

**CICA Board of Directors Meeting  
March 18, 2025  
6:30 pm via Zoom and Remote Access**

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**Board Members Present** – Janice Beiter, Rich Crowe, Dane Hendrix, Lori Hill, Alice Moore, Bob Resch, Julie Rosario, Lisa Schill, Rich Vindler, and Candy Wallace

**Board members Absent** – Kyle Bottorff, Justin Thomas

**Community members / guests present** – Mike Beiter, Dawn Campbell, Ed Campbell, Jim Carter, Polly Carter, Alice Deviney, Sean Deviney, Karen Dryden, Dale Haymen, Jean Hulse-Hayman, Mike Klinger, Babs Manges, Kathy Moll, Chris Peirson, Donna Peirson, Greg Schill, Pamela Warden Stevens, Eric Sturm

**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 February 18, 2025, were approved by the Board, and were distributed on March 4<sup>th</sup>. The minutes were posted on the web site on March 6<sup>th</sup> and at the harbor bulletin board on March 12<sup>th</sup>.

**New Business (a): Mason Lane North End: Historical review (Eric Sturm) and proposals**

Eric Sturm (Registered Landscape Architect) was heavily involved in the structural and paving work on the North end of Mason Lane in 2014. A court ruling had stated that Mason Lane should be maintained to the same standards as the other Chesapeake Isle roads. Prior to 2014, the north end of Mason Lane was an 8.9 ft wide, dirt/gravel road cut into the steep hillside. Eric presented diagrams and explained how the road was improved. American Engineering had provided a plan for the road improvement. Eric modified the plan to stay within the budget that CICA told him was available to spend on the project. To shore up the road, it was widened by 3 ft by placing rock-filled interlocking gabion cages on the downhill side at a small angle tilting towards the road and backfill the downhill side of the gabion cages with soil. The original roadbed and uphill side of the hill was not disturbed except for a 14-in wide cement gutter on the surface to carry away surface water and small rock with a perforated pipe below it to carry away underground seepage draining down the hill. By moving less than 5,000 cubic ft of soil from the original roadbed, a significant amount of funds were saved by avoiding the need to add additional storm water controls. The portion of the road that was built over the gabions has appeared to settle resulting in an open crack forming in the road. It was suggested that corrugated metal sheet pilings be driven in the downhill side of the road (common practice) to hold the road in place and the settled portion of the road be built up. This type of fix would avoid the need to acquire additional costly permits. Eric also suggested placing a removable bollard in the road at the top of the hill that would prevent heavy trucks from using that portion of the road on a regular basis, while allowing local traffic to use it. It was noted that CICA will need to review the bollard proposal with the CICA legal counsel to see if it would be permitted. Janice let everyone know that she will upload all these documents into a Dropbox folder and share them with the board via email. Also, she is recording this entire meeting and will share a link to the recording in that same email.

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

The agenda was approved as presented by a hand vote.

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

**Budget Committee Update** – Janice received a number of the Memorandum and Budget Forms and hopes to receive the rest of them by the deadline of Sunday, March 23<sup>rd</sup>. Janice is scheduling committee meeting dates in the April timeframe to start developing the FY26 budget proposal.

**Bookkeeper** – Dane did find a bookkeeper that is interested in the open CICA bookkeeper position. We plan to meet with her by the end of the week.

**2/21** – An email was sent to the community regarding multiple instances of children trespassing on private property, knocking on doors, attempting to open windows, and causing disturbances that have alarmed homeowners. This behavior is unacceptable and will not be tolerated. Thanks to multiple cameras throughout the community, some of the children have been identified. The police have also been contacted regarding these incidents, and we strongly urge parents to be aware of their children's whereabouts and activities. Please remind your children to respect private property and be mindful of their actions in our community. We all value Chesapeake Isle as a safe and welcoming place to live, and it is important that we work together to ensure it remains that way.

**2/22** – Rogue's Harbor will be closed for an extended period beginning in May. There is concern regarding what impact this will have on the security at the CICA harbor. This item will be discussed during New Business.

**2/24** – It has been suggested that some information on the CICA website be held on "hidden pages", such as email addresses, TR reports, etc. This would require a re-design of the website plus passwords would be required for access. A committee would need to be formed to work through the issues. If the SPAM email issue continues to escalate, this option will be considered.

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

Treasurer Dane Hendrix presented the CICA Membership and the Community Maintenance (CM) Financial Reports as of February 28, 2025, for the 8th month of the fiscal year which began July 1, 2024.

The February CICA Membership income was \$5,135.00, and expenses were \$90.04. At the end of February, the checking account balance was \$14,795.95 and the reserve account balance was \$52,042.60, of which \$16,000.00 were restricted (Equipment Replacement), resulting in a total asset balance of \$66,884.27.

