

CICA Board of Directors Meeting
August 19, 2025
6:30 pm via Zoom and Remote Access

Board Members Present – Janice Beiter, Kyle Bottorff, Rich Crowe, Dane Hendrix, Lori Hill, Julie Rosario, Lisa Schill, Justin Thomas, Rich Vindler, and Candy Wallace

Board members Absent – Bob Resch, Alice Moore

Community members / guests present – Mike Beiter, David Berkeihiser, Warren Brown, Jim Carter, Polly Carter, Karen Dryden, Diana Hawley, Jean Hulse-Hayman, Kathy Moll, John Moll, Kim Schmidt, and Christine Valuckas

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 July 15, 2025, were approved by the Board, and were distributed on July 29th. The minutes were posted on the web site on July 30th and at the harbor bulletin board on July 31st.

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

The agenda was approved as presented by a hand vote.

President’s Report (Janice Beiter)

Budget Committee Update: The board-approved FY26 proposed budget was sent on Monday, August 10th to 12 people that requested the proxy voting option for the Annual Meeting. The proposed budget was also included in the informational email sent to the community concerning the Annual Meeting on Friday, August 15th. Janice posted all the Annual Meeting documents on the CICA website (above the Board Meeting section) on Monday, August 18th.

8/14 – **Shoreline Project:** Ted Baker requested the CICA corporation tax filing categories. The information was needed for a possible grant opportunity.

It was a very busy month gathering all the information required for Annual Meeting documents, preparing the labels for the Bylaw Amendment mailing, plus preparing the documents required for the Proxy Voting requests. Janice is looking forward to a little break after the Annual Meeting this Sunday!

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

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

The **July** CICA Membership income was \$5,380.00, and expenses were \$2,439.90. At the end of **July**, the checking account balance was \$20,514.01 and the reserve account balance was \$52,177.92, of which \$16,400.00 were restricted (Equipment Replacement), resulting in a total asset balance of \$72,691.93.

For the month of **July**, CM income was \$60,549.61*, and expenses totaled \$60,426.05. At the end of **July**, the CM checking account balance was \$59,661.33. The reserve balance was \$222,871.70 to provide

a total CM assets balance of \$282,533.03. The restricted reserve account balances within the reserve were;

- Equipment Replacement Fund (Restricted) - \$40,000.00
- Roads and Erosion (Restricted) - \$24,650.00
- Shoreline Erosion (Restricted) - \$77,952.58
- Harbor Pier Restoration (Restricted) - \$11,250.00

*Note: The CM income includes a \$57,900 transfer from Shoreline erosion restricted reserve which was used to pay the \$57,900 Shoreline erosion expense.

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)

Jim has occasionally found the bathrooms unlocked, which defeats their purpose. As a reminder, the locks will not relock if the correct combination is not dialed in. Next year, Jim will replace the locks with the model currently used at the boat ramp since it is less of an issue for users.

CERT (Kathy Kempinski)

Seven additional CICA residents were trained in CPR/AED on 8/3. A class will be held in Spring to recertify board members.

Community Affairs and Membership (Polly Carter and Karen Dryden)

Community Affairs (Polly Carter)

Nothing to report.

Membership (Karen Dryden)

2024 MEMBERSHIP: 305 (94.7%) Lot owners have paid their Maintenance Fees which includes double lot owners. In addition, payments from 5 Mason Lane owners and 2 partial payments were received. Of those paid 203 have joined the CICA (66.6%).

2025 MEMBERSHIP: 294 Lot owners have paid their Maintenance Fees which includes double and triple lot owners (91.3%). In addition, payments from 3 Mason Lane owners and 2 partial payments were received. Of those paid, 189 have joined CICA (64.3%).

