

**CICA Board of Directors Meeting  
July 15, 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, Julie Rosario, Lisa Schill, Justin Thomas, Rich Vindler and Candy Wallace

**Board members Absent** – Bob Resch

**Community members / guests present** – Mike Beiter, Jim Carter, Polly Carter, Karen Dryden, Joe Greenfield, Diana Hawley, Babs Manges, 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 June 17, 2025, were approved by the Board, and were distributed on July 7<sup>th</sup>. The minutes were posted on the web site on July 7<sup>th</sup> and at the harbor bulletin board on July 9<sup>th</sup>.

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

The agenda was approved as presented by a hand vote.

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

Budget Committee Update – Our Board Approved FY26 Proposed Budget will be posted within the Summer Newsletter which will meet CICA Bylaw's 30-day posting requirement.

I would like to give a special thank you to Diana Hawley for her tireless efforts to coordinate all the volunteers for our incredible 4th of July event. Also, her behind the scenes time devoted in choosing the fun background music to liven up the atmosphere all day needs to be called to everyone's attention. The event is so special and everyone thoroughly enjoys the day! Also, Jess Klinger needs a special thank you for the unbelievable creativity in developing all those gift baskets, etc. The personal time involved by both of them is truly over the top for this fantastic event

It was a very busy month but there is nothing to call out separately that is not being covered in the committee reports.

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

Treasurer Dane Hendrix presented the CICA Membership and the Community Maintenance (CM) Financial Reports as of June 30, 2025, for the 12th month of the fiscal year which began July 1, 2024.

The June CICA Membership income was \$445.00, and expenses were \$1,117.38. At the end of June, the checking account balance was \$17,580.91 and the reserve account balance was \$52,153.91, of which \$16,000.00 were restricted (Equipment Replacement), resulting in a total asset balance of \$69,734.82.

For the month of June, CM income was \$1,510.00, and expenses totaled \$17,691.91. At the end of June, the CM checking account balance was \$67,452.77. The reserve balance was \$272,798.40 to provide a total CM assets balance of \$340,251.17. 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

The Treasurer's reports were approved as presented by a hand vote.

### **Community Comments**

None offered.

### **Committee Reports**

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

Nothing to report.

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

- Thanks to Rob Martin who discovered the screw anchor for the upstream swim platform was out of the river bottom. It has been screwed back in
- Thanks to Mike Beiter for scrubbing the platforms in preparation for the 4th of July festivities.
- Thanks to all the volunteers who helped with set up and cleaning up before and after the 4th of July celebration.

#### **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:** 305 Lot owners have paid their maintenance fees (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:** 289 Lot owners have paid their maintenance fees (includes double & triple lot owners) (89.8%), plus 3 Mason Lane owners and 4 partial payments. 187 Of those paid have joined CICA (64.7%).

- 2025 Invoices were sent out December 15, 2025, and were due February 15, 2025
- Second Invoices were sent out 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 sent the following emails on behalf of the Board since the last Board meeting:
  - June 28, 2025: Information about the event setup and beach cleanup on July 3 and the updated event flyer and schedule for July 4 was sent to 436 recipients (CICA 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)**

**June 27th Cocktail Social:** The social at the pavilion was an evening with an array of tasty snacks and great conversation. About 30 people were in attendance. Thank you to Sue Seely for coordinating and thank you to all who contributed to the snacks and helped set up and clean up.

**July 3rd Cleanup/setup:** 18+ volunteers showed up to help with setup for the 4th of July event. Thank you to all volunteers for setting up for a successful 4th of July.

**July 4th Annual Celebration:** Chesapeake Isle’s 4 of July tradition continued with style and pizzazz! HUGE Thank you to Event Chair Diana Hawley and her 13 activities, chair people and their committees and the 100+ volunteers. The aroma of waffles and popcorn filled the air as family, friends, old and new took advantage of the various activities. Truly something for everyone at any age!!

**Looking ahead:** July 25th, 7pm Adult Social at Pavilion

**Fourth of July (Diana Hawley)**

Thank you to all who helped contribute in some way to the success of this event—by volunteering, donating items, helping with setup/cleanup, and for attending. All the support resulted in a fun community celebration and a profitable event. The final expenses are still being calculated, but the estimated total profit was around \$3,850! Details, including business and community sponsors and activities chair people will be included in the July newsletter. Pictures of the event will be posted in albums on the Chesapeake Isle Facebook page.

