

**CICA Board of Directors Meeting
May 20, 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, Rich Vindler, and Candy Wallace

Board members Absent – Justin Thomas

Community members / guests present – Mike Beiter, Jim Carter, Karen Dryden, Babs Manges, Kathy Moll, Jim Parrot, Kim Schmidt.

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 April 15, 2025, were approved by the Board, and were distributed on April 28th. The minutes were posted on the web site on April 30th and at the harbor bulletin board on April 29th.

***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 29th to finalize both budgets and review the PowerPoint presentation. A presentation was given to the Board during the New Business section of this meeting.

4/17 – A special thank you goes to Alice Moore who developed a “Neighborhood Captain” plan for volunteers to distribute flyers about the Rogues Harbor closure and the need for a chain lock at the CICA boat ramp. This distribution method may be used in the future for special communications.

5/9 – Rich Vindler forwarded a Marsh Maintenance Plan from Kingfisher for Janice to sign. CICA needs to report into the Department of the Environment at the end of each year for 5 years on the status of the wetland’s vegetation related to the CICA Living Shoreline Project. The guidelines are in the Kingfisher document in the CICA Dropbox in the Shoreline folder.

5/11 – Justin Thomas purchased and installed a replacement modem at the pavilion.

5/12 – Ted Baker provided contact information to Rich Vindler related to grant opportunities for the CICA Living Shoreline Project. Triad Associates have been in the business for 30+ years and have a broad breadth of knowledge for what is available on the various grant platforms. Information on the size and scope of the project was shared with the Triad research department. Triad will let CICA know within a couple of weeks if there are any grant opportunities.

5/15 – Janice received numerous complaints about motorized bikes that many kids have been using throughout the community this year. A number of the kids are incessantly riding up and down the roads. One of the bikes has a muffler issue and is a major noise issue. CICA has noise and speed limit restrictions in the Rules and Regulations governing documents. Janice will visit with the parents and

review the Rules & Regulations documents with them. Janice suggested when residents observe the bikes in use on CICA property, to ask the motorized bike riders for their addresses. These vehicles are not necessarily dirt bikes or ATV's as written in the Rules/Regs but they are not just electric bikes. CICA may need to add new terminology the next time the Rules/Regs are revised.

5/17 – Janice developed two parking violator packets and placed them on the pavilion and harbor bulletin boards. The packets included a clipboard with a parking violator log sheet, pens, and 20 yellow Friendly Reminder sheets for windshields. The clear zippered packet they are in has the CICA sticker for reference on the front of the packet.

5/17 – At the beginning of the month, Janice received a couple of complaints about the size and location of the Gemcraft sign on one of our empty lots on Rt 272. It does not meet the CICA guidelines. Janice reached out to Gemcraft and requested that they remove the sign within 2 weeks. Janice removed the sign after the 2-week period and placed a tag in its place with contact information for retrieving the sign.

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

Treasurer Dane Hendrix presented the CICA Membership and the Community Maintenance (CM) Financial Reports as of April 30, 2025, for the 10th month of the fiscal year which began July 1, 2024.

The April CICA Membership income was \$1,135.00, and expenses were \$1,099.04. At the end of April, the checking account balance was \$18,510.24 and the reserve account balance was \$52,099.94, of which \$16,000.00 were restricted (Equipment Replacement), resulting in a total asset balance of \$70,610.18.

For the month of April, CM income was \$6,561.00, and expenses totaled \$16,875.30. At the end of April, the CM checking account balance was \$91,072.70. The reserve balance was \$271,601.09 to provide a total CM assets balance of \$362,673.79. 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 has reviewed the following projects:

Lot P-19 – 25 Rollins Rd – New Home Construction: The contractor submitted plans to ARC for this project and obtained county-approved well and septic permits. ARC submitted several questions on the construction plans and await the contractor's response. The contractor is waiting for the county's approval on the house plans. The project still needs final review by ARC.

Lot K-16 – 5297 Turkey Point Rd – Warren Brown – Solar Panels: ARC reviewed the contractor's plans to install new solar panels on the roof of the Brown's home. The plans meet our 3 requirements that the panels be stationery rather than tiltable, that they do not extend past the peak of the roof, and that they are to be flush mounted on the roof.

Lot D-05 – 37 Darrel Rd – Stinsman – Remove and replace wrap-around deck: The contractor submitted plans to demolish the existing deck and replace it with new construction. The plans meet all ARC requirements, the county approved the building permit, and ARC approved.

Beach Committee (Jim Carter)

There was a wonderful turn out of volunteers for the Spring Clean Up Day! Small sticks were raked off (Jean and Dale Hayman) and removed from the playground, grills were cleaned, driftwood removed from the beach, playground equipment inspected (Candy Wallace), horse shoe pits weeded, the volleyball court graded (Reagan), new replacement shoulder straps were installed on the blue plastic toddler swing, and the pavilion and bathhouse water systems were turned on.

Due to the drizzling rain, the sealer was applied to the outdoor picnic tables once the weather cleared and the wood had a chance to dry (Kevin and Therese Sullivan).

