

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

---

**Board Members Present** – Janice Beiter, Kyle Bottorff, Rich Crowe, Joe Greenfield, Dane Hendrix, Jess Klinger, Alice Moore, Julie Rosario, Lisa Schill, , and Candy Wallace

**Board members Absent** – Lori Hill and Bob Resch

**Community members / guests present** – Mike Beiter, Warren Brown, Bea Huffner, Jim Carter, Polly Carter, Karen Dryden, Dale Hayman, Jean Hayman, Kathy Kempfski, Justin Thomas, 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 (Julie Rosario)**

The minutes from the Board Meeting held November 18, 2025, were approved by the Board, and were distributed on November 30th. The minutes were posted on the web site on December 2nd and at the harbor bulletin board on December 5th.

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

The agenda was revised to reflect the \*\* voting items. The agenda was approved as presented by a hand vote.

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

11/21 – A community member responded to our “Hot Topic” email regarding the Elk Neck State Park closures and contacted the park directly for clarification. According to Steve at the Elk Neck State Park office, the entire property is not closed. Hunting, recreation, and parking are permitted throughout the park except within the clearly marked construction area, which remains blocked off. Updated maps outlining accessible areas for hunting and hiking are available on the park’s website. While the State Park itself does not issue citations, enforcement of trespassing violations may be carried out by the Department of Natural Resources (DNR) and the Maryland State Police (MSP).

11/28 – Deb, our bookkeeper, finalized all 2026 annual invoices and did an outstanding job. Mike and Janice reviewed and distributed the invoices on Friday, November 28th, and it is hoped that all recipients have received theirs. Deb is managing mail received at the organization’s P.O. Box and is making all bank deposits. A new email address, [accounting@chesapeakeisle.org](mailto:accounting@chesapeakeisle.org), has been created and printed on the invoices. Diana and Andrea will forward any accounting-related inquiries received through the secretary email to this new address. Janice developed group contact lists for Deb to assist with processing Property Transfer forms, Boat Mooring forms, Boat Storage forms, and Grass Mowing items. In addition, she created organized Dropbox folders by year for Deb to upload and archive these forms for recordkeeping purposes.

12/14 – During the storm this past weekend, there was some snow accumulation on the neighborhood roads. Dane sent an email to all board members requesting measurements of snow depth on the roads. All reported measurements were under 3 inches, so plowing was not required. The board thanks Dane for coordinating this effort.

12/16–There is no update on the community member issue regarding vehicles being parked on the street at the corner of Rt. 272 and Bennett Avenue. Janice still needs to send the letter to the lawyer for review and place the order for the signs.

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

Treasurer Dane Hendrix presented the CICA Membership (CA) and the Community Maintenance (CM) Financial Reports as of November 30, 2025, for the 5th month of the fiscal year which began July 1, 2025.

The November CA income was \$50.00, and expenses were \$376.59. At the end of November, the checking account balance was \$17,820.70 and the reserve account balance was \$52,277.27, of which \$16,400 were restricted (Equipment Replacement), resulting in a total asset balance of \$70,097.97.

For the month of November, CM income was \$900.00, and expenses totaled \$37,632.78. Roads and right-of-way expenses were higher than usual this month due to \$28,500 for road repair, \$2,500 for geotechnical analysis, and \$3,650 for right-of-way clearance and tree removal. To offset these expenses, \$30,000 was transferred into CM checking--\$20,000 from CM money market account and \$10,000 from a maturing APGFCU CD. At the end of November, the CM checking account balance was \$9,925.16. The reserve balance was \$164,502.65 to provide a total CM assets balance of \$174,427.81. 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**

Lisa Schill suggested that a representative from CICA reach out to Elk Neck State Park to request that a sign be posted along the paths going from Robin Road and the beach area to Rouges Harbor indicating that the area is closed.

### **Committee Reports**

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

Nothing to report.

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

- Four new locks were ordered for the game closets and bathrooms to replace the 5 digit locks which were used in 2025. The new locks have been programmed with the “standard” CICA combination.
- The new Man & Woman of the Year plaque was completed and hung in the pavilion after the presentation to this year’s winners. Thanks to Jim Carter for creating the new plaque.

#### **CERT (Kathy Kempski)**

- The Automated External Defibrillator (AED) is currently experiencing operational issues. While the battery appears to be functioning properly, the device continues to display an error message

despite the replacement of the pads. Diagnostic indicators suggest that the unit requires evaluation by a qualified technician.

