

**CICA Board of Directors Meeting
September 16, 2025
6:30 pm via Zoom and Remote Access**

Board Members Present – Janice Beiter, Kyle Bottorff, Rich Crowe, Joe Greenfield, Dane Hendrix, Lori Hill, Jess Klinger, Alice Moore, and Lisa Schill

Board members Absent – Julie Rosario, Bob Resch, and Candy Wallace

Community members / guests present – Jim Carter, Polly Carter, Karen Dryden, Babs Manges, Kathy Moll, and Rich Vindler

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 for Julie Rosario)

The minutes of the Board Meeting held August 19, 2025, were approved by the Board, and were distributed on August 3^d. The minutes were posted on the web site on September 4th and on the harbor bulletin board on September 9th.

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

The agenda was approved as presented by a hand vote.

President's Report (Janice Beiter)

The proposed FY2026 budgets were approved at the Annual Meeting last month.

8/25 – The smelly dead dolphin was removed from the CICA beach area by the DNR. The DNR said it appeared to have multiple cut marks potentially from a propeller.

8/26 – A non-CICA resident young man was observed wandering around and sleeping/napping in various locations of Chesapeake Isle over that weekend. No further sightings were reported after 8/25.

8/30 – Janice received an email from a community member that lives on Rollins regarding a group of young boys (est. ages 12-15) that were ringing doorbells, kicking garage doors, and knocking on windows. They were caught on a ring camera and were wearing ski masks which obscured their identity. Janice advised the resident to reach out to the police and document these incidents. If anyone knows anything more about this group of young boys, please reach out to the CICA email address at chesapeakeisle.secretary@gmail.com.

9/2 – David Berkeihiser reached out to the board via the CICA email and copied the Harbor committee chairs. He accumulated information regarding the traffic and parking patterns at the harbor over this past summer. He is concerned about the increase in activity and the impact on private property lines of some of the lots that border the harbor. He proposed suggestions to alleviate the problem which the Harbor Committee will review and consider.

9/10 – Ted Baker, community member with some grant contacts forwarded information regarding potential grant opportunities that may apply to CICA's shoreline erosion project. The Shoreline Erosion committee plans to review the information to determine if any of the grants would apply.

9/13 – A community member has been parking vehicles on Bennett Avenue at the intersection with Rt 272. This presents a safety issue as visibility is greatly reduced for drivers entering or exiting the intersection. When asked to relocate the vehicle due to safety concerns, the community member refused and intentionally parked there again two days later. Since it is a private road, the State Police recommended installing *No Parking* signage containing verbiage that warns of towing the vehicle, sending a letter from CICA documenting that he was warned about parking at that location, and documenting if it occurs again, before taking legal action.

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

Treasurer Dane Hendrix presented the CICA Membership and the Community Maintenance (CM) Financial Reports as of August 31, 2025, for the 2nd month of the fiscal year which began July 1, 2025.

The August CICA Membership income was \$192.00, and expenses were \$1,237.73. At the end of August, the checking account balance was \$19,461.28 and the reserve account balance was \$52,204.51, of which \$16,400.00 were restricted (Equipment Replacement), resulting in a total asset balance of \$71,665.79.

For the month of August, CM income was \$63,050.00 which included a \$62,100.00 inflow from the Shoreline Erosion restricted reserve account, and expenses totaled \$64,918.61, which included an outflow of \$63,100.00 for shoreline erosion control work. At the end of August, the CM checking account balance was \$5,622.72. The reserve balance was \$213,041.49 to provide a total CM assets balance of \$218,664.21. 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) - \$15,852.58
- Harbor Pier Restoration (Restricted) - \$11,250.00

The report showed that a total of \$121,000.00 of the expenses paid for shoreline erosion work during FY2026 had derived from the Shoreline Erosion Fund. It was recommended that \$1,000 of the expenses paid to date be charged against unrestricted reserves, which would result in \$120,000.00 being charged against the Shoreline Erosion restricted reserve account (approved for FY2025). A motion was made to approve the Treasurer’s reports including the recommended modification. The Treasurer’s reports were approved as presented by a hand vote.

Dane pointed out that six Certificates of Deposit has been set up as a “ladder”, such that \$20,000 of CDs mature each month, which provides for the necessary cash flow needs of CICA, while generating higher interest income versus holding CICA cash in savings accounts only.

Community Comments

None offered.

Committee Reports

Architectural Review (ARC) (Mike Beiter)

Since the last Board Meeting, ARC has reviewed the following projects:

Lot V-17 Maruchi-Turner at 70 Caldwell Rd. – Replace front porch and rear deck. The residents presented drawings and an approved Cecil County permit to replace their front porch and rear deck. All building requirements and setbacks were met and the project was approved.

Beach Committee (Jim Carter)

- Many thanks to the chainsaw crew which turned out to cut and clean up the three trees which fell on the horseshoe courts at the Beach a week ago! Free unseasoned, firewood lengths of cherry and locust are available on the driveway by the Pavilion.
- The swim platforms will be pulled out by the end of September.
- Barring unseasonably cold weather, the bathrooms will remain open until after the Halloween event.
- The new Man and Woman of the Year display board is finished and will be presented during the Holiday Wine and Cheese social in December.

CERT (Kathy Kempski)

Nothing to report.

Community Affairs and Membership (Polly Carter and Karen Dryden)

Community Affairs (Polly Carter)

Kim and Polly met with Jess McCordell and her mother, Monica (“Bubbles”) at 32 Caldwell on 8/28. Both were interested in participating in some CICA events. Also, a welcome visit is scheduled with the Battles at 95 Caldwell on 9/17.

