

DRAFT
Chesapeake Isle Community Maintenance
25th ANNUAL MEETING OF PROPERTY OWNERS
at the Pavilion
August 24, 2025 @ 2:00 p.m.

Board members present: Janice Beiter, Kyle Bottorff, Rich Crowe, Dane Hendrix, Lori Hill, Alice Moore, Rich Vindler, Lisa Schill, Candy Wallace

Board members absent: Bob Resch, Julie Rosario, Justin Thomas

Property owners / guests present: Approximately 36 property owners plus family members.

9 Board members were present at the Pavilion. In addition, approximately 55 community members attended in person. 8 Proxy votes were received in sealed envelopes for individuals who were unable to attend the Annual Meeting of Property Owners. The proxy votes were counted on the day of the meeting in accordance with the published guidelines.

Call to Order and Pledge of Allegiance

The meeting was called to order at 2:03 pm at the pavilion by Janice Beiter, President.

President's Report (Janice Beiter)

Janice welcomed everyone to the Annual Meeting and informed all attendees that all meeting documents and links to them were previously emailed to the community. Hard copies were also distributed during registration at the pavilion.

Janice explained that the purpose of the Annual Meeting was to conduct and review the annual business for fiscal year 2025 and to approve the proposed fiscal year 2026 budget. Janice noted that if there are any community concerns, community members should attend monthly meetings or email one or more board members to address them at the next monthly meeting. Janice encouraged all community members to be actively involved by attending regular board meetings, reading the newsletter and monthly minutes of the Board, and staying informed about other community business.

The 2024-2025 Chesapeake Isle year was a busy one. The volunteer Board and dedicated community members spent countless hours:

- Maintaining and improving the Chesapeake Isle property,
- Administering the business of Chesapeake Isle,
- Responding to community disputes and complaints, and
- Keeping our roads clear and open for safe passage.

These volunteers of Chesapeake Isle save the community thousands of dollars, and their work is appreciated, respected, and cherished. Janice encouraged property owners to pick an area of interest or expertise and reach out to the chairperson of that committee or the Board to be involved. Janice thanked the Board members and committee chairs for all the work they have done this past year. The monthly board meetings cover all the items that occur throughout the year. Janice mentioned a few projects that stood out over the past year.

Since Chesapeake Isle is sandwiched in between two sections of Elk Neck State Park, we are directly impacted by the Park's actions.

- The Park's Lighthouse Project went very smoothly with minimal impact on the Chesapeake Isle community. Lisa Schill engaged in an effort to bring attention to the loss of some walking trails due to

this project. She received a letter from the Maryland Department of Natural Resources explaining that on completion of the project they will explore the feasibility of constructing an additional trail in the area.

- The Rogues Harbor closure has impacted the Chesapeake Isle boat ramp exposure which Janice expanded on during her later comments on the harbor area. The good news is that the Maryland Department of Natural Resources is spending a significant amount of money to improve all areas of the park which certainly helps Chesapeake Isle property values.

Janice offered special thanks to;

