

**CICA Board of Directors Meeting**  
**January 21, 2025**  
**6:30 pm via Zoom and Remote Access**

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**Board Members Present** – Janice Beiter, Kyle Bottorff, Rich Crowe, Dane Hendrix, Lori Hill, Alice Moore, Justin Thomas, and Rich Vindler.

**Board members Absent** – Bob Resch, Julie Rosario, Lisa Schill, and Candy Wallace.

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

**Pledge of Allegiance**

The meeting was called to order at **6:30** 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 December 17, 2024, were approved by the Board, and were distributed on January 8<sup>th</sup>. The minutes were posted on the web site on January 10<sup>th</sup> and at the harbor bulletin board on January 11<sup>th</sup>.

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

The agenda was approved as presented by a hand vote.

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

The efforts involved with coordinating our Holiday Card Exchange, Holiday Decorating Contest and our Holiday Caroling Event are greatly appreciated. All these efforts helped to elevate our spirits over the holidays!

2025 Updates - The 2025 Calendar of Events is posted in the Newsletter and on the website. Thanks to Diana Hawley for leading this effort. Janice will update all the documents in the Welcome Guidebook package that are impacted by the 2025 date change.

Budget Committee Recruiting – Volunteers are needed to serve on the Annual Budget Committee. The goal is to finalize committee members during Feb - March, meet in April, and present to the Board in May, so the Board can vote on the proposed budget in June. Let Janice know if you are interested in serving on this committee.

Bookkeeper – The new CICA bookkeeper resigned in the first week of January. She entered the financial transactions into Quick Books (QB) for the month of July. Janice finished entering the August through December transactions. The treasurer's reports this month are being presented in the new QB format. The annual invoice payments are being smoothly processed through QB. A search for a new bookkeeper has begun.

**1/16** – Wally Bullwinkle sent an update regarding the harbor springs. Many years ago, there were two active natural springs in the harbor area. One was described in the December board meeting minutes and the other is in the riprap located between the two piers. The one in the riprap was very active so the water was tested and found to be very clean, potable water. Some residents used to fill plastic bottles and use it for drinking when the water from their wells had a bad taste and/or odor. The spring in the middle of the field was also active, so the CICA decided to build a three-sided wall to make the spring

more accessible. Over the years the spring kept "springing" and made the entire area between the walled hole and the harbor swale a swamp. During wet times, the grass could not be mowed. Approximately 20 to 25 years ago a pipe was installed to carry the water from the spring to the swale which eliminated the swamp issue. Wally suggested that the hole be filled with various sizes of rock which would still allow the spring water to flow through it into the pipe. Then cover the rock with ground cloth, top soil, and seed. Janice thanked Wally for the suggestion and pointed out that any solution would need to first be approved by the county.

**1/21 – Developments regarding the north end of Mason Lane:** Previous boring analyses done by Duffield Engineering in 2012 were located and forwarded to the Roads Committee and subsequently forwarded to the geotechnical firm that is preparing a proposal and quote for work to remedy the road issues on north Mason Lane. The engineer working on the proposal felt the work that was done previously was potentially under engineered based on their on-site survey. The entire project (without paving) could have a significant dollar impact. Our Roads Committee will have further updates next month.

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

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

The December CICA Membership income was \$27.14, and expenses were \$2,388.32. At the end of December, the checking account balance was \$12,469.25 and the remaining account balances were \$46,992.06, resulting in a total asset balance of \$59,461.31. (Restricted account balances included in the reported asset total will again be broken out and regularly reported beginning in January after the data entry for the complete transition to Quick Books has been completed.)

For the month of December, CM income was \$3,410.22, and expenses totaled \$3,077.59. At the end of December, the CM checking account balance was \$14,720.90 and the remaining account balances were \$259,555.47 to provide a total CM assets balance of \$274,276.37. (Restricted account balances included in the reported asset total will again be broken out and regularly reported beginning in January after the data entry for the complete transition to Quick Books has been completed.)

**Community Comments**

None offered.

**Committee Reports**

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

Nothing to report.

**Beach Committee (Jim Carter)**

Nothing to report.

**CERT (Kathy Kempski)**

Please contact Kathy Kempski if you are interested in attending the CPR class April 27.

## **Community Affairs and Membership (Polly Carter and Karen Dryden)**

### **Community Affairs (Polly Carter)**

Polly added a notice in the CICA quarterly newsletters for new community members to contact Kim Vindler or Polly to set up a Welcome visit if they have not already had one.