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
- 2026 Invoices will be mailed out in the middle of November 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:

- August 24: A notice about a dead dolphin in the swim beach area (causing unsafe swimming conditions) was sent to 432 recipients (CICA distribution list).
- September 10: A reminder about the Chili Cook Off was sent to 429 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: Diana and Andrea 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)

August 2025 Adult Summer Social: The weather was perfect for the last summer social. Thank you to Susan Seely for her work on this event. About 25 neighbors attended, sharing a spread of tasty treats while others pitched in for set up and clean up.

Holiday House Decorating Competition: Alice Moore agreed to lead the Chesapeake Isle holiday house decorating contest this year.

Looking ahead:

- Chili Cookoff takes place on September 20.
- The Man and Woman of the Year presentation was postponed to the Wine & Cheese event in December due to scheduling conflicts.

Fourth of July (Diana Hawley)

Nothing to report.

General Maintenance / Erosion (Jim Carter & Bill Wood)

Nothing new to report.

Governing Documents Review Committee (Christine Valuckas)

The 2022 Bylaws were amended to reflect the changes approved as result of the recent CICA vote. All documents are saved in CICA Dropbox

Grass Mowing (Bob Resch)

Some issues with the Kubota have hindered mowing in some cases. Jim Carter has been extremely responsive but the tractor may need to be sent to a dealership if problems persist.

Harbor (Mike Klinger/Joe Greenfield)

The light by the fishing pier was replaced by Delmarva.

History (Bud Godby)

Nothing to report.

Legal (Justin Thomas)

Justin reached out to the CICA attorney for clarification of FinCEN filing requirements regarding CICA board members. Cursory published articles show that these requirements were dropped in March 2025.

Maintenance Equipment (Jim Carter)

- Jim will have the rear tractor tires replaced before the winter snow plowing season.
- The Kubota mower continues to have mysterious, intermittent cranking problems. A reliable work-around procedure has been developed which starts the mower. This problem remains under investigation.

Newsletter (Kim Schmidt)

The next newsletter is scheduled for publication in October. All articles, pictures, business advertisements, and classifieds should be submitted to Kim by October 1, 2025. Distribution is scheduled for mid-October. All submissions should be sent to the following email: kimberlyschmidt119@gmail.com.

Nominating (Vicky Garvey)

Nothing to report.

Pavilion Rentals (Cindy Mistysyn)

The pavilion is reserved for September 28 and October 4.

Roads (Dale Hayman and Jean Hulse-Hayman)

Geo-Technology Associates, Inc. (GTA) submitted their summary letter to CICA regarding the north Mason Lane geotechnical studies that were conducted and provided the following conclusion regarding stabilization.

- *Results showed factors of safety were well below the recommended standard of 1.5 for both shallow and deep-seated failures. In some cases, factors of safety approached or fell below 1.0, potentially indicating imminent instability under current conditions.*

The recommendations in their summary letter are as follows:

- *Based on historical records, site observations, and preliminary stability analyses, GTA concludes that the current roadway and slope configuration are not stable. We recommend implementing a more detailed monitoring and analysis program to better characterize the subsurface conditions and identify primary failure mechanisms. A separate proposal has been prepared summarizing our recommended scope of monitoring, exploration, and analysis. Until stabilization measures are implemented, GTA recommends limiting vehicular traffic along Mason Lane to reduce stress on the slope.*

The Roads Committee met on Thursday, September 4, 2025, to discuss the results of the geotechnical studies and the committee's priorities for the 2026 budget calendar year. After a lengthy discussion, the Roads Committee made a unanimous decision not to pursue any further geotechnical studies at this time and to instead use the available funds towards a project to repair the road. The GTA final summary letter is in the Roads Committee Dropbox in the Mason Lane Construction folder.

Members of the committee visited a sinkhole site on Rolling Avenue and two deteriorating road intersections.

The Roads Committee chairs will obtain estimates on targeted projects to present to the board as soon as possible.

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

Nothing to report.

Shoreline Erosion (Art Wood)

No report submitted.

Old Business: None

New Business:

- Approval of Deborah Trent as the CICA bookkeeper, including access to CICA bank accounts.
Dane Hendrix, CICA Treasurer, and Janice Beiter, CICA President, outlined the bookkeeper responsibilities and gave robust recommendations for Deborah Trent to be the official CICA bookkeeper, including access privileges to CICA bank accounts based on their experience working with her to date. A motion was made and seconded to appoint Deborah Trent as the CICA bookkeeper including authorization to access the CICA bank accounts. After some discussion, an amendment was made to the motion to require two signatures on checks/withdrawals of \$X or more by the treasurer, Deborah Trent, or other board members that have been authorized to sign for checks/withdrawals by the board, with X to be determined by the CICA board officers at a later date. The amended motion passed unanimously by hand vote. During subsequent discussions, the officers determined that X would be \$5,000.

Announcement of next Board Meeting:

The next monthly Board Meeting is scheduled for Tuesday, **October 21**, 2025, at 6:30 pm.

***Adjournment:**

The meeting was adjourned at 7:26 pm.

Respectfully submitted,
Kyle Bottorff for Julie Rosario, CICA Board Secretary

*Voting Item

Record of Motions

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

Kyle Bottorff moved to approve treasurer's reports, with the revision noted in the minutes.
Lori Hill seconded the motion.

Dane Hendrix moved to approve Deborah Trent as the CICA bookkeeper, including access to CICA bank accounts, requiring the additional signature by the CICA Treasurer, or other authorized board member, for withdrawals above an amount to be determined by the CICA board officers later.
Joe Greenfield seconded the motion.

Alice Moore moved to adjourn.
Dane Hendrix seconded the motion.