

**CICA Board of Directors Meeting
October 21, 2025
6:30 pm via Zoom and Remote Access**

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

Board members Absent Joe Greenfield, Alice Moore, and Bob Resch

Community members / guests present – Jim Carter, Karen Dryden, Jean Hulse-Hayman, Dale Hayman, Kathy Kempski.

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 (Julie Rosario)

The minutes from the Board Meeting held September 16, 2025, were approved by the Board, and were distributed on October 1st. The minutes were posted on the web site on October 3rd and at the harbor bulletin board on October 20th.

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

The agenda was approved as presented by a hand vote.

President's Report (Janice Beiter)

10/11 – Two new 24" round CICA signs have been ordered. One sign will replace the old sign at the community entrance and the other at the pavilion. Both signs will have a blue background with white lettering. Thank you to Mike Beiter who will be installing 6" sleeves around the posts as well as repairs to the backboard.

10/18 – Last month the board discussed concerns about a community member that illegally started parking vehicles right at the corner of Rt 272 & Bennett. It was decided that a warning letter be sent. Since then, it has been observed that this community member began to follow the CICA parking regulations and parked his vehicle in his own driveway. Therefore, Janice Beiter did not act on sending the letter or obtaining a warning sign right away. However, Kyle reported last Saturday that this person once again disobeyed the parking regulations and parked in the middle of the rode. Janice plans to contact a towing company that CICA can hire and add the company's name to the warning sign. She will also develop a letter warning this community member of the consequences of parking illegally.

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

Treasurer Dane Hendrix presented the CICA Membership and the Community Maintenance (CM) Financial Reports as of September 30, 2025, for the 3rd month of the fiscal year which began July 1, 2025.

The September CICA Membership income was \$0, and expenses were \$818.81. At the end of September, the checking account balance was \$18,635.47 and the reserve account balance was \$52,231.97, of which \$16,400 were restricted (Equipment Replacement), resulting in a total asset balance of \$70,867.44.

For the month of September, CM income was \$360.00, and expenses totaled \$3051.90. Two unusual

expenses were \$1050 for tax filing for two fiscal years, and \$1000 transfer back to the Shoreline Erosion restricted fund to correct the excess transfer from Shoreline Erosion last month. At the end of September, the CM checking account balance was \$3930.82. The reserve balance was \$214,317.64 to provide a total CM assets balance of \$218,248.46. 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 Treasurer's reports were approved as presented by a hand vote.

Community Comments

None offered.

Committee Reports

Architectural Review (ARC) (Mike Beiter)

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

Lot 1, Corner Mowbray and Rolling, 9 foot Variance Request

ARC received information from Ed Campbell on behalf of the owners for a new home to be built on this corner lot. The Cecil County Board of Health reviewed the site plan and recommended that the house be moved further away from the neighboring home (Norm and Jane Houck) to accommodate the septic and drain field areas. This movement would put the home in violation of the 50 foot setback requirement for both streets, so it needs a variance. If approved, the home would be situated 41 feet from both street ROW's.

All ARC-approved variances must be approved by the board. ARC reviewed this request and approved the variance, and recommends that the CICA Board approve it. The county planning and zoning authority still must review and approve this variance.

* A consensus vote was taken by the CICA board members who were present and the variance was unanimously approved.

Beach Committee (Jim Carter)

- Swim platforms and boundary buoy markers were removed this month.
- The bathrooms will remain open until after the Halloween party. The locks will be changed to keyed padlocks following winterization. Next spring the locks will be changed to 4 digit combination locks like the one on the Harbor launching ramp, the CICA "standard" combination will be programmed.
- Thanks to all who turned out to help on fall Clean-up Day. Thanks to Sue Seeley for morning refreshments. Projects included: trimmed the overhanging branches on the road to the garage, log removal from the beach, playground equipment inspection, grills cleaned out, replaced parking lot bollard light, prepared swim platforms for winter storage, picnic table maintenance.

Note: The old swim platform carpet is rolled and laying on top of the plastic toy box alongside of the pavilion. It needs to be taken by a community volunteer to the dump. CICA will reimburse the dump fee.

- Man & Woman of the Year Plaque will be ready for display after the presentations at the upcoming Holiday Wine & Cheese social in December.

CERT (Kathy Kempski)

Nothing to report.

Community Affairs (Polly Carter)

Nothing to report.

Membership (Karen Dryden)

Same report as last month.

