

**CICA Board of Directors Meeting
November 18, 2025
6:30 pm via Zoom and Remote Access**

Board Members Present – Kyle Bottorff, Rich Crowe, Joe Greenfield, Dane Hendrix, Lori Hill, Jess Klinger, Bob Resch, Julie Rosario, Lisa Schill, and Candy Wallace

Board members Absent – Janice Beiter and Alice Moore

Community members / guests present – Mike Beiter, Jim Carter, Polly Carter, Karen Dryden, Dale Hayman, Kathy Moll

Pledge of Allegiance

The meeting was called to order at **6:30** pm by Lisa Schill, Vice 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 October 21st, 2025, were approved by the Board, and were distributed on November 3rd. The minutes were posted on the web site on November 5th and at the harbor bulletin board on November 13th.

***Approval of Agenda (Lisa Schill)**

The agenda was approved as presented by a hand vote.

President's Report (Lisa Schill for Janice Beiter)

10/31 – This morning, a Casella Waste Management truck experienced a hydraulic spill on Arden Road. Dale promptly contacted Casella's management team to report the incident. Casella has arranged a two-phase cleanup to begin as soon as possible. The first phase involves applying an absorbent material to soak up the hydraulic fluid, and the second phase will include sweeping and vacuuming the affected area. Two residents reached out to Janice regarding possible impacts on their personal property. Janice directed them to Dale to obtain the contact information for Casella's management representative. Appreciation is extended to Dale for responding quickly and coordinating communication with Casella.

11/12 – A big thank you to Mike Beiter for taking the lead on renovating our community entrance sign over the past month. Mike carefully removed the decayed wood from the old sign and replaced it with new materials. He also repaired the posts by cutting out rotted sections and filling them with new wood before adding fresh white sleeves and caps. To ensure durability, Mike reinforced the back of the sign with angle brackets and replaced all the hardware for the lettering. Special thanks also go to Warren Brown and Glen Adams for assisting with hanging the sign. The finished result looks fantastic, and with these upgrades, we hope the sign will stand strong for another 20 years and beyond.

11/15 – Community Member Parking Issue Update: At last month's meeting, we discussed the ongoing concern regarding vehicles parked on the street near the corner of Rt. 272 and Bennett Avenue. Following Jim's suggestion, Janice contacted Morgan Towing to inquire about obtaining signs similar to those they previously provided. Morgan Towing informed her that they no longer offer that service. As a result, we will remove the existing tow-away signs currently posted at the beach and harbor parking areas. Janice then contacted the State Police for towing company recommendations and received a list of four companies they work with. Crouse Auto Body in Elkton confirmed they would provide towing service for Chesapeake Isle at a rate of \$185 per tow. They do not supply signage, so Janice will order four new signs—three to replace the existing ones and one to be installed below a new sign at the

Bennett Avenue intersection restricting parking within 30 feet of the corner. A letter summarizing our actions will be sent to the community member involved, pending review by our attorney.

11/17 – Over the past few weeks, Janice updated our QuickBooks customer database and reviewed the changes with Karen Dryden last week. This review focused on confirming 2025 property transfers, name changes, and outstanding invoices. Janice completed the updates on Sunday. Our bookkeeper is preparing the invoices for printing this week. Janice also received the 2026 Harbor dates for the invoices from Mike Klinger this morning, and the plan is to mail the invoices at the beginning of next week.

Lisa Schill informed the board that the Rogues Harbor remains closed to both vehicle and pedestrian traffic. Walking from Robin Road through the Rogues Harbor area to access the state park trails is not permitted. Residents have been advised that citations will be issued to anyone found in the restricted area. Lisa will request that Diana Hawley distribute a “Hot Topic” email reminding CICA residents of these restrictions.

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

Treasurer Dane Hendrix presented the CICA Membership and the Community Maintenance (CM) Financial Reports as of October 31, 2025, for the 4th month of the fiscal year which began July 1, 2025.

The October CICA Membership income was \$8.56, and expenses were \$528.06. At the end of October, the checking account balance was \$18,108.97 and the reserve account balance was \$52,256.87, of which \$16,400 were restricted (Equipment Replacement), resulting in a total asset balance of \$70,365.84.