For the month of February, CM income was \$40,190.00, and expenses totaled \$500.00. At the end of February, the CM checking account balance was \$86,376.06. The reserve balance was \$274,728.05 to provide a total CM assets balance of \$361,104.11. 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)**

**Lot B-10/5099 Turkey Point Road – Kyle and Peggy Bottorff – Replacement Deck/Boardwalk:** This is a submission to construct a new boardwalk to provide walking access to the beach from the Bottorff house. The old boardwalk was damaged, and this new construction calls for a 90-foot-long x 4-foot-wide structure. The project meets all setbacks and was granted approval contingent on an approved Cecil County construction permit.

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

Valarie Wood has signed on for another season as our weekly Bath House cleaner at the Beach.

### **CERT (Kathy Kempski)**

So far, there are no signups for CPR training this spring. Unless we get at least 6 participants by the end of March, we will postpone until fall.

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

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

Polly sent a welcome letter to Kevin and Melisa Bledsoe who will be settling on the Doyle's home at 63 Darrell. Kim and Polly will meet with the Bledsoes after they have settled on March 28.

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

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

**305** Lot owners have paid their Maintenance Fees in full for 2024 (includes double lot owners) (94.7%)

- Plus 5 Mason Lane owners and 2 partial payments

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

**258** Lot owners have paid their Maintenance Fees for 2025 (includes multiple lot owners) (80.1%)

- Plus 1 Mason Lane owner and 2 partial payments
- 170 Of those paid have joined CICA (65.8%)
- 2025 Invoices were sent out December 15, 2025, and were due February 15, 2025
- Second Invoices were sent out on March 17, 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 Rogue's Harbor closure (from April - December 2025) was sent to 442 recipients (CICA distribution list) on February 25, 2025. As stated in the email message, Chesapeake Isle had no advanced notice of this activity and has not received communication from Elk Neck State Park. Residents who have concerns about how this will affect our boat ramp/harbor area were encouraged to attend the next Board meeting; information was provided.
  - A message regarding trespassing and disturbances in the community was sent to 444 recipients (CICA distribution list) on March 2, 2025.
  - Information about the CICA Progressive Dinner was sent to 440 recipients (Hot Topics distribution list) on March 8, 2025.

- A “Save the Date” for the Annual Sock Burning Ritual (scheduled for April 5) was sent to 439 recipients (Hot Topics distribution list) on March 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.
- **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)**

- No past events.
- Roaring 20's progressive dinner takes place on March 22nd.
- Sock Burning takes place on April 5th.
- Emails with details on both events have been sent as hot topics.

#### **Fourth of July (Diana Hawley & Andrea Gilde)**

Diana will advertise the event (and the clean-up/prep day on July 3) in the coming months. She will reach out to various activity chairs in the next couple of weeks.

#### **General Maintenance / Erosion (Jim Carter & Bill Wood)**

Nothing to report.

#### **Governing Documents Review Committee (Christine Valuckas)**

Nothing to report.

#### **Grass Mowing (Bob Resch)**

- All current property owners that have CICA mow their property have been added to Quick Books, which should make the billing and follow-up process much easier. Thank you so much to Janice Beiter and all who helped accomplish that!
- Since the February board meeting, contracts for mowing for the 2025 season in the amount of \$4,025 have been received (one was prepaid with last year's payment). There are still outstanding invoices without a response in the amount of \$3,575. Bob gave an initial deadline for response of March 15th, so more responses are expected soon. Joe Greenfield and Bob have been discussing making changes to areas of the harbor to make it easier to mow. These areas include the location of the sunfish sailboats, the banks around the sunfish, and the area directly in front of the beach parking lot where the ornamental grass is planted. These areas are extremely difficult and time-consuming to keep properly trimmed.

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

Harbor Master reminders for Important dates:

- The community volunteers will meet at 8:30 am on Saturday March 29, 2025, at the harbor to perform mooring pickups.
  - Please ensure that you have set your mooring out by the road for pick up.
  - Please untangle any lines to ensure a proper inspection can take place.
  - Mooring owners will be notified as soon as possible after inspections to allow time for fixes prior to the deadline of April 11, 2025.

- Please drive slowly, carefully, and patiently on March 29 as volunteers will be driving around the neighborhood with tractor and trailer picking up moorings.
- Mooring drops and float settings will take place in the morning of April 12, 2025. Volunteers will meet in the harbor at 8:15 am for breakfast with work beginning at approximately 8:30 am. Lunch will be served after the work is done. During the mooring drops and float setting the harbor will be closed to traffic.

#### Additional items.

- An email blast and Facebook message reminder will be sent out regarding the dates above and the harbor closure.
- Main Pier Piling: *B and B Pile Driving* has not set a firm date for repairing the piling that was uprooted during last fall's storm. Nothing structural is happening there, so there has been no push to get it completed prior to spring.
- There has been erosion under the boat ramp that could cause a problem. A concrete company will be contacted to determine if concrete can be pumped under the ramp to solidify it. Mike is open to suggestions regarding how to fix the problem.
- The floating docks appear to be in decent condition, but there is always a chance an issue will surface when they are pulled apart.

