

**CICA Board of Directors Meeting
January 20, 2026
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, Bob Resch, Julie Rosario, Lisa Schill, and Candy Wallace

Board members Absent – none

Community members / guests present – Therese Anderson-Alexander, Mike Beiter, Warren Brown, Bea Huffner, Jim Carter, Polly Carter, Kathy Moll, Maggie Parrott, Jim Parrott, 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 (Julie Rosario)

The minutes from the Board Meeting held December 16, 2025, were approved by the Board, and were distributed on December 28th. The minutes were posted on the web site on December 30th and at the harbor bulletin board on January 6th.

***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)

Thanks to everyone involved in organizing the Holiday Card Exchange, Holiday Decorating Contest, and the new Holiday Bonfire Event. These activities were well received and contributed greatly to the festive spirit throughout the holiday season.

2026 Updates – Diana Hawley has developed a 2026 Calendar of Events which is posted in the Newsletter and on the website. Janice plans to update all the documents in the Welcome Guidebook package that are impacted by the 2026 date change.

Budget Committee Updates – Janice sent out the FY27 Proposed Budget Forms to all of our committee chairs on December 24th. Thank you to all committee members that submitted their Budget forms to Janice by the January 11th deadline. Over the past month, appointments have been finalized for the annual budget committee. Our committee consists of Dane Hendrix, Lisa Schill, Christine Valuckas, Kim Schmidt, Andrea Gilde and Joe Greenfield, who has filled in for Bill Osborne. On January 12th, the budget committee had a zoom meeting to discuss the Community Maintenance (CM) FY27 Proposed Budget. On January 19th, the budget committee had a zoom meeting to discuss the Civic Association (CA) Membership FY27 Proposed Budget. All the various line items were voted unanimously to approve both proposed budgets. The budget committee plans on presenting all the information to the Board at the next Board Meeting on Tuesday, February 17th. At this point, the budget committee is on track to meet the proposed Annual Meeting Timeline markers presented at last month's meeting.

12/24 – Jim Carter tested the battery for our AED unit and decided that a new battery was required. Kathy Kempinski ordered a new battery and installed it. Since the AED is now working well, there is no need to replace the entire unit.

1/12 – Kyle Bottorff informed Janice that our community member issue of parking vehicles in the street right at the corner of Rt. 272 & Bennett Avenue had occurred again. Janice developed a draft letter and sent it to Kyle to review. The finalized letter will be forwarded to our lawyer for review.

1/15 – Andy Shaw, from Elk Neck State Park has informed Janice that signage has been installed on our community side of Rogue’s Harbor to warn hikers coming from Chesapeake Isle of the trail closure through Rogue’s Harbor.

1/15 – Janice reported that Cindy Mistysyn was contacted by a resident regarding an individual shooting birds from the shoreline near the beach area. The resident observed shell casings on the ground, quickly removed her distressed grandchildren from the area, and noted a black truck parked nearby but was unable to obtain a license plate number.

Janice contacted Andy Shaw to report the incident. Mr. Shaw advised that a license plate number would be necessary to identify the individual involved. He also referenced the DNR website, which indicates that shooting waterfowl from the shoreline is permissible if within 50 feet of an official waterfowl blind location. Mr. Shaw recommended that any future incidents be reported to this number: 410-260-8888.

Jim Carter said that he witnessed the same incident, but noticed that the person was training his dogs with blanks and was not really shooting real bullets. Kyle reminded the board that dogs should not be at the Chesapeake Isle beach area. Kathy Moll said that she has seen persons shooting blanks in the Chesapeake Isle harbor. It was decided that residents should write down license plate numbers to report any future incident.

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

Treasurer Dane Hendrix presented the CICA Membership (CA) and the Community Maintenance (CM) Financial Reports as of December 31, 2025, for the 6th month of the fiscal year which began July 1, 2025.

The December CA income was \$1700.00, and expenses were \$192.16. The annual membership and boat fee payments are starting come in. At the end of December, the checking account balance was \$19,391.54 and the reserve account balance was \$52,297.25, of which \$16,400 were restricted (Equipment Replacement), resulting in a total asset balance of \$71,688.79.

For the month of December, CM income was \$19,196.25, and expenses totaled \$1,221.83. Community Maintenance fee payments are coming in. At the end of December, the CM checking account balance was \$27,829.58. The reserve balance was \$165,748.84 to provide a total CM assets balance of \$193,578.42.

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

Committee Reports

Architectural Review (ARC) (Mike Beiter)

Nothing to report.

Beach Committee (Jim Carter)

Nothing to report.

CERT (Kathy Kempfski)

Nothing to report.

