

**CICA Board of Directors Meeting  
February 18, 2025  
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, Justin Thomas, Rich Vindler, and Candy Wallace

**Board members Absent** – None

**Community members / guests present** – Mike Beiter, Jim Carter, Polly Carter, Jean Hulse-Hayman, Dale Hayman, 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 January 21, 2025, were approved by the Board, and were distributed on February 6<sup>th</sup>. The minutes were posted on the web site on February 8<sup>th</sup> and at the harbor bulletin board on February 14<sup>th</sup>.

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

The agenda was approved as presented by a hand vote.

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

SPAM Updates: There have been two spam emails that have gone out this past month coming from Janice Beiter (using an incorrect address). Janice believes the spam authors are getting the email addresses off the CICA website/newsletter postings. Janice proposed removing all Board member emails off the website and newsletter and having people reference their directory that is not posted publicly. Justin pointed out that this type of spam has been an issue over the years and that for community communications and transparency purposes email addresses should remain on the website and newsletters. Board members should be vigilant, check the sender's email address, and check with Janice regarding any suspicious emails before responding.

2025 Updates - Janice updated all the documents in the Welcome Guidebook package that are impacted by the 2025 date change. Polly has 15 sets to start using for new members this year.

Budget Committee Update – Serving on the Annual Budget Committee will be three Board members - Janice Beiter, Dane Hendrix, Lisa Schill and four Lot owners - Kim Schmidt, Christine Valuckas, Andrea Gilde and Bill Osborne. Janice will be sending a Memorandum and Budget Form to Board Members plus Committee Chairs and request Saturday, March 15<sup>th</sup> as their form return date deadline.

Board related updates – Kyle will be serving his sixth and final year in FY26. Ideally, we would like to find a replacement Secretary starting August of 2025 and be able to use Kyle as a resource during his final year. If anyone is interested in serving in that role, please contact me and/or Kyle.

Bookkeeper – Dane forwarded a contact that may be interested in the CICA bookkeeper position. Janice will follow up with them over the next couple of days. Now that everything has been entered into QuickBooks, it should only be a 4 – 8 hours per month commitment.

**1/23** – Janice received an email from John Murray regarding our harbor springs/well issue which read as follows: *“What you have there is an abandoned shallow non-potable well with a 4 In. concrete cover. Believe it or not it was drilled by a homeowner (not on his land) to fill the pool at the top of the hill, then abandoned. In my opinion it is neither a hazard nor a drainage issue. It was never part of the proposed retention basin. During the Harbor (renovation) Planning (that was voted down during the 2024 Annual meeting) we discussed the potential of this being used as a water source to use at the harbor, washing boats, watering plants, etc. I would leave it alone and focus on your other more pressing concerns.”*

**1/30** – Janice received an email from Bill Osborne requesting us to please hold the afternoon of Saturday, **April 5<sup>th</sup>, 2025**, for the Annual Sock Burning event and he will follow up when we get closer to that date.

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

Treasurer Dane Hendrix presented the CICA Membership and the Community Maintenance (CM) Financial Reports as of January 31, 2025, for the seventh month of the fiscal year which began July 1, 2024.

The January CICA Membership income was \$3,730.00, and expenses were \$1,398.30. At the end of January, the checking account balance was \$14,795.95 and the reserve account balance was \$47,016.32, of which \$16,000 were restricted (Equipment Replacement), resulting in a total asset balance of \$61,812.27.

For the month of January, CM income was \$47,520.00, and expenses totaled \$420.44. At the end of January, the CM checking account balance was \$61,821.06. The reserve balance was \$259,615.34 to provide a total CM assets balance of \$321,436.40. 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

### **Notes:**

- (1) The numbers shown in red in income sections of the Treasurer’s reports are favorable numbers. We are working on changing the color scheme.
- (2) Janice will investigate the need for CICA to maintain a safety deposit box, if all the contents are digitized.

### **Community Comments**

None offered.