#### **History (Bud Godby)**

Part 6 of an ongoing history article titled "Earliest Residents and Landholder of Chesapeake Isle" is complete and ready to be published in the spring Chesapeake Isle Newsletter. Part 6 covers the period from 1884 to about 1900. During this time, the community hosted one of the largest peach orchards in the region and one of the largest fisheries in the state. Several generations of the Wilson family owned the property. This family's business ventures were often mentioned in the Cecil Whig news. Find out the news of the day and read about "Captain" Fletcher Wilson. What was he the captain of anyway?

#### **Legal (Justin Thomas)**

Justin is interfacing with the CICA attorney regarding the legal standard of care that CICA is required to maintain for the hill portion of the road on the north end of Mason Lane.

#### **Maintenance Equipment (Jim Carter)**

Nothing to report.

#### **Newsletter (Kim Schmidt)**

It is time to start putting together the Spring 2025 Newsletter. All articles, photos and ads should be submitted to Kim (kimberlyschmidt119@gmail.com) by April 1, 2025. Our goal is electronic distribution during the second week of April.

#### **Nominating (Vicky Garvey)**

Rich Vindler will complete a 3-year term and Justin Thomas will complete his second 3-year term on the Board this August. We are so grateful for all they have done and will continue to do for the Isle. We also thank Lisa Schill and Lori Hill for agreeing to run for a second 3-year term in August. Their contributions have been noticed and very much appreciated. Two community members, Joe Greenfield and Jess Klinger, have agreed to run for 3-year terms in the next cycle.

#### **Pavilion Rentals (Cindy Mistysyn)**

The pavilion is reserved for the following dates:

May 10, 25, 31  
July 12  
August 2, 9, 16  
September 6

### **Roads (Dale and Jean Hayman)**

- Eric Sturm, the landscape architect who designed the 2015 north Mason Lane project, will speak to the Board regarding the history and construction processes for that portion of the roadway.
- The Roads Committee has received a formal proposal from Geotechnical Associates which covers current road condition and investigation and design for performing repairs. We will present their proposal to the CICA Board tonight.
- If the proposal is received in time, we will also present a “round about” proposal for a contracted design/build plan from Kingfisher Environmental Services.

After further discussion with our committee, we will make a recommendation for action.

- The Roads Committee is surveying CICA roadways for cracks which would benefit from a hot tar patch.
- The Roads Committee is in the planning process for fixing the significant pothole on the harbor road.

### **Roads Sub-committee: (Janice Beiter)**

#### **ROW Drainage:**

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

- a) Work is being scheduled with Bristoll Plantation (\$16,840 quote) to address the drainage in the CICA ROW (right-of-way) on the right (north) side of the road coming off Turkey Point Road. Starting back at the existing gate, a berm will be developed to steer water into a new culvert under the Naumovich shed driveway, a more defined retention basin prior to their driveway will be constructed, a new culvert at a higher elevation than existing under Naumovich driveway will be installed, and larger culvert will be installed under the Parrott’s driveway.
- b) Parrott tree stump removal to free up crushed pipe needs to be scheduled with a group of volunteers over the next couple of weeks.
- c) Bamboo bordering Caldwell Road (near TPR) will be removed and a swale re-established using a group of volunteers over the next couple of weeks.

#### **ROW Trees:**

Nothing to report.

### **Shoreline Erosion (Art Wood)**

Kingfisher has not provided a start date for conducting the shoreline erosion correction work at the harbor. Rob Hill is checking for the availability of grants or loans from the MDNR (Maryland Department of Natural Resources).

#### **Old Business:**

None.

#### **New Business (b):**

Rogues Harbor Closure: Rogues Harbor will close in May for construction of a break water barrier. There was a lot of discussion/concern regarding the possibility of many boaters, from outside our community, using the private community boat ramp at the CICA harbor once Rogues Harbor closes. Because of the

many boaters' forums available, some may suggest that the CICA harbor ramp is a public option. After an extended discussion, it was decided to install two posts and a chain at the top of the ramp that will be secured with a combination lock. Fluorescent tape will be hung from the chain to provide high visibility to prevent damage to people's vehicles because they do not see it. This will be communicated to the CICA community quickly using a variety of means of communication, so people are aware of the chain and the reason for it. The combination for the padlock will be the same used in other parts of the community. Alice Moore suggested distributing a flyer throughout the community to communicate our harbor plan and said that she will develop a plan for "neighborhood captains" to distribute the flyers.

**Announcement of the next Board Meeting:**

The next monthly Board Meeting is scheduled for Tuesday, April 15, 2025, at 6:30 pm.

**\*Adjournment:**

The meeting was adjourned at 9:02 pm.

Respectfully submitted,  
Kyle Bottorff, CICA Board Secretary

\*Voting Item

**Record of Motions**

Candy Wallace moved to approve the agenda.

Dane Hendri seconded the motion.

Rich Vindler moved to approve treasurer's reports.

Candy Wallace seconded the motion.

Alice moved to adjourn.

Lori Hill seconded the motion.