- Considering that the PHILIPS HEARTSTART AED models have an estimated service life of approximately five to seven years, it is possible that the manufacturer will recommend replacement rather than repair. The unit will remain out of service until it has been repaired or replaced. The committee aims to have the AED operational again and to schedule CPR/AED recertification classes in the spring.
- Jim Carter has agreed to test the current, new AED battery to see if it is working properly.
- A new AED machine will be ordered as a replacement if needed.
- It was suggested that, if necessary, a “Hot Topic” email be distributed to the community to inform residents in the event that the AED machine is not operational.

### **Community Affairs (Polly Carter)**

Polly Carter and Kim Vindler visited with new residents on Pine Lane and shared CICA welcome information.

### **Membership (Karen Dryden)**

2025 MEMBERSHIP: Nothing new to report.

Invoices for 2026 were sent out November 28, 2025 and are due February 15, 2026

### **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 email on behalf of the Board since the last Board meeting:

- November 20: A notice/reminder about the Rogues Harbor closure (for vehicles, boats, and pedestrians) was sent to 433 recipients (CICA distribution list). Residents were informed that the State Park will be issuing tickets to anyone who does not comply with this closure, including those who go from the community through Rogues Harbor to access trails.
- November 22: Information about the Wine and Cheese event, CICA mail delivery, and the house decorating contest was sent to 430 recipients (Hot Topics distribution list).
- December 11: Final reminders about the holiday events (CICA mail delivery, house decorating, and the Holiday Bonfire and S’mores event) was sent to 420 recipients (Hot Topics 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](mailto: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 continue to monitor incoming emails. They respond to all incoming emails as appropriate and forward all emails that require a Board follow-up or response to Janice or the appropriate committee chairperson.

- **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 also created by residents in October 2025. Neither Facebook page is managed by the CICA Board of Directors, and users are directed to contact [chesapeakeisle.secretary@gmail.com](mailto:chesapeakeisle.secretary@gmail.com) for official inquiries to the Board.)*

### **Community Events (Sue Seeley – Adult Events & Angie Thomas – Children’s Events; Lori Hill reporting)**

The annual Wine and Cheese Social was graciously hosted by Susan Andrews at her home, welcoming approximately 50 Chesapeake Isle residents. The evening was filled with community spirit as we celebrated this year’s Man and Woman of the Year, Dale and Jean Hayman, in recognition of their many hours of dedicated service toward improving our roads. Special thanks go to Susan for opening her home, to all the helpers who made the evening a success, and to Chairman Karen Dryden for her leadership and support.

#### **Looking ahead:**

- The Holiday card delivery deadline is December 18<sup>th</sup> at noon.
- New event: Kids Choice Christmas decoration. This year, Alice Moore will organize the kids and teenagers to tour the neighborhood and choose their favorite decorated house. This event will be held on December 20<sup>th</sup> at 6:30 PM and conclude with a bonfire and treats at the beach.

### **Fourth of July (Diana Hawley & Andrea Gilde)**

None offered.

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

- The chain, signs and lock from the boat launching ramp were removed and stored.
- Two new signs were installed at the steep slope area on Mason Lane.

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

Nothing to report.

### **Grass Mowing (Bob Resch)**

- The 2025 mowing season has wrapped up in the Isle. We managed to get through the year without any major problems. Once again, Bob Marsh did a great job mowing and the community looked the better for it! Bob has given notice that he will not be returning to mow in 2026.
- We have had some community members express interest in taking over that responsibility. We are also looking into having a landscaping firm take over the mowing. This may be cost prohibitive, but we are going to at least explore the possibility.
- Bob Resch would like to begin the process of sending out 2026 invoices. The Board approved a 0 percent increase from the 2025 rate. Bob will start getting the letters together and will look to have them in the mail by the first week of February.
- Bob requested guidance from the Board regarding the reimbursement to a CICA property owner for the 2025 grass cutting payment totaling \$1,750, as the contracted property service was not needed this past summer. The Board recommended that the \$1,750 be applied as a credit to

this property owner toward grass cutting payment for the 2026 fiscal year or Maintenance Fees for the next couple of years. Bob will notify the Board of the property owner's decision.

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

Nothing to report.