### **Committee Reports**

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

Since the last Board Meeting, ARC has reviewed the following project: **New Construction on Lots B-2 and B-3 on Bennett Ave. (Doug Compher)**. This is a submission for the construction of a new residence on this double lot. ARC reviewed the drawings and determined that they meet all our requirements. The applicants were granted a conditional approval contingent on the approval of all applicable county permits. The new home will be a welcome addition to the community of Chesapeake Isle.

### **Beach Committee (Jim Carter)**

During the next month, Jim will be securing a cleaner for the pavilion bathrooms.

Janice will find out if the cost for the trash service was discontinued for the winter months (November to March) and make sure it is discontinued during the winter in future years.

### **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)**

##### **2024 MEMBERSHIP:**

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

- Plus 5 Mason Lane owners and 2 partial payments
- **203** Of those paid have joined the CICA (66.1%)

##### **2025 MEMBERSHIP:**

**212** Lot owners have paid their Maintenance Fees for 2025 (includes multiple lot owners) (66.0%)

- Plus 1 Mason Lane owner and 2 partial payments
- **142** Of those paid have joined CICA (67.0%)

- 2025 Invoices were sent out December 15, 2025, and were due February 15, 2025
- Second Invoices will be sent out in March 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 or Andrea sent the following emails on behalf of the Board since the last Board meeting:
  - Information about the upcoming 2025 Progressive Dinner was sent to 442 recipients (Hot Topics distribution list) on February 4, 2025.
  - A reminder about the February 15 invoice payment deadline was sent to 445 recipients (CICA distribution list) on February 5, 2025. The email included information about the fees, payment information, and a reminder that any additional invoices that are mailed will include a \$5 fee to cover additional costs incurred by CICA.
- **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)**

The progressive dinner will be held on Saturday, March 22. Dawn Campbell is committee chair and an email was sent out with requests for hosts, appetizers, and desserts. The theme is the roaring 20's.

**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)**

All mowing invoices for 2025 were mailed on Tuesday February 4th. The deadline for return was set for March 15th.

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

Janice will find out if the cost for the trash service was discontinued for the winter months (November to March) and make sure it is discontinued during the winter in future years.

**History (Bud Godby)**

Bud met with two volunteers from the Turkey Point Light Station organization. The purpose was to collaborate on historical knowledge of the structures at the Turkey Point section of Elk Neck State Park. The two volunteers, Jean Hulse-Hayman and Fred Kobylinski, also happened to be Chesapeake Isle residents.

Bud provided information documented by The Maryland Historical Trust inventory of historic properties and from the US Coast Guard historian's office. Both organizations have very detailed information on the Park's history which includes photos and the evolution of buildings and grounds.

Bud displayed old photos donated to the original CICA History Committee way back in the 1980's when Audrey Buck, (now deceased) was chairperson. The committee at that time interviewed three elderly women who were lifetime residents of Elk Neck. They provided a wealth of information about life here in the 1930's and were a great contribution.

Another topic of conversation was the Turkey Point Farm then owned by Dr. Mackie, a veterinarian, circa 1925. The ruins of his house can still be found.

Bud displayed an old map showing structures and a photo of the house that Elk Neck Park rangers stayed in at the end of Robin Lane, (Robin Lane is located in the Elk Neck State Park property and parallels Bennett Ave. in the Isle). The house is long gone but Fred explained the remnants of six cabins that once were occupied there.

Of great interest was the Cemetery located on Turkey Point. Folklore tells of thirty British soldiers buried there who were killed by members of the Grace family in April of 1776 while homesteading there. Three Grace brothers also died in the battle. The Cemetery was rediscovered in 2002 by Elk Neck Park Rangers and documented in detail. Today, it is once again long forgotten. The trail leading to the Cemetery has

recently been altered due to the new parking lot location making it hard to find. Bud and others plan to take a field trip and try to find it once again. Their hope is that the State Park Managers take notice and recognize the significance of the find.

**Legal (Justin Thomas)**

Nothing to report.

**Maintenance Equipment (Jim Carter)**

Nothing to report.