- Invoices for 2025 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 continued 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:
 - July 15 (after the Board meeting): The Summer 2025 newsletter was sent to 434 recipients (Newsletter distribution list).
 - July 20: The letter and ballot for the proposed amendment to the CICA Bylaws was sent to 435 recipients (CICA distribution list), with a reminder that only CICA members who own property are eligible to vote. (As mentioned in the email, a hard copy of the letter and ballot will be sent to all CICA members on Monday, July 21.)
 - July 23: Information about the Family BINGO and Ice Cream Night on August 1 was sent to 431 participants (Hot Topics distribution list).
 - July 25: Voting information for the upcoming Annual Meeting, including details and the process for proxy voting, was sent to 435 recipients (CICA distribution list).
 - August 1: Information regarding State Highway Administration road work on Rt 272/Mason Lane (south entrance) was sent to 435 recipients (CICA distribution list).
 - August 15: Annual meeting documents and information were sent to 434 recipients (CICA distribution list).
 - August 15: A message soliciting chili chefs for the September 20 Chili Cook Off was sent to 431 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.
- Diana and Andrea responded to all incoming emails as appropriate and forwarded all emails that required a Board follow-up or response to President Janice Beiter.
- **Facebook and Instagram:** 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)

July 2025 Adult Summer Social: Thank you to Susan Seely for her work on this event. About 25 neighbors attended, sharing a spread of tasty treats. Thank you to all that pitched in for set up and clean up.

Annual Bingo and Ice Cream: It was a beautiful, but warm setting for Bingo. Committee Chair, Kim Vindler and her team put on an excellent event with lots of interesting bingo challenges, fun, unique prizes, and a tasty variety of ice cream treats. With 53 attendees, the energy was thrilling and competitive. A good time was had by all.

Looking ahead:

August 23 - Annual Meeting

August 29 - Adult Social

September 20 - Chili Cookoff. Currently 5 chili chefs have signed up and Polly is looking for 5 more.

Fourth of July (Diana Hawley)

After all expenses have been calculated, the total profit for the 2025 event was approximately \$3,791. Thanks to everyone who contributed to making this such a wonderful event!

General Maintenance / Erosion (Jim Carter & Bill Wood)

Man and Woman of the Year: The engraving of the 2025 winners on the plaque is completed. A new logo is on order and construction of a new wooden plaque is in progress.

Governing Documents Review Committee (Christine Valuckas)

A sufficient number of Ballots for the recommended 2025 Amendment to the CICA Bylaws were received by the deadline of August 15, 2025. Ballots were received by mail, email, and the drop box at the pavilion. This amendment to the Bylaws (Article 3, Section 3.1 A) would move the Annual Meeting date from August to May (effective in 2026), allowing the community to approve budgets before the fiscal year begins on July 1. Returned ballots from property owners who are CICA members in good standing will be counted at the Business Meeting of Chesapeake Isle Board of Directors on Tuesday, August 19, 2025, at 6:30 pm via Zoom. Results will be announced at the Board Meeting and at the Annual Meeting on August 24, 2025, at the pavilion. (see Old Business).

Grass Mowing (Bob Resch)

Nothing to report.

Harbor (Mike Klinger/Joe Greenfield)

Currently the chain across the boat ramp is being utilized most of the time. The new lock is a much better option for CICA boaters and is very much appreciated. Ramp users are looking forward to the time when Rouges Harbor is reopened and the chain is no longer needed. The work on the shore line erosion control project is coming along nicely. Thank you to Rich, Art, and all involved.

Dinghy rack “B” has been relocated temporarily while the shoreline erosion work is underway and will be moved back once the work has been completed.

Waste Masters grants CICA a significant discount on dumpsters/rollers used for Beach and Harbor clean ups. Joe encourages CICA residents to utilize their services to demonstrate our appreciation. In addition, Cecil County also provides a substantial discount for waste taken to the landfill from CICA clean ups.

On Sunday 8/10 there was an incident after dark at the Harbor that was brought to Mike’s attention. Mike was alerted by a homeowner that two cars were driving erratically in the harbor and chasing deer with a vehicle. An SUV and a truck with a bed full of community members were found to be parked on the Harbor Road, “enjoying the view.” Mike did not observe any type of wrong doing and the rambunctious group of people were receptive to his conversation and headed towards the harbor exit as Mike left. Mike encourages anyone that has video footage or more details of this or other incidents to come forward.

History (Bud Godby)

Nothing to report.

Legal (Justin Thomas)

Nothing to report.

Maintenance Equipment (Jim Carter)

Jim replaced the starter solenoid (again) on the Kubota mower and tested the battery load (good). Thanks to Rich Vindler who had ordered two replacement solenoids which arrived “just in time.”