Diana has efficiently and very successfully organized this huge CICA event for many years and the board commends her!

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

Nothing to report.

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

The GDRC has constructed a recommendation to amend the 2022 Chesapeake Isle Bylaws to change the Annual Meeting date from August to May effective in 2026. This recommendation will be discussed and voted on at the July 15 meeting.

**Grass Mowing (Bob Resch)**

Nothing to report.

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

Some kayak racks have been repositioned to make room for the shoreline erosion mitigation/living shoreline work that began July 15<sup>th</sup>. A dumpster will be delivered soon to manage the debris generated by the work. Only 2-3 kayak rack spots remain available, but several dinghy racks spots are still available. Contact Joe Greenfield if you would like one of the remaining spots.

**History (Bud Godby)**

A new CICA History Board has been mounted in the pavilion.

**Legal (Justin Thomas)**

Nothing to report.

**Maintenance Equipment (Jim Carter)**

The tire pressure in the left rear tire of the tractor partially deflated in late June. Soap bubble testing and inspection failed to find any leaks. Jim believes the tractor tires are showing signs of dry rot and may need to be replaced during the next budget year.

Jim has begun work on the new Man and Woman of the Year display board (engraving ordered, started millwork, large logo ordered).

**Newsletter (Kim Schmidt)**

The summer 2025 newsletter is currently in the editing stages and awaiting Board action tonight before publication. It is the goal to publish before the end of the week. 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. Thank you to all those who sent submissions, it helps make the publication informative and interesting for all!

**Nominating (Vicky Garvey)**

Nothing to report.

**Pavilion Rentals (Cindy Mistysyn)**

July 12, 19, 20

August 2, 3, 9, 10, 16, 17, 30, 31

September 13, 28

**Roads (Dale and Jean Hayman)**

Nothing to report.

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

Nothing to report.

**Shoreline Erosion (Art Wood)**

The trimming of the shoreline and Jacob's nose has been completed. Work on the shoreline erosion/living shoreline project began today, July 15th.

**Old Business:**

- \*GDRC recommendation to change the Annual Meeting date and amend the 2022 Chesapeake Isle Bylaws. (Janice Beiter): The Governing Documents Review Committee (GDRC) recommended that the date of the CICA annual meeting be moved from the fourth Sunday in August to the third Sunday in May, beginning in 2026 and the sections of the bylaws outlining the annual meeting date be changed accordingly. This change would result in the community vote and approval of the Annual Budgets taking place before the fiscal year starts on July 1, rather than after the fiscal year has already started. The recommendation to change the date and the bylaws was approved by a unanimous hand vote. The GDRC committee will conduct the process as outlined in the bylaws to have the CICA members vote on this item, with the results to be announced at the annual meeting in August.

- Annual meeting prep (Janice Beiter): The CICA annual meetings will be held on Sunday, August 24<sup>th</sup> beginning at 2 pm at the pavilion. The Property Owners' meeting will take place first followed by the Civic Association members' meeting with a social occurring after the last meeting. Information containing details and business to be conducted during the meetings will be sent to community members well in advance (e.g., FY2026 proposed budgets). There will be no Zoom option for the meeting.

Janice developed a Dropbox folder and updated numerous documents with the new 2025 dates. Additional documents related to the meeting will be added by meeting planners and participants.

The summer CICA Newsletter containing the FY26 proposed budget has been issued as well as posted on the CICA website.

An email containing important information about the Annual Meeting will be sent out.

Volunteers to conduct registration and vote tallying are needed.

**New Business:**

None.

**Announcement of the next Board Meeting:**

The next monthly Board Meeting is scheduled for Tuesday, August 19, 2025, at 6:30 pm via Zoom.

**\*Adjournment:**

The meeting was adjourned at 7:32 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.

Kyle Bottorff seconded the motion.

Dane Hendrix moved to accept the GRDC recommendation to change the annual meeting date and respective sections of the bylaws as written.

Justing Thomas seconded the motion.

Dane Hendrix moved to adjourn.

Rich Vindler seconded the motion.