#### **History (Bud Godby)**

- Bud recently received a scrapbook from Bill Day, who kindly donated it to our CICA history files. The scrapbook was assembled by his wife, Pat, around 2002 and includes a wonderful collection of old photographs, memorabilia, and newspaper articles about Chesapeake Isle residents. Bud learned quite a few things he hadn't known before and has expressed his appreciation to Bill for this valuable addition to our archives.
- While reviewing the materials in the pavilion, Bud discovered that many documents were duplicates from earlier filings—something he hadn't realized when he first organized the records a few years ago. Bud went through the collection again and removed about 40 pounds of duplicate or triplicate papers, which helped free up significant storage space.
- The history files in the pavilion are now very complete, covering nearly every document in CICA's existence from around 1969 through 2022. However, three history books—covering the years 2014, 2015, and 2016—are missing. If anyone knows their whereabouts, please let Bud know so we can restore them to the collection and maintain a fully continuous record of our history.
- A suggestion was made that a notice be posted in the next newsletter requesting that the missing CICA history books should be returned.
- It was suggested that a sign be posted in the pavilion stating that the CICA history files are not to be removed from the pavilion.

#### **Legal (Justin Thomas)**

Nothing to report.

#### **Maintenance Equipment (Jim Carter)**

- The string trimmer and blower equipment were prepared for winter storage. The gas tanks were drained and the engines run dry prior to being stored.
- The tractor and Kubota mower were started without difficulty.
- Dane Hendrix, Mike Beiter, and Jim Carter prepared the snowplow equipment for future use this winter.
- Joe Greenfield volunteered to contact multiple contractors to obtain quotes for salting icy hills within the CICA community as needed.

#### **Newsletter (Kim Schmidt)**

The winter newsletter is scheduled for publication in January. Please submit information, ads, articles and pictures by January 1, 2026, to Kim Schmidt. It would be great to include pictures from the holiday events, please consider submitting a few! This publication will include a report of all holiday events, the 2026 Calendar of Events and important spring 2026 information. After the January publication, the next newsletter is scheduled for April 2026.

All submissions should be sent to the following email: [kimberlyschmidt119@gmail.com](mailto:kimberlyschmidt119@gmail.com).

### **Nominating (Vicky Garvey)**

None offered.

### **Pavilion Rentals (Cindy Mistysyn)**

The pavilion is reserved for the following 2026 dates:

June 5

September 6, 12

### **Roads (Dale Hayman and Jean Hulse-Hayman)**

- On November 19, T&A Paving began milling and paving work at the intersection of Rolling Avenue, Darrel Road, and Cliffview Drive. The project was completed two days later, and the finished area looks excellent.
- North Mason Lane - On December 8, 2025, the Roads Committee met with Jeff, owner of Bay Pile Driving, and Dennis from T&A Paving. Committee Chairs Rich Vindler, Jim Carter, Janice Beiter, and Mike Beiter were all in attendance. The discussion focused on the sagging road issue, which was reviewed from a maintenance perspective. The Roads Committee will reconvene to evaluate the options and provide a recommendation to the board.
- Special thanks go to Jim Carter and Dale Hayman for installing new cautionary road signs along North Mason Lane.
- Appreciation is also extended to Mike Beiter, Rich Crowe, Dale Hayman, and Warren Brown for dedicating time ahead of the December 8 meeting to clear leaves and brush from the gutters and expose the existing gabions on the bollard side of the road. Their efforts helped expedite the contractor discussions—thank you all for your hard work and initiative.
- Rolling Avenue and Mowbray - A drainage issue caused by a crushed pipe has been reported in this area. Rich Crowe and Dale Hayman are currently investigating the situation.

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

- On December 1st, the committee completed branch trimming at six locations throughout the community. The work included clearing overhanging branches along Bennett Avenue, Cliffview Drive, Racine Road, Rolling Avenue, and Rollins Road.
- Special thanks to Mike Beiter, Tom Mistysyn, and Warren Brown for their assistance with trimming and hauling branches, and to John Moll for generously lending his gas-powered pole saw.

### **Shoreline Erosion (Art Wood)**

Nothing to report.

**Old Business**

**New Business:**

FY27 Budget Timeline Review - Janice Beiter presented a proposed timeline with important dates in the preparation for the CICA FY2027 Budget and the Annual meeting on May 17th. A Budget Committee will be formed and will meet at the proposed scheduled times.

**Announcement of next Board Meeting:**

The next monthly Board Meeting is scheduled for Tuesday, January 20, 2025, at 6:30 pm.

**\*Adjournment:**

The meeting was adjourned at 7:53 pm.

Respectfully submitted,  
Julie Rosario, CICA Board Secretary

\*Voting Item

**Record of Motions**

Dane Hendrix moved to approve the agenda.  
Kyle Bottorff seconded the motion.

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

Dane Hendrix moved to adjourn.  
Lisa Schill seconded the motion.