was appropriate and is an acting representation of the intention to protect community grounds/roadway.
- Regarding tree trimming and any potential impacts to landslides, the attorney advised that CICA submit photos of the trimmed trees to the engineering firm reviewing Mason Lane as a possible

contributing factor to the occurrence of the landslide. The engineering group would be able to determine the impact of the lower level of foliage more definitively on rain water runoff and the occurrence of landslides.

Maintenance Equipment (Jim Carter)

Jim purchased anti-freeze for both the Kubota mower and the tractor for a routine change of coolant.

Newsletter (Kim Schmidt)

The winter newsletter is scheduled for publication in January. Please submit information, ads, articles, and pictures by January 1, 2025, to Kim Schmidt. This publication will include the 2025 Calendar of Events and important spring 2025 information. The next newsletter is scheduled for April 2025. Happy holidays to all.

Nominating (Vicky Garvey)

Nothing to report.

Pavilion Rentals (Cindy Mistysyn)

Nothing to report.

Roads (Dale and Jean Hayman)

In early December, the Roads Committee met on-site with a local geotechnical firm at the north part of Mason Lane. Janice and Mike Beiter and Rich Vindler attended the meeting. The Roads Committee has given the geotechnical firm all the planning and construction documents in our possession for Mason Lane and are awaiting a proposal from them that will include an investigation of the current condition of the north Mason Lane roadbed and a plan to remediate any issues to ensure safe passage along it.

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

Nothing to report.

Shoreline Erosion (Art Wood)

Nothing new to report. Art is still waiting for the permit from the county.

Old Business

None.

New Business:

None offered.

Announcement of next Board Meeting:

The next monthly Board Meeting is scheduled for Tuesday, January 21, 2025, at 6:30 pm.

***Adjournment:**

The meeting was adjourned at 7:16 pm.

Respectfully submitted,
Kyle Bottorff, CICA Board Secretary

*Voting Item

Record of Motions

Rich Crowe moved to approve the agenda.
Candy Wallace seconded the motion.

Kyle Bottorff moved to approve treasurer's reports.
Rich Crowe seconded the motion.

Dane Hendrix moved to adjourn.
Lisa Schill seconded the motion.