For the month of October, CM income was \$19,970.90, and expenses totaled \$9,198.46. General maintenance was higher than usual this month due to \$420 for mosquito spaying and \$537.60 for welcome sign rebuilding. At the end of October, the CM checking account balance was \$16,703.26. The reserve balance was \$194,379.95 to provide a total CM assets balance of \$211,083.21. 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 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)

- The beach has been officially closed for the winter season.
- The pavilion and bath house have been fully winterized, and water service has been shut off to both facilities.
- All locks have been converted to the keyed “Winter Locks.”
- The former five-digit locks will be discarded and replaced with four-digit locks, consistent with the boat ramp system, prior to reopening in the spring.
- Upon returning from Florida, Jim discovered that one game closet and both bathrooms had been left unlocked with doors open, exposing the interiors to the weather.
- Evidence suggests that minor vandalism occurred in the bathrooms, including:
 - Unrolled and scattered paper products.
 - Damage to the broom.
 - Spillage of stored anti-freeze in the ladies’ room.
 - Dumping of a container of Iron Out into the toilets.
- On a positive note, the toilets are now free of iron stains.
- Joe Greenfield plans to review the pavilion surveillance video recordings to see if the vandals can be identified.
- A leak was identified in the men’s room sink drain; this will be repaired prior to the spring reopening.
- Appreciation is extended to the individual who transported the old swim platform covering to the dump.
- Free firewood from recent tree trimming is available at the beach.
- MAN & WOMAN OF THE YEAR: After some careful testing, the right stain and top coat combination have been finalized to ensure the new display plaque perfectly matches the existing ones in the pavilion. The new plaque will be completed and ready for presentation at the Holiday Wine & Cheese event.

CERT (Kathy Kempski)

Nothing to report.

Community Affairs (Polly Carter)

Nothing to report.

Membership (Karen Dryden)

2024 MEMBERSHIP: 305 – (94.72%) Lot owners have paid their Maintenance Fees in full for 2024 to date 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: 302 - (94.37%) Lot owners have paid their Maintenance Fees in full for 2025 to date which includes double & triple lot owners. In addition, payments from 3 Mason Lane owners and 2 partial payments were received. Of those paid, 190 have joined CICA (62.91%).

- 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 November, 2025

- A discussion was held to identify ways to encourage CICA residents to join the CICA membership and to clarify the CICA by-laws regarding membership and participation in CICA-sponsored events. Suggestions to help inform residents about membership-only events included providing information to new residents during welcome visits, communicating reminders through the newsletter and “Hot Topics” emails, and placing a sign-in sheet at CICA-sponsored events. Non-members who sign in at these events would be encouraged to join the CICA.

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:

- November 15: A notice of roadwork beginning on Thursday, November 20, at the intersection of Darrel/Rolling/Cliffview 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 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 for official inquiries to the Board.)

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

October 25th Children’s Halloween Event: The annual children's Halloween event was a success with 15 children in attendance. Thanks to Angie Thomas for coordinating and making this event so special.

Looking ahead:

- December 6th Holiday Wine and Cheese gathering at the home of Susan Andrews -73 Caldwell.
- Holiday card delivery deadline is December 18th at noon.
- New event: Kids Choice Christmas decoration. This year, Alice Moore will organize the kids and teenagers into three groups to tour the neighborhood and choose their favorite decorated house. The event will conclude with a bonfire and treats at the beach. Fliers will be sent out to notify residents with youth of this event.

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)

Nothing to report.

Grass Mowing (Bob Resch)

Nothing to report.

Harbor (Mike Klinger/Joe Greenfield)

- The Harbor has been successfully closed up for another season. We had a great crew helping with the early pull during the week. All moorings were completed that day and ready for delivery on Saturday morning. The only tasks left were pulling the floats and gangways and staging everything for winter.
- Saturday's pickup and delivery went smoothly with no major issues. We did have one mooring float that had drifted away from its mooring, requiring us to drag for it on three separate occasions. Special thanks to everyone who helped locate and retrieve it the week after mooring day, and to those who spotted it during the blowout tide. If it hadn't been found, it could have caused serious problems for boat propellers at low tide.
- A big thank you to Jessica Klinger for preparing food and to Jen Greenfield for serving both a hot breakfast and lunch after the work was done. Warm meals are always appreciated on those crisp fall days!
- Several people have asked about the removal of the chain and lock at the harbor now that boating season has ended. The chain and lock were installed as a precautionary measure to address a potential issue. Rogues is expected to be completed in February, though no new updates are available at this time. We should determine when to retire the lock and chain so that harbor users and the community can be informed in advance.
- A few boats remain on the dinghy racks and need to be removed to allow completion of the work in that area.
- Thanks to Mike Klinger and Joe Greenfield for your leadership in making the harbor run smoothly.