Sue Seeley did an excellent job of keeping us fed and watered with coffee, bagels and pastries in the morning and meatball sandwiches and plenty of liquid at lunch.

The bath house locks have been changed to our new, easier to read models, thanks to Bob Resch for locating this model of lock!

Thanks to Alice Moore for coordinating a squadron of volunteers who hand delivered a flyer to every house in Chesapeake Isle with the combination for all community combination locks. It is the same combination for all of the locks.

Valarie Wood has again agreed to be our bath house cleaner for this season!

The locks have been changed on the TWO game closets. The second game closet is smaller and is located at the far-right end of the long counter/cabinet located under the outdoor bulletin board at the pavilion.

The swimming area boundary buoys were installed by Rich Vindler, Jim Parrot and Jim before May 1. Many thanks to Mike Beiter and Rob Martin who installed our swim platforms on Saturday, May 17.

The pedestals / scoring tables at the horse shoe pits need some repairs before the July 4th Tournament.

REMINDER: ALL road licensed vehicles and boat trailers should be displaying a CICA sticker or a completed Guest Pass when parked at the Beach or Harbor. Golf carts do not need a sticker. Enforcement efforts will be increased this season to keep our Beach and Harbor areas private.

CERT (Kathy Kempski)

Nothing to report.

Community Affairs and Membership (Polly Carter, Kim Vindler, and Karen Dryden)

Community Affairs (Polly Carter)

- Due to the recent notices about cars/boat trailers showing their CICA stickers there have been a flurry of requests to provide them. Thanks to Kim and Karen for distributing them while Polly has been gone.

- Several new neighbors have moved into the Isle and Kim and Polly hope to meet with them by the end of next month.
- Twelve new ladies who have moved into Chesapeake Isle over the last year were invited to the Ladies' Brunch.
- New contact information was submitted for updates to the directory.

Membership (Karen Dryden)

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

2025 MEMBERSHIP: 287 Lot owners have paid their maintenance fees for 2025 (includes double & triple lot owners) (89.1%), plus 3 Mason Lane owners, and 4 partial payments. 185 Of those paid have joined CICA (64.5%).

- 2025 Invoices were sent out December 15, 2025, and were due February 15, 2025
- Second Invoices were sent out on March 16, 2025
- Third Invoices were sent out May 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 or Andrea sent the following emails on behalf of the Board since the last Board meeting:
 - Details about the kayak rack availability, the Easter Egg Hunt, and Clean-Up Day were sent on April 18 to 440 recipients (CICA distribution list).
 - A reminder about the Clean-Up Day and Yard Sale was sent on April 24 to 436 recipients (Hot Topics distribution list).
 - A notice regarding the April 28th community road work was sent on April 29 to 440 recipients (CICA distribution list). Information about the opening of the dinghy/kayak racks was also included.
 - A final reminder about the yard sale and information about July 4th donations, ramp security, and mooring assignments were sent on May 2 to 440 recipients (CICA distribution list).
 - A reminder about the first Summer Social, Annual Ladies Brunch, and CICA decals was sent on May 9 to 437 recipients (Hot Topics distribution list).
 - Information about upcoming spring events, including a Ches Isle Corvette Show, the May Summer Social, and the Annual Ladies Brunch was sent on May 14 to 437 recipients (Hot Topics distribution list).
- **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)

- Thank you to Angie Thomas for another successful Easter activity for the kids in our community. The event was well attended and the weather cooperative. A reminder that it is important for all kid activities that participants RSVP for planning purposes.
- Thank you to Tim Schmidt and Tom Grieco for organizing Chesapeake Isle's first car show. The weather was perfect to enjoy the dozen beautiful classic and newer corvettes, one Ferrari, and one “Kermit the Camaro”.
- The yard sale was a big success. A request has been made for suggestions for improvements for future sales.

Upcoming events:

Friday, May 23 - Adult Social at 6:30 pm at the pavilion.

Saturday, June 7 Ladies Brunch at 10 am at the pavilion.

Fourth of July (Diana Hawley & Andrea Gilde)

Planning continues. The preliminary flyer was included in the newsletter and the event will be more broadly advertised beginning soon. Donations for the auction are being accepted; info was included in emails and the newsletter. Please contact Diana if you have questions or want to volunteer at the event on July 4th.

General Maintenance / Erosion (Jim Carter & Bill Wood)

Rich Vindler and Jim posted new signage at the south end of Mason Lane and moved one of the old signs to the bottom of the “steep slope” section of the road.

Governing Documents Review Committee (Christine Valuckas)

Nothing to report.

Grass Mowing (Bob Resch)

Mowing continues in the Isle. Bob made rounds and found a few properties out of compliance with the grass guidelines and has been notifying lot owners.