- Dane Hendrix for his time and efforts to manage the CICA interest-earning CDs for the funds deposited at the Aberdine Proving Grounds Credit Union. This effort has provided approximately \$7,800.00 in additional income over the past FY2025 year.
- Art Wood and Rich Vindler for coordinating our Shoreline Project this past year. They spent many hours with contractors for the initial bids, permit process with Kingfisher, and now overseeing the work that is being done this summer.
- Lisa Schill and Rich Crowe for their Trash Company analysis project after last year's meeting. They gathered information from attendees at the Annual Meeting last year and Rich did an extensive "drive around" analysis of the community trash service usage. This effort was to try to inform the community of their options and suggest their use of the top 3 services to reduce large truck traffic on roads. They developed a letter that is a summary of their findings, and we have inserted it into our Welcome Guidebook package for new community members. We received complaints about the one company coming through in the wee hours of Monday morning. Rich called them and referenced the Cecil County Noise Ordinance that says that there are noise restrictions between 10:00PM – 6:00AM. They seem to have adjusted their schedule accordingly.
- Jim Carter for installing a CICA Admin Dropbox at the pavilion under the AED unit and Dane Hendrix for monitoring it on a regular basis. The Dropbox was especially convenient recently for CICA members dropping off Bylaw Amendment and Proxy votes.
- Kyle Bottorff and Lisa Schill for bringing the new Corporate Transparency Act ("CTA") to the attention of the Board. It required the CICA HOA to file an annual report with the Financial Crimes Enforcement Network ("FINCEN") by December 31, 2024, or face serious fines of \$500 per day. All board members had to obtain a FINCEN number which was included in the filing. No personal information was included in the filing, only FINCEN numbers (for non-officers). A new filing must be submitted within 30 days of changes to the HOA board officers. Kyle outlined the process for obtaining a FINCEN number, received everyone's response in a timely manner, and successfully submitted the filing at the beginning of December. CICA will need to keep the information current as Board members change.
- Mike Klinger and the harbor crew for their time and efforts in renovations to our floating dock and other items down at the harbor. The decision to lock the boat ramp to avoid unauthorized use due to the closure of Rouges Harbor seems to have been a wise choice. After a little initial pain, the new lock that Jim Carter installed seems to be working well.
- Joe Greenfield for coordinating the additional private property signage at the harbor.
- Alice Moore for her efforts in implementing a map designating "neighborhood captains" to distribute flyers regarding the lock on the harbor ramp to all the homeowners. It was a huge success for distributing information quickly and CICA will plan to use it when needed in the future.

- Dale Hayman and Jean Hulse-Hayman for taking on the co-chair roles for the Roads Committee. They have;
 - Taken on the task of our Mason Lane North repair project where the road had developed a split in the middle with half the road beginning to slope towards the fall off. In late fall 2024, based on recommendations from an engineering firm, signage was placed at the top of road to defer traffic to the other end of Mason. Rob Martin and Jean both reached out to the local Fire Department to let them know to update their maps for emergencies. Jean coordinated getting Eric Sturm to present to the Board the history of the past Mason Lane north project for the April board meeting, which was very informative. The documents from earlier work on that road section are in the Dropbox folder. The Roads Committee is currently working with a geo-tech engineering firm that has completed their initial analysis of the area. The firm recommended further analysis to determine a solution. The firm will review their findings with the Roads Committee to consider next steps in the near term.
 - Coordinated the patching of Cliffview and the Harbor roads.
 - Attended all of drainage meetings with Janice, Rich Vindler, and contractors for miscellaneous drainage projects throughout the community.
 - With Janice Beither, oversaw the installation of a gabion wall to address the mudslide area on Mason Lane North.

Regarding the Mason Lane South project. CICA was able to get 75% of the project completed in late May along the ROW by the Naumovich/Parrott properties. The State Highway Administration (SHA) completed their portion of the project during the first week in August, removed a tree whose roots were blocking the one drainage pipe, and installed 3 new pipes with a manhole cover to access the junction for maintenance purposes. The last 25% of the community portion of the project is to replace the pipe under Parrott's driveway which will be scheduled for the fall.

CICA has received an abundance of scam emails all year long using people's first names but coming from a different email. Please DO NOT RESPOND to any emails requesting money/gift card transactions. The CICA emails have been removed from the website. A committee will be formed to work through those issues.

Dane and Janice spent a lot of time taking over the accounting process this past year since Andrea Gilde's "retirement" last year. They spent a couple of months in the interview process of developing scope, getting it posted on *Indeed*, and interviewing people. A candidate was hired in November along with the purchase of QuickBooks Online to start putting FY2025 information into the system. The timing also coincided with needing to get all the Annual Invoices out which are typically sent out in November. It was too soon to have the new bookkeeper dive into that process, so Janice did them all. The bookkeeper that was hired quit in January, as she determined the job was not a good fit for her. Dane Hendrix identified Deb Trent from Freedom Bookkeeping Services, who we interviewed and hired in April. She has been fantastic to work with! The FY2025 QuickBooks files were shared with our tax accountant and our taxes were mailed on Friday, August 22nd.