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

#### **2024 MEMBERSHIP:**

**303** Lot owners have paid their Maintenance Fees in full for 2024 (94.1%)

Plus 5 Mason Lane Owners

2 Partial Payments

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

#### **2025 MEMBERSHIP:**

**97.5** Lot owners have paid their Maintenance Fees for 2025 (30.3%)

Plus 1 Mason Lane Owner

2 Partial Payments

**69** Of those paid have joined CICA (70.8%)

- 2025 Invoices were sent out December 15, 2025. They are due February 15, 2025.

## **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.
  - The list of the 2024 House Decorating Contest winners was sent to 439 recipients (Hot Topics distribution list) on December 24, 2024.
  - The Winter 2025 newsletter was sent to 443 recipients (newsletter distribution list) on January 13, 2005.
- **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; Lori Hill reporting)**

**Christmas Card Delivery:** Santa's Elves once again were successful in bringing holiday cheer to our neighborhood. Thankyou go to Kim Schmidt for providing the mailbox where residents dropped off their Christmas cards for distribution by Santa’s Elves, to Denise Edmonds for graciously hosting Santa’s Elves as they sorted and prepared the cards for delivery, and to Santa’s Elves for their dedication and hard work in sorting and delivering the cards, ensuring everyone received a little extra holiday joy.

**Christmas Caroling Event:** Despite the frigid weather, the festive spirit was alive with warmth and joy as our neighbors gathered to share in the magic of the season. Thanks go to the Hawley family for their organization and set up and to Andrea Gilde for her fun decorations, which added to the event's festive atmosphere. While attendance was slightly lower than in previous years, the holiday spirit was abundant, and the sense of community shone brightly. Thank you to everyone who helped with the warm drinks and all who made this event a success.

**House decoration contest:** The house decoration contest was a huge success with beautifully decorated homes. The results are in the January newsletter. Thank you to the judges and participants.

**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)**

See item under New Business.

**Harbor (Mike Klinger/Joe Greenfield)**

Nothing to report.

**History (Bud Godby)**

Nothing to report.

**Legal (Justin Thomas)**

Nothing to report.

**Maintenance Equipment (Jim Carter)**

Mike Beiter and Jim installed the snow plow blade and readied the tractor prior to the forecast of the first snow of any significance.

**Newsletter (Kim Schmidt)**

The Winter 2025 CICA newsletter was posted on the Chesapeake Isle website and delivered electronically on 1/13. Hand delivered paper copies within the Isle were placed in tubes on 1/14. Paper copies were mailed on 1/15. All Isle property owners and members should have their copies. The next newsletter is scheduled for publication in April. Articles are due to Kim by April 1, 2025. A few helpful hints: please submit articles and pictures **by the deadline** to Kim's Gmail account at [kimberlyschmidt119@gmail.com](mailto:kimberlyschmidt119@gmail.com). The process of creating, editing, and distributing the newsletter involves many steps; by submitting on time, the process goes much more smoothly with fewer major formatting changes during the editing process. Special thanks to Diana Hawley, Andrea Gilde and Janice Beiter for critical reading, editing support and delivery assistance. Please take some time to read the newsletter as it contains a lot of important information.

**Nominating (Vicky Garvey)**

Nothing to report.

**Pavilion Rentals (Cindy Mistysyn)**

Nothing to report.

**Roads (Dale and Jean Hayman)**

Awaiting project proposals from companies for addressing the road issues on the north end of Mason Lane.

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

Nothing to report.

**Shoreline Erosion (Art Wood)**

The Maryland Department of Environment approved the CICA shoreline erosion control project. The committee is awaiting Cecil County approval and permits.

**Old Business**

None.

**New Business**

2025 Mowing fees (Bob Resch): There were no objections to leaving the fees charged for mowing in 2025 at the same rate as were charged in 2024, which is covered in the approved CICA 2025FY budget.

**Announcement of the next Board Meeting**

The next monthly Board Meeting is scheduled for Tuesday, February 18, 2025, at 6:30 pm.

**\*Adjournment**

The meeting was adjourned at 7:17 pm.

Respectfully submitted,  
Kyle Bottorff, CICA Board Secretary

\*Voting Item

**Record of Motions**

Justin Thomas moved to approve the agenda.  
Rich Vindler seconded the motion.

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

Rich Crowe moved to adjourn.  
Dane Hendrix seconded the motion.