Harbor (Mike Klinger/Joe Greenfield)

Support posts, chain, signage, reflectors, and a lock were installed blocking the entrance to the CICA boat launching ramp. The combination of this lock is the same as the bath house and game closet locks which (see flyer distributed to all homes in the Isle). Mike has only received a couple of calls regarding the chain across the ramp. Please RE-LOCK the chain after using the ramp. It is the responsibility of all CICA boaters to keep this ramp secure. Keeping this chain locked always will deter the use of our ramp caused by the season-long closure of the launching ramp at Rogues Harbor. A sign has been installed at the top of the harbor road indicating that the harbor is for use by CICA residents and guests only.

Thanks to Mike Post for leveling the primary pier, avoiding the need to drive the piling in further. This was a great time and cost savings for the community. Rich Vindler secured contractors to repair the erosion under our ramp. This work will be done in the coming weeks.

History (Bud Godby)

Nothing to report.

Legal (Justin Thomas)

The CICA attorney's opinion is that any treatment of the Mason Lane roadway would require the same benefits/easements of the other roadways in the community. Regarding potential placement of a removable bollard in the road to be used to control traffic, the attorney stated, "After review of Judge Bayne's opinion, I do not believe that the placement of a temporary bollard is permissible. The homeowners have an easement of use for purposes of ingress and egress, and the Association is not allowed to impede that easement. I would suggest signage limiting daily use to recreational vehicles."

Maintenance Equipment (Jim Carter)

Jim solved a minor starting problem on the Kubota.

Newsletter (Kim Schmidt)

The next newsletter is scheduled for publication in July. Articles are due to Kim (kimberlyschmidt119@gmail.com) by July 1, 2025. The July publication will include FY26 Budget information and must meet the 30-day reporting requirement for the Annual Meeting on Sunday, August 24, 2025, so the deadline is firm. Thank you to all those who send submissions, it helps make the publication informative and interesting for all!

Nominating (Vicky Garvey)

Nothing to report.

Pavilion Rentals (Cindy Mistysyn)

The pavilion is reserved on the following dates;

May 10, 17, 25, 31

June 8, 14, 22

July 12, 20

August 2, 3, 9, 16, 17, 30

September 13

Roads (Dale and Jean Hayman)

- 6000 Linear feet of hot tar patch and crack filling were applied on Monday, April 28 to Cliffview, Gull, Rolling, and Mowbray roads. A 10-foot x 75-foot asphalt patch was also applied on Cliffview and four potholes on the Harbor Road.
- A new sign was ordered and installed on the south end of Mason Lane near the white picket fence. The sign is intended to clarify that smaller delivery trucks, like UPS, can enter and have space to turn around. The existing sign that warned of the closed north end of Mason Lane has been moved to the closed area. Thanks to Rich Vindler and Jim Carter for handling all the work involved in installing and moving the signs!
- On April 30 Janice Beiter signed the contract with Geo-Technology Associates, Inc. for a Slope Stability Analysis and Geotechnical Exploration of the north end of Mason Lane. The results of their work will help determine the repairs needed to achieve a safe roadway at the north end of Mason Lane.

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

ROW Drainage: Mason Lane (South) Drainage Project:

- a) Bristoll Plantation is starting work on Thursday, May 22^d. Janice has informed the Naumovich's, Resch's, and Jeff Parrott about the start date.
- b) Caldwell bamboo project is still in assessment mode after the work that was done on 4/14. The team is waiting for a heavy rain to determine the need for removal of additional bamboo.

ROW Trees: Nothing to report.

Shoreline Erosion (Art Wood)

The last piece of information received from Kingfisher is that the living shoreline project will now start in mid-July. The boat ramp under erosion repair started today, May 20.

Old Business

None.

New Business:

- **FY2025 Budget proposal** (Janice Beiter)
President Janice Beiter presented a summary of the Budget committee's recommendation for the FY2025 budgets. Detailed information will be mailed to the Board after the meeting for review prior to the June Board meeting at which time the Board will vote on adopting the recommendation. Janice requested that any questions be addressed to her and/or Dane Hendrix, Treasurer, before June 10th, to allow time for any necessary modification prior to the June meeting. The Board recommended budget will be presented to lot owners for a vote during the August 24th annual Chesapeake Isle meeting.
- **Fiscal year date change** (Janice Beiter)
Janice Beiter proposed that the fiscal year begin on September 1 and end on August 31 rather than July 1 and June 30 as it currently stands. This would be better to align the fiscal year with the timing of the budget approval, which occurs on the fourth Sunday in August. The Board expressed general approval of the proposal. A suggestion was made that the start be October 1 and the end be September 30, to allow for any changes that may occur during the annual meeting. Further actions are required to make the proposal official (vote on change during the annual meeting).

Announcement of the Next Board Meeting:

The next monthly Board Meeting is scheduled for Tuesday, June 17, 2025, at 6:30 pm.

***Adjournment:**

The meeting was adjourned at 7:49 pm.

Respectfully submitted,
Kyle Bottorff, CICA Board Secretary

*Voting Item

Record of Motions

Lisa Schill moved to approve the agenda.
Julie Rosario seconded the motion.

Candy Wallace moved to approve treasurer's reports.
Rich Vindler seconded the motion.

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