Community Affairs (Polly Carter)

On January 6, Kim and Polly met with our new neighbors, Corinne and Ryan Brown, who recently moved into 40 Racine Road. Polly is also working to obtain contact information for three recent property transfers and will reach out to the new owners once she has their details.

Membership (Karen Dryden)

2025 MEMBERSHIP: 302 - (94%) 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 (63%).

2026 MEMBERSHIP: 52 - (16%) Lot owners have paid their Maintenance Fees in full for 2026 to date which includes double & triple lot owners. In addition, payments from 1 Mason Lane owners and 1 partial payment were received. Of those paid, 38 have joined CICA (71%).

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

In the future, the monthly Membership Report will reflect the totals for the previous month. The Membership Report will match the Treasurer Reports that also reflects the previous month. Our newsletter PAID LIST will reflect payments through January 8th, which include all payments made up to that date. This was decided to prevent "complaints" for residents who have paid.

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:
 - January 17: The 2026 Winter newsletter was sent to 431 recipients (CICA Newsletter 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)

- Christmas Decoration Contest – 2025
- Thank you to Alice Moore for organizing this festive annual event and adding the fun Kids’ Choice Award this year!
- A special thank you to all the households whose creativity made our community “Joyous and Bright.” The judges had some tough choices—congratulations to all of our winners!
- Kids’ Choice Awards
1st place: 5306 Turkey Point Road – The Hawley Family
2nd place: 288 Rolling Avenue – The Murphy Family
3rd place: 200 Rolling Avenue – The Murphy/Dalton Family
- Honorable Mentions
51 Arden Avenue – The Stephens Family
122 Rolling Avenue – The Fager Family
- Adult Choices 2025 Winners
1st place: 122 Rolling Avenue – The Fager Family
2nd place: 200 Rolling Avenue – The Murphy/Dalton Family
3rd place: 6 Darrell – (Family name not provided)
- Thank you to our 2024 winners—the Hendrix, Faulls, and Shaw families—for serving as this year’s judges.
- Special Recognition - A joint appreciation from both kids and adults goes to 5057 Turkey Point Road for having the *Best Tree* and for their warm hospitality.
- The Kids’ Choice Awards crew may have been small, but they were mighty! Everyone enjoyed a fun evening of gooey s’mores and hot cider under the stars during the light tour.
- Special thanks to the following volunteers:
Trailer Drivers: John Seeley, Brian Maynard, Vince Gennusa, and Jeff Berry – for decorating and lighting up the wagons and vehicles so beautifully.
Snack Crew: Robin Buccus, Bea Huffner, Kathy Crowe, and Chris Kowalski.
Fire Crew: Pit Master Tom Grieco, with assistants Rich Crowe and Dave Kowalski.
Safety Crew: Maggie and Jim Parrott, and Jim and Polly Carter.
2025 Holiday Decorating Winner Awards: Kim Vindler
Your time, energy, and generosity were a wonderful gift to the community this holiday season. Thank you all for making this event a highlight of the year!
- The Monthly Ladies Luncheon - December’s luncheon continued our tradition at Steak and Main, with 24 members in attendance. Special thanks to Michelle Hendrix for organizing the

event and providing her signature thoughtful gift — a 2026 luncheon calendar accompanied by some sweet treats.

- Community Yard Sale will be held on Saturday, May 9th. There will be no rain date.

Fourth of July (Diana Hawley & Andrea Gilde)

None offered.

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)

- JDX completed brush and vegetation removal around the kayak racks, sunfish area, flag pole, and storm water drainage swale and collection basins. The cost was under budget and will be split between CM and CA budgets.
- There was a discussion about the replacement of the B-Rack by King Fisher after the shoreline erosion work at the harbor. It is unlikely they will be back to replace the rack. We will be reaching out for community volunteers once the ground thaws enough to set the posts.
- The Purple Martin birdhouse adjacent to the flagpole was damaged in the recent wind storm. The birdhouse has not been maintained or cleaned for many years. The CICA Board decided to not replace it.
- Quotes for supplemental snow plowing and salt spreading were received from JDX Construction and Tereszczuk Construction. Quotes will be passed along to Dane and Janice.

History (Bud Godby)

- Efforts to digitize the most important documents from the pavilion's paper archives have begun. Many of these records are yellowing and increasingly fragile, and given that the collection spans 57 years of CICA history, it is not feasible to digitize everything.
- To date, all "President's Year in Review" reports from 1987 through 2013 have been scanned. These reports provide valuable summaries of key events each year, and past presidents have maintained this documentation consistently. Once the scanning process is complete, the files will be uploaded to the History Dropbox.
- Future scanning projects will include the Board of Directors meeting minutes, annual meeting reports, and archived newsletters. Together, these documents provide a comprehensive record of nearly every major event in the history of the Isle.

Legal (Justin Thomas)

None offered.