Rich and Jim replaced the Schrader valve core and used Teflon tape on the valve stem threads in the tires of the Ford tractor which appears to have stopped the slow air leaks. Jim plans to replace both rear tires in the FY2026 budget year at a cost of \$1,825 which is within the FY2026 budget.

Newsletter (Kim Schmidt)

The summer newsletter was completed and delivered in compliance with the 30-day requirement for the budget and Annual Business Meeting notice. The newsletter was posted on the website and emailed after the Board Business meeting on Tuesday, July 15, 2025. Paper copies were put in the mail on Thursday, July 17, 2025. All community members should have their copy. All Chesapeake Isle property owners should read this important publication for key information about our community. Special thanks to Andrea Gilde, Diana Hawley, and Janice Beiter for their help with edits and distribution. The next newsletter publication is scheduled for October 2025. All submissions should be sent by October 1st to: kimberlyschmidt119@gmail.com.

Nominating (Vicky Garvey)

Nothing to report.

Pavilion Rentals (Cindy Mistysyn)

There were a couple of cancellations since last month. The pavilion is reserved for the following dates:
August 17, 30, 31
September 13, 28

Roads (Dale Hayman and Jean Hulse-Hayman)

The Geotechnical Associates (GTA) report, which is based on past and recent borings, documents reviews, and observations, is in the Roads Committee Dropbox folder for those who wish to read it. GTA has determined the north end of Mason Lane is unstable and they would like to do further testing to see how much movement is occurring. The Roads Committee will be meeting this month to discuss their ideas and get back to the board with a recommendation.

The State still needs to complete the apron tie-ins at 3 Rt 272-CICA road intersections. The work at the intersection of Rt 272 and Mason Lane (south) will be completed Friday, August 22.

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

1) Mason Lane (South) Drainage Project:

- a) The State Highway Administration (SHA) completed their work at the intersection of Mason Lane (South) and Turkey Point Road (TPR) between August 4 – 8, 2025. Three new pipes that merge at that intersection were installed along with a utility hole to allow for access at that junction. The remainder of the tree trunk that was encased around the previous eroded drain pipe was removed. A replacement tree will be planted in the ROW by Parrott's house in the fall, which will complete the SHA portion of the project. The SHA did an excellent job and it should be a significant improvement for drainage in that area. The final portion of the CICA project in that area is to replace the Parrott driveway drain pipe with HDPE which will be scheduled this fall.
- b) Caldwell bamboo project is still a work in progress.

ROW Trees:

Nothing to report.

Shoreline Erosion (Art Wood)

The shoreline project is moving along and should be completed soon.

The final planting stage will occur after the seaweed has stopped coming ashore, as it would damage new plantings.

Old Business

- **Annual meeting prep (Janice Beiter):** The documents preparation for the annual meeting is on track. Janice received no questions in advance of the meeting regarding the proposed FY26 budget or the draft minutes from last year’s meeting. Janice has volunteers in place to assist with registration, count ballots including proxies, set up, and clean up.
- **GDRC Vote Counting for Annual Meeting Date Change Ballots (Candy Wallace):** Candy hosted non-board members Kim Schmidt and Christine Valuckas to count the submitted ballots received from CICA members concerning the proposal to change the date of the CICA and Community Maintenance meetings from the 4th Sunday in August to the 3^d Sunday in May. The ballots were counted during the board meeting and the proposal passed by a large margin. 74 Ballots were submitted with 72 voting in favor of changing the date, 1 opposed, and 1 that was ineligible due to not being a CICA member. The results will be announced during the upcoming annual meetings next Sunday (8/24/25) and in the October CICA newsletter.

New Business:

None.

Announcement of next Board Meeting:

The next monthly Board Meeting is scheduled for Tuesday, September 16, 2025, at 6:30 pm.

***Adjournment:**

The meeting was adjourned at 7:42 pm.

Respectfully submitted,
Kyle Bottorff, CICA Board Secretary

*Voting Item

Record of Motions

Lisa Schill moved to approve the agenda.
Dane Hendrix seconded the motion.

Candy Wallace moved to approve treasurer's reports.
Lisa Schill seconded the motion.

Dane Hendrix moved to adjourn.
Lori Hill seconded the motion.