

CICA Board of Directors Meeting
April 15, 2025
6:30 pm via Zoom and Remote Access

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

Board members Absent – Bob Resch, Lisa Schill, and Candy Wallace

Community members / guests present – Jim Carter, Polly Carter, Karen Dryden, Bud Godby, Joe Greenfield, Jenn Greenfield, Dale Hayman, Jean Hulse-Hayman, Babs Manges, and Greg Schill

Pledge of Allegiance

The meeting was called to order at 6:31 pm by Janice Beiter, President, who then led the Pledge of Allegiance.

Date of Approval and Distribution of Minutes Report (Kyle Bottorff)

The minutes of the Board Meeting held March 18, 2025, were approved by the Board, and were distributed on April 8th. The minutes were posted on the web site on April 9th and at the harbor bulletin board on April 13th.

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

The agenda was approved as presented by a hand vote.

President's Report (Janice Beiter)

Budget Committee Update: The Budget Committee met on April 7th and worked through both the Community Maintenance (CM) and CICA (CA) proposed budgets with a few follow-up items remaining to address. The committee will meet again on April 29th to finalize both proposed budgets and review the summary PowerPoint presentation. The proposed budget will be presented to the Board during the May meeting.

Bookkeeper: Dane and Janice met with Deb Trent from Freedom Bookkeeping Services at the end of March to review our bookkeeping requirements. Deb worked in the accounting field for 30 years and is a QuickBooks Pro Advisor. She agreed with the way that we set up the two “divisions” in QuickBooks Plus and agreed that we do not need to upgrade to the Pro version for reporting purposes. An Engagement Letter that Deb sent summarizing her roles based on our meeting was signed and her start date was April 1st. Dane, Janice, and Deb met again on April 3rd with Andrea to review our payroll and tax information. The reports this month were all generated by Deb on April 9th. Dane and Janice reviewed the report and after a few clarifications were very satisfied. The process was very smooth and we look forward to working with Deb for many years to come!

4/10 – Many Board members received another phishing scam email requesting funds be transferred via Venmo. Andrea said to forward your original email to phishing@venmo.com. Since all community members should have access to board member email and phone information via the CICA directory, Janice will request that the Newsletter team remove emails and phone numbers throughout the publication.

4/15 – Janice sent a Dropbox “view only” link to the documents from Eric Sturm’s presentation during last month’s meeting to all board members.

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

Treasurer Dane Hendrix presented the CICA Membership and the Community Maintenance (CM) Financial Reports as of March 31, 2025, for the 9th month of the fiscal year which began July 1, 2024.

The April CICA Membership income was \$3,890.00, and expenses were \$243.39. At the end of March, the checking account balance was \$18,481.28 and the reserve account balance was \$52,070.55, of which \$16,000.00 was restricted (Equipment Replacement), resulting in a total asset balance of \$70,551.83.

For the month of March, CM income was \$11,096.72, and expenses totaled \$1,085.78. At the end of March, the CM checking account balance was \$101,387.00. The reserve balance was \$271,490.90 to provide a total CM assets balance of \$372,877.90. 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 reviewed the following project:

Lot G-13 – Carolyn Jones – 186 Rolling Ave – Replacement Deck and new screened porch

Carolyn Jones submitted plans for this new work and everything was in order. ARC granted conditional approval, pending receipt of an approved Cecil County Building Permit.

Beach Committee (Jim Carter)

Spring Clean Up Day will be held Saturday, April 26th. All volunteers should gather at the Pavilion at 8:30 am. All of the swim area boundary buoys have been readied for the season. A hornet’s nest was discovered and removed from the southern beach area. New, easier to read, combination padlocks have been purchased for the bath house, game closet, and boat ramp.

CERT (Kathy Kempski)

The CPR class has been postponed.

Community Affairs and Membership (Polly Carter and Karen Dryden)

Community Affairs (Polly Carter): Polly is in the process of contacting 3-4 new residents that settled at the end of March or early April. Kim and Polly put together updated binders.

Membership (Karen Dryden)

2024 MEMBERSHIP: 305 Lot owners (94.7%) have paid their maintenance fees in full for 2024 (includes multi-lot owners) plus 5 Mason Lane owners and 2 partial payments. 203 of those paid (66.6%) have joined CICA.

2025 MEMBERSHIP: 271 Lot owners (84.2%) have paid their maintenance fees in full for 2025 (includes multi-lot owners), plus 3 Mason Lane owners and 5 partial payments. 179 of those paid (66.1%) have joined CICA.