History (Bud Godby)

Nothing to report.

Legal (Justin Thomas)

Nothing to report.

Maintenance Equipment (Jim Carter)

- One of the front wheels on the Kubota had a bearing failure.

- Thanks to Rich Vindler and others for their timely efforts in getting the Kubota back in working order by replacing the wheel and tire with a salvaged pneumatic one.
- New air-less wheels and tires have been ordered and have been delivered to the Isle.

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. This publication will include a report of all holiday events, the 2026 Calendar of Events and important spring 2026 information. The next newsletter is scheduled for April 2026.

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 the following 2026 dates:

June 5

September 6, 12

Roads (Dale Hayman and Jean Hulse-Hayman)

- On November 20, 2025 T&A Paving, Inc. will mill and pave the Darrell/Rolling/Cliffview intersection. The work will begin around 7:30am and last for two days. The cost is \$22,500. We have requested a Hot Topic email be sent to residents a few days before work begins.
- Based on the discussion from the October HOA meeting, new signs will be ordered for Mason Lane-north. The total cost for a 30-inch octagon is \$174.74. The Board approved ordering and replacing the existing signs with the new signs.
- Dane Hendrix made a report to Google Maps that the north end of Mason Lane is closed. Hopefully this will help keep traffic down on the north entrance until it is repaired.
- The Bay Pile Driving owner met with our team at Mason Lane-north. The company performs pile driving, rip-raps, gabion baskets and other methods for stabilizing an area. He advised that driving sheet metal to stabilize the area would be extremely expensive and would destroy the beauty of the area as so much of the vegetation would need to be torn out.
- Instead, he recommended that we add new gabion baskets over the existing ones and attach them together. After his work is complete his plan would be for us to have a road construction company install additional asphalt to the road, sloping it towards the existing drain trough. He noted that we may have to repeat these road maintenance steps every ten years or so. We agreed that this approach merits the Board's consideration. We received a proposal from Jeff, the owner of Bay Pile Driving, for his portion of the work. He will charge us \$37,500 to install 21 gabion baskets 6-foot-wide x 2-foot-deep x 3-foot-high and fill with approximately 40 tons of gabion stone.

New signs for Mason Lane - North



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

- The committee accepted the lower estimate from Bob the Tree Guy to address overgrown brush and tree limbs throughout the community, with most of the work concentrated along Rolling Avenue. The contractor also serviced three trees on Bennett for a total cost of \$3,650. Additional work included trimming dead branches from three trees at the beach for \$875 and two trees along Harbor Road for \$475, resulting in a combined project cost of \$5,000.
- Work on the overgrown areas and trees along Bennett was completed on November 11, and the beach and harbor tree maintenance was completed on November 13. Firewood cut from the beach trees has been left on-site for neighbors to use.
- In order to maintain future growth of brush and trees limbs in the ROW, the committee suggests a combination of neighbor participation in trimming these areas and exploring the possibility of having the mowing crew run equipment along them once a month during the growing season. If significant overgrowth occurs again, the community tractor crew may be utilized to manage larger vegetation.
- Additionally, the committee plans to organize the neighborhood chainsaw crew within the next few weeks to address approximately six locations where smaller branches are hanging over roads and right-of-way areas.

Shoreline Erosion (Art Wood)

Kingfisher Construction called and said they are not going to plant any more plants this year due to the dead and dying seaweed that's still coming ashore. Kingfisher will finish the plantings on the living shoreline in the spring.

Old Business:

None

New Business:

None

Announcement of next Board Meeting:

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

***Adjournment:**

The meeting was adjourned at 7:35 pm.

Respectfully submitted,
Julie Rosario, CICA Board Secretary

*Voting Item

Record of Motions

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

Kyle Bottorff moved to approve treasurer's reports.
Dane Hendrix seconded the motion.

Dane Hendrix moved to adjourn.
Bob Resch seconded the motion.