Maintenance Equipment (Jim Carter)

Nothing to report.

Newsletter (Kim Schmidt)

The Winter 2026 CICA newsletter was posted on the Chesapeake Isle website and delivered electronically on Saturday, 1/17. Paper copies were mailed on Tuesday, 1/20. Special thanks to Diana Hawley, Andrea Gilde and Janice Beiter for critical reading, editing support and delivery assistance. Please take some time to read the newsletter as it contains a lot of important information. The next newsletter is scheduled for publication in April. Articles are due to Kim by April 1, 2026. The next publication will contain important information and the FY27 budgets as the Annual Meeting has moved to May 17, 2026.

Please submit articles, pictures and or advertisements to 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)

- North Mason Lane - Following a meeting with contractors in December 2025, the Roads Committee convened to review and discuss the proposed maintenance plan for North Mason Lane. The plan includes reinforcing the existing gabion basket wall, constructing a gabion basket curb, remove the asphalt from the damaged section of the road, adding and compacting crushed stone to level the surface, and applying an asphalt top layer sloped away from the marsh and toward the gutter.
- The Committee voted unanimously to proceed with this course of action and recommends that the Board authorize completion of the project as soon as possible to reopen the road to vehicular traffic. The Committee also suggests that a vehicle weight restriction be considered to reduce future wear and tear on the roadway.
- Other Projects - The Committee continues to seek bids for repair of the crushed pipe and road sag along Rolling Avenue.

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

Nothing to report.

Shoreline Erosion (Art Wood)

Nothing to report.

Old Business

Janice shared with the Board that as of this date, the Budget Committee has been formed and is on target for the proposed timeline.

New Business:

**2026 Mason Lane (North) Project Proposal - (see attached proposal)

After a discussion of the details of the Mason Lane (North) Project Proposal, it was unanimously approved by the Board with a hand vote. The Roads Committee and Board agreed to do a separate investigation of the drainage issues on the other side of this road area.

Announcement of next Board Meeting:

The next monthly Board Meeting is scheduled for Tuesday, February 17 2026, at 6:30 pm.

***Adjournment:**

The meeting was adjourned at 7:34 pm.

Respectfully submitted,
Julie Rosario, CICA Board Secretary

*Voting Item

Record of Motions

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

Kyle Bottorff moved to approve treasurer's reports.
Candy Wallace seconded the motion.

Dane Hendrix moved to approve 2026 Mason Lane (North) Project Proposal
Joe Greenfield seconded the motion.

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

2026 MASON LANE (NORTH) PROJECT INFORMATION

The Roads Committee met with multiple contractors over the month of December. The one contractor with decades of pile driving experience advised that driving sheet metal to stabilize the area would be extremely expensive and would destroy the beauty of the area since so much of the vegetation would need to be torn out. He suggested putting our efforts into a more significant repair to prevent water from going over the hillside to mitigate further erosion. In January, the Roads Committee met as a group to discuss the proposed maintenance plan. This plan would include reinforcing the existing gabion basket wall by adding another row of baskets above the existing row using a running bond method that could be used as a "curb" for the new paving. Remove the deteriorating part of the road, adding crush stone and compacting the stone to level out the road surface. Finally, topping it with asphalt installed to slope the road surface away from the hillside and toward the gutter. The committee vote to follow this course of action was unanimous. We recommend to the Board that we complete this maintenance project on north Mason Lane as soon as possible prior to the rainy season.. This will allow us to reopen the road to vehicular traffic. We may want to consider a weight restriction for north Mason Lane to decrease the wear and tear on the road.

New baskets will be installed on top of the existing baskets in a running bond method where the joints on top row will fall in the center of the basket below.



Mill and/or rip out the deteriorated part of the road and grade existing stone. Bring in CR-6 stone to pitch water to the other side of road and roll tight. Machine lay 3" of asphalt and compress to 2.5". Place small berm between pilings to act as a curb.

PROJECT COST ESTIMATES

GABION BASKETS (BRISTOLL PLANTATION)	\$14,640
ROADWORK (T & A PAVING)	\$13,900
PROJECT TOTAL	\$28,540

We would like to get this project completed within our current FY26 budget. This will put us over our proposed Roads budget by \$17,244. Our Budget Committee met on 1/12/26 and based on projected costs for all our other line items in the budget through the end of June, we would be approximately 8% over our overall budget. We only need Board approval for this projected overage. If it was over 15%, it would require a community vote.

CULVERT/DRAIN AREA

Our volunteer crew is still investigating the outflow of the drain pipe that goes under the road to confirm there is no blockage.



Our volunteer crew will work with the Maynards to determine their house underground downspout locations on the hill above and install riprap to spread water outflow. Currently, we believe one of them has created a gully that pushes the sand under baskets in a very targeted location.