- 2025 Invoices were sent out December 15, 2024, and were due February 15, 2025.

- Second Invoices were sent out March 16, 2025.
- Third Invoices will be sent out next month.

Community Communications (Diana Hawley)

Since the last Board meeting, the following community communications were completed:

- **Website:** Janice Beiter completed ongoing routine updates. The Spring 2025 Newsletter was also posted.
- **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:
 - Reminders regarding important harbor dates were sent to 442 recipients (CICA distribution list) on March 19, 2025. The email also included a reminder for the community to remain vigilant when driving during mooring pick-up on March 29, as well as a reminder of the harbor closure on April 12 while harbor work is being done.
 - Details and reminders about upcoming CICA events (Sock Burning Ritual, Easter Egg Hunt, Community Yard Sale) were sent to 438 recipients (Hot Topics distribution list) on March 27, 2025.
 - The Spring 2025 Newsletter was sent to 438 recipients (Newsletter distribution list) on April 10, 2025. A final RSVP reminder for the Egg Hunt was included.
 - A notice of the mooring drop postponement (from Saturday, April 12, to Sunday, April 13 due to weather) was sent to 440 recipients (CICA distribution list) on April 11, 2025.
- **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)

Progressive Dinner 2025: The 2025 Progressive Dinner was a great success. A big thank you to Dawn Campbell and her committee for organizing this fun and well-attended event. The evening began with beautifully presented delicious appetizers at Susan Andrews' home. Around 80 attendees, most of whom dressed up for the occasion, were then divided into smaller groups for dinner. Everyone gathered for dessert at Dawn and Ed Campbell's house. A fun time was had by all. Many thanks to the dinner hosts and those who contributed appetizers and desserts. We are already looking forward to this event next year.

Sock Burning Tradition: The socks have officially been burned, marking the start of the boating season! Many thanks to Bill Osborne for organizing the event and assigning the all-important reading. A special thank you to Tom, our sacred fire keeper, for the amazing bonfire. About 20 people attended, and a great time was had by all. CHEERS!!

Upcoming events:

- April 19 - Easter egg hunt
- April 26 - Community cleanup
- May 3 – Community yard sale (May 4 rain date)

Fourth of July (Diana Hawley & Andrea Gilde)

Planning continues. Diana has contacted and confirmed all chairpersons for the various activities/events. Information about the event was included in the newsletter, including an initial flier with event details and a request for volunteers and basket raffle donors. Contact Diana if you would like to help in some way.

General Maintenance / Erosion (Jim Carter & Bill Wood)

Nothing to report.

Governing Documents Review Committee (Christine Valuckas)

Nothing to report.

Grass Mowing (Bob Resch)

Mowing has begun in the Isle! We expect a smooth season.

Harbor (Mike Klinger/Joe Greenfield)

The Harbor is open for business, thanks to a great group of volunteers that stuck with us through the date change from Saturday to Sunday. All floats and moorings are in the water and will be pulled over in about a week. Special thanks to Jessica Klinger and her mother for serving a hot breakfast and lunch to the volunteers. Rich Vindler is collaborating with the concrete company to repair the washout from under the ramp.

Racks: 90% of the rack assignments have been completed. Joe is looking for volunteers to help clean up the area around the racks, after which the racks will be opened for the season.

History (Bud Godby)

Nothing to report.

Legal (Justin Thomas)

A meeting has been scheduled with the CICA attorney in the upcoming week regarding the open items with Mason Lane. Updates will be provided during the following board meeting.

Maintenance Equipment (Jim Carter)

The Kubota mower has been serviced for the spring, including an oil change, various filter replacements, lubrication, and installation of new blades.

Newsletter (Kim Schmidt)

The Spring 2025 CICA newsletter was distributed electronically and posted on the Chesapeake Isle website on April 10th. Paper copies were put in the mail on April 11th. Special thanks to Diana Hawley, Andrea Gilde, and Janice Beiter for critical reading and delivery assistance.

The next newsletter is scheduled for publication in July. Articles and advertisements are due to Kim by July 1, 2025. (kimberlyschmidt119@gmail.com) This deadline is firm as the publication will include important Annual Meeting items such as the proposed FY2026 Budget.

Nominating (Vicky Garvey)

Nothing to report.