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, 2024, 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:

- October 9: The Fall newsletter was sent to 431 recipients (Newsletter distribution list). A reminder about the Fall Clean-up was also included.
- October 20: A reminder about the Saturday, October 25, events (harbor work and closure, Halloween party, and trick-or-treating) was sent to 433 recipients (CICA distribution list).

Please note that if you would like to request that an email announcement be sent to the community, please contact Diana (dianahawley@gmail.com) with the key information you would like included and the timeframe for when you'd like it sent. This helps ensure that email announcements go out in a timely manner and include all the necessary details.

- **Chesapeake Isle Dropbox:** All important community-related documents will continue to be uploaded into the appropriate Dropbox folders for long-term community reference.
- **Incoming Email:** Diana and Andrea respond 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.

A new private and more interactive “Chesapeake Isle Neighbors ONLY” Facebook page was created by residents for neighbors to proactively communicate, share information, and connect with one another. Lori Hill reported that there has been a great response with 119 CICA community members signed up to this private Facebook page. The public Chesapeake Isle FB page will continue to share community information, announcements, and news. (Neither Facebook page is managed by the CICA Board of Directors, and users are directed to contact chesapeakeisle.secretary@gmail.com for official inquiries to the Board.)

Community Events (Sue Seeley – Adult Events & Angie Thomas – Children’s Events; Lori Hill reporting)
September 2025: Chili Cook off

Our nine chili contestants were Cheryl Adams, Monica Alexander, Kyle Bottorff, Jim Carter, Melisa DeHaven-Martin, Andrew Dieter, Barry Garvey, Jessica McCardell, and Skylynn Schubert. About 45 attendees cast their votes. 1st Place went to Jessica McCardell, 2nd Place went to Melissa Lynn DeHaven-Martin, and 3rd Place went to Monica Alexander. The 50/50 tickets generated \$276, with Kim Vindler winning half and the other \$138 going to CICA. Thanks to everyone who helped set up, clean up, brought food, and/or participated in the event. Special thanks to Polly Carter for chairing this event.

Looking ahead: Halloween party and parade, followed by trick or treating on October 25. It was reported that a host is still needed for the December Wine & Cheese social.

Fourth of July (Diana Hawley & Andrea Gilde)

Nothing to report.

General Maintenance / Erosion (Jim Carter & Bill Wood)

Nothing to report.

Governing Documents Review Committee (Christine Valuckas)

None offered.

Grass Mowing (Bob Resch)

Nothing to report.

Harbor (Mike Klinger/Joe Greenfield)

- Mooring and dock pull will be at 9 AM on Saturday, October 25. Breakfast will be served at 8:45 AM along with a lunch to follow. All boats, dinghies, kayaks, paddleboards and Hobie’s should be pulled from the harbor and/or moorings prior to Friday, October 24.
- If you have an issue with the dates please reach out to Mike Klinger mak13jmk@gmail.com or Joe Greenfield jg.nine@yahoo.com.
- The Harbor will be closed Saturday, October 25 while our volunteers are working. Please use extra caution while driving around the community during the closure. Our volunteers will be delivering the moorings throughout the morning and afternoon.

History (Bud Godby)

Nothing to report.

Legal (Justin Thomas)

None offered.

Maintenance Equipment (Jim Carter)

- Jim replaced the ignition switch and several relays on the Kubota mower and it seems to have cured our starting problems.
- The community tractor will get new rear tires installed for snow plow use.

Newsletter (Kim Schmidt)

The Fall 2025 CICA newsletter was posted on the Chesapeake Isle website and emailed to all property owners and CICA members on Thursday, October 9, 2025. Paper copies were mailed on Saturday, October 11, 2025. The next newsletter is scheduled for publication in January. Articles are due to Kim by January 1, 2026. Thank you to all community members who provided submissions. The newsletter contains very important information about Chesapeake Isle. Please take some time to read the publication. Special thanks to Diana Hawley, Andrea Gilde and Janice Beiter for critical edits and delivery assistance.

All submissions should be sent to the following email: kimberlyschmidt119@gmail.com.

Nominating (Vicky Garvey)

Nothing to report.

Pavilion Rentals (Cindy Mistysyn)

There are no more pavilion reservations scheduled for this year.

Roads (Dale Hayman and Jean Hulse-Hayman)

- At our September 2025 meeting, the Roads Committee determined that the intersection of Rolling Ave/Cliffview Drive/Darrell Road/Bennett Ave is our 2026 paving priority. For the intersection we sought three bids.