**Newsletter (Kim Schmidt)**

Kim Schmidt will begin work on the spring newsletter in early April. Articles, advertisements, and photos are due to Kim by 4/1. Publication is scheduled for the first two weeks of April. Please submit articles, pictures to Kim's Gmail account: [kimberlyschmidt119@gmail.com](mailto:kimberlyschmidt119@gmail.com).

**Nominating (Vicky Garvey)**

Nothing to report.

**Pavilion Rentals (Cindy Mistysyn)**

Pavilion reservations for 2025 include:

May 10, 25, 31

July 12

August 2, 9, 16

**Roads (Dale and Jean Hayman)**

**Unpaved Road Aprons:** the committee spoke with Mr. Kipp Provonchi at the Maryland Roads District Office. He told us he thinks north Mason Lane and north Caldwell Road are both getting pipes installed underneath the roadway and then their aprons will be paved. The Basin Lane apron did not get paved because a construction firm was blocking it when the state pavers were there. We were told to take it up with the construction company that was blocking the intersection (Crouse?) at the time. This will be addressed at the time that the paving of the other road aprons takes place.

**Mason Lane Roadbed:** In August 2024, Eric Sturm provided a 4-phase plan related to the Mason Lane roadbed and surrounding area. In October, with a widening crack in the roadbed, and a sag on the downhill side of the road, the north end of Mason Lane was closed to vehicular traffic. The North East Fire Department Chief was notified. Our understanding is that the fire department took the north end of Mason Lane off their route map. Emergency equipment will enter Mason Lane from the south end. After the CICA HOA Board indicated a desire for a formal review of the conditions of the Mason Lane roadbed, we proceeded to seek geotechnical advice from local firms. Some preliminary information on a proposal from Eric Strum (Registered Landscape Architect) has been provided to pay Eric for the design plan and construction oversight. Eric will review his information during the March Board Meeting. We expect to have a proposal from Geo-Technology Associates, Inc. and a third proposal to present at the March board meeting. Kingfisher Environmental Services, the company which provides the design/build for a portion of the shoreline of the CICA harbor, is also interested in giving us a proposal.

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

**ROW Drainage:**

**1) Mason Lane (South) Drainage Project:**

- a) We are awaiting a quote from the Road Committee's Geo Tech firm for the North end of Mason Lane. Once we receive that, we can decide on a prioritization plan for funds remaining in the Roads budget for the year, including what work to be done on the South end of Mason Lane. Ideally, Janice would like to make a decision regarding the Bristol Plantation quote for dealing with the drainage issues on the south end of Mason Lane, within the next two weeks prior to the rainy season.
- b) Per John Murray's review of bamboo area at the south end of Caldwell, the original swale needs to be re-established for efficient flow of water. The quotes to remove the bamboo have been \$4,000 – \$6,000. Janice would like to pull a volunteer team together in March to get that project completed to re-establish that swale prior to the rainy season.
- c) Today, the MD SHA (Maryland State Highway Administration) informed us that the permitting has been approved for the drainage pipe replacement in the area of the Turkey Point Road/south end of Mason Lane intersection, however the timing of the work will depend on contractor availability. Janice will continue to follow up with SHA to see if there is an updated schedule for this work. In the interim, Janice proposes that we evaluate the possibility of clearing the stump in front of Parrot's house with a volunteer chain saw crew plus remove the collapsed pipe portion. Janice would like to get that drain freed up to accommodate water flow prior to the rainy season.

**ROW Trees:**

Nothing to report.

**Shoreline Erosion (Art Wood)**

Rich Vindler gave an oral report that permits have been approved for the shoreline erosion project. Next payment of \$57,900 will be due when materials are delivered to the job site.

**Old Business**

None offered.

**New Business:**

None offered.

**Announcement of the next Board Meeting:**

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

**\*Adjournment:**

The meeting was adjourned at 7:59 pm.

Respectfully submitted,  
Kyle Bottorff, CICA Board Secretary

\*Voting Item

**Record of Motions**

Justin Thomas moved to approve the agenda.  
Lisa Schill seconded the motion.

Candy Wallace moved to approve treasurer's reports.  
Dane Hendrix seconded the motion.

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