Pavilion Rentals (Cindy Mistysyn)

The pavilion is reserved for the following dates:

May 10, 17, 18, 25, 31

June 8, 14

July 12

August 2, 9, 16

September 6

Roads (Dale and Jean Hayman)

Mason Lane - north: After a thorough discussion of the three proposals received (All the proposals are in the CICA Drop Box under Mason Lane Construction.), including a review of the history of the previous north Mason Lane construction project, the committee voted unanimously to accept the GEO-TECHNOLOGY ASSOCIATES, INC. (GTA) proposal for TASK I, "Slope Stability Analysis and Geotechnical Exploration, Project Coordination". Task 1 services will include action items like the ones described below. This is not an exhaustive list.

- Perform a desk review of the existing documents provided by the Association. Provide an inspection of the retaining wall. The retaining wall will be checked for cracks, batter, bulging, galvanization, and its overall functionality.
- Develop a computer model of the slope using the soils parameters in the provided documentation and perform internal stability analyses of the walls and global stability of the slope.
- Depending on the system(s), GTA may perform 1 Standard Penetration Test boring to a depth of 50 feet to obtain samples for laboratory testing.
- Prepare a report summarizing the findings and results of the laboratory testing data, and proposed repair.

The cost of Task 1 is \$10,000 and there is sufficient funding in the Roads Committee budget to cover it.

Mason Lane - south: After discussion with a Mason Lane resident, it was discovered that our current signage at south Mason Lane is deterring all delivery trucks from entering the road beyond the white fence. UPS and Amazon packages are being left by the fence. To improve this situation, the Roads Committee decided a new sign will be ordered. The existing sign will be moved to the ROW at the south edge of the Kempski property. The new sign will read:



Road Maintenance: The Roads Committee chairpersons met with two asphalt companies regarding the maintenance of the harbor road and maintenance of the cracks and alligating on some of our roads. Cliffview Road and the harbor road were deemed to be in the most need of attention. An estimate of \$6-7,000 was obtained to treat the harbor road and Cliffview Road cracks and potholes using a rubberized hot tar sealing mix. The treatment was researched and reports demonstrated that filling the cracks and potholes with a rubberized hot tar will extend road life 3-5 years. The Board voted to approve the expenditure. The results will be assessed over time to determine if a similar treatment of cracks and potholes on other roads in the community would be beneficial in future years.

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

ROW Drainage:

1) Mason Lane (South) Drainage Project:

- a) We signed our Bristoll Plantation quote for \$16,840.00 and are sending Bristoll a one-third deposit this week. Janice reviewed the work with residents Greg Naumovich and Knut Holzer prior to signing the proposal. Bristoll will be doing the work within the next 2-3 weeks
- b) Our team reviewed the Parrott ROW tree stump removal and determined that the crushed pipe area was cut back by the SHA (State Highway Administration) when they cut the rest of the tree down. The committee determined that the area in front of the pipe needs to be dug out further to allow better flow from the swale. Bristoll was asked to add that to their proposal.
- c) On Monday April 14th, a group of volunteers met to remove the drain grills before the stone culvert area by the Wallace's on Caldwell to clear them out. The group will also assess the Caldwell bamboo removal project, re-establishment of the swale, and will schedule a date for the work to be done.

ROW Trees: On Saturday April 12th, Dane Hendrix removed a tree that was across the road on Rolling near the south side. Thank you, Dane!

Shoreline Erosion (Art Wood)

Waiting on Kingfisher to start Living Shoreline work to address erosion.

Old Business

CICA Harbor issues due to Rogues Harbor closure (Janice Beiter)

Rogues Harbor is scheduled to close for a few months beginning May 1. As a result, the public may look to use the CICA private harbor and beach. The CICA harbor and beach are for use by CICA residents and their accompanied guests only. Signs will be placed at the entrance to the harbor, the boat launch area, and the beach area that state these areas are private and for use by CICA residents and their accompanied guests only. Additionally, a padlocked chain will be placed across the boat launch with reflective tape attached to it for visibility. The lock combination will be the same as the combination for the beach bathrooms. Alice Moore has organized a group of volunteers that will go through the CICA neighborhood passing out flyers containing pertinent information on this topic. Repeat non-CICA resident offenders will be considered to be trespassing.

New Business:

None.

Announcement of the next Board Meeting:

The next monthly Board Meeting is scheduled for Tuesday, May 20, 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

Kyle Bottorff moved to approve the agenda.

Julie Rosario seconded the motion.

Justin Thomas moved to approve treasurer's reports.

Rich Vindler seconded the motion.

Rich Vindler moved to approve the expenditure to treat cracks and potholes on Cliffview Road and the harbor road.

Julie Rosario seconded the motion.

Dane Hendrix moved to adjourn.

Alice Moore seconded the motion.