Jones & Jones- did not respond with estimate

T&A Paving, Inc. \$22,500

APPROX 11,840 SF

- 1) Mill out 2" of Intersection & haul away
- 2) Trim back edges of grass
- 3) Power clean with sweeper/blower
- 4) Burn grass
- 5) Apply tack coat
- 6) Machine lay 2.5" of asphalt compress to 2"
- 7) Hot tar all seams

S&M Paving \$20,388

1. Install cones and caution tape area to secure work zone.
 2. Taper mill in front of driveways and roadways to tie in new Asphalt and make level.
 3. Prefill all low areas with 9.5 mm Asphalt.
 4. Machine install 2 1/2" of 9.5 mm Asphalt.
- Compacting to 2" after rolled using a 5-ton vibratory roller.

Size: (250x22, 53x34, 37x34) 8560 sq. ft. Paving

Crack filling Cliffview intersection: Power clean area and add Asphalt base crack filler to cracks that are 1/2" or bigger.

- The Roads Committee is recommending we use T&A Paving for this project. In our opinion the process of milling out and removing 2 inches of the intersection will provide for a smoother road surface with no hump in the middle. We had some residents express dissatisfaction with the hump in the road on Rollins Road.
- A unanimous consensus vote was taken by the CICA board members who were present to use the T&A Paving Company for this project.

North- MASON LANE

As we reported at the last HOA meeting, Geotechnical Associates, Inc. recommended this action for us: *Until stabilization measures are implemented, GTA recommends limiting vehicular traffic along Mason Lane to reduce stress on the slope.* Furthermore, they concluded *that the current roadway and slope configuration are not stable.*

- We have received observational reports from residents that cars and trucks are ignoring our warning signs and using the north entrance. This includes heavy delivery trucks & trash trucks. A few trash companies have been notified by community members with reminders to use the south entrance only.
- A unanimous consensus vote was taken by the CICA board members who were present to purchase new signs in the North Mason Lane section in the Roads Committee section.

Example: ROAD CLOSED TURN AROUND (at the bottom of north Mason Lane hill)

ROAD CLOSED USE OTHER ENTRANCE (at Rt 272 and north Mason)

- We have been seeking design and construction proposals to stabilize the current roadway.
- We have reached out to King Fisher Environmental Services, Inc., Bay Pile Driving and Ches Shores Marine, Inc. So far, we have received one proposal from King Fisher. The project is clearly going to be quite expensive. We will continue to seek other proposals and solutions to the road safety issue.

ROW- Drainage/Tree – Sub-Committee (Rich Crowe)

- The ROW--Drainage/Tree committee did a community wide drive along with Janice and the roads committee on Oct. 17th. The committee put together a list of the most pressing tree and brush throughout the ROW in the community. The committees focus was mostly tree branches or brush forcing vehicles to the center of the road and trees that appeared to be in danger of falling in the near future.
- The areas identified that have tree branches and brush taking over the street include Rolling Ave. between 24 Rolling and 107 Rolling on both sides and 144 Rolling Ave.
- The committee also identified 3 larger trees between 146 and 167 Bennett that are leaning at a dangerous angle.
- The committee also noted 2 trees at the beach with dead limbs. The committee is waiting on a couple estimates from local tree companies for these locations.
- The committee also identified locations throughout the community with tree branches hanging into the street or causing line of site problems for vehicles. The committee is hoping to get the neighborhood chainsaw crew together in November to tackle these locations as they are mostly smaller size branches. These areas include Racine to the right of #15, the corner of TPR and Racine, the corner of TPR and Bennett, the corner of Rollins and Rolling, the corner at TPR and Rollins and Cliffview just to the left of #68.

Shoreline Erosion (Rich Vindler)

Kingfisher construction will be finishing the living shoreline at the harbor soon. All that is left is cleanup and planting of the new plants now that the seaweed is starting to subside and the weather is cooler and wetter.

Old Business:

Nothing to report

New Business:

Nothing to report

Announcement of next Board Meeting:

The next monthly Board Meeting is scheduled for Tuesday, November 18, 2025, at 6:30 pm.

***Adjournment:**

The meeting was adjourned at 7:30 pm.

Respectfully submitted,
Julie Rosario, CICA Board Secretary

*Voting Item

Record of Motions

Dane Hendrix moved to approve the agenda.
Candy Wallace seconded the motion.

Lisa Schill moved to approve treasurer's reports.
Kyle Bottorff seconded the motion.

Candy Wallace moved to approve the Lot 1, Corner Mowbray and Rolling, 9 foot Variance Request.
Dane Hendrix seconded the motion.

Kyle Bottorff moved to adjourn.
Dane Hendrix seconded the motion.