Janice alerted those present that a dead dolphin had washed ashore in the community beach area and advised all to stay out of the water in that area until the dolphin had been removed. Diana Hawley posted this information onto the CICA Facebook page.

***Secretary's Report (Kyle Bottorff)**

A copy of the minutes from the last Annual Meeting convened on August 25, 2024, were distributed via email to the entire community for review and posted on the Chesapeake website. Hard copies were available at the meeting. There were no questions, comments, or suggested edits to the 2024 minutes. A motion was made, seconded to approve the minutes as presented. Utilizing a hand vote to include the proxy votes, the motion passed to approve the minutes.

***Treasurer's Report (Dane Hendrix and Andrea Gilde, Financial Representative/Bookkeeper)**

Dane Hendrix presented the Community Maintenance Financial Report for Fiscal Year 2024-2025, ending June 30, 2025. A copy of the report was provided to all members electronically via email and on the Chesapeake Isle website in addition to a paper copy to in-person attendees. He highlighted the budget, total revenue, total expenses, and ending balances. The total budget for the fiscal year was \$235,680.00 for both revenue and expenses. As of June 30, the Community Maintenance income totaled \$121,348.24, interest income was \$7,846.51, and expenses totaled \$94,355.87. At the end of June, the Community Maintenance checking account balance was \$67,452.77 (Fulton), and the total reserve account balances were \$272,798.40 (Fulton + APGFCU) of which \$211,752.58 were restricted funds, for a total combined cash balance of \$340,251.17. The restricted reserve fund balances at the end of June were;

Equipment Replacement Fund \$40,000.00
Roads & Erosion (restricted) \$24,650.00
Shoreline Erosion (restricted) \$135,852.58
Harbor Pier Restoration (\$11,250.00)

Questions were solicited from the attendees. Hearing none, a motion was made, seconded, and passed via hand vote and proxy votes to accept the Community Maintenance Financial Report for Fiscal Year 2024-2025 with all "in favor" and 0 against. The detailed report on income and expenses will be posted on the Chesapeake Isle web site.

Old Business: None

New Business:

Bylaw Amendment Ballot Results – (Janice Beiter)

Candy Wallace hosted non-board members Kim Schmidt and Christine Valuckas to count the submitted ballots received from CICA members concerning the proposal to change the date of the CICA and Community Maintenance meetings from the 4th Sunday in August to the 3rd Sunday in May. The ballots were counted during the board meeting and the proposal passed by a large margin. 74 Ballots were submitted with 72 voting in favor or changing the date, 1 opposed, and 1 that was ineligible due to not being a CICA member. The results will be published in the October CICA newsletter.

Shoreline Erosion Project Update – (Janice Beiter)

After the approval of this project at last year's annual meeting, there was a last-minute submittal from another firm that did some work in Havre de Grace. Alice Moore did a great job in pulling information together from this firm very quickly as an additional comparison to our current contractor, Kingfisher. Their proposal was close to 3 times the price of Kingfisher and although they mentioned pursuing grants, etc., there were no guarantees that those would come through. The Board voted to proceed with Kingfisher and Art Wood, the chair of the Shoreline Erosion committee, reached out to award Kingfisher the project.

- Rich Vindler of the Shoreline Erosion committee reported that the work was near completion, with the final plantings to take place once the annual seaweed washup onto the shores had passed.
- Ted Baker, a community member with contacts within the Army Corp of Engineers and a mid-Atlantic grant company, is investigating a potential grant opportunity.

Proposed Budget Presentation and Vote (Dane Hendrix and Janice Beiter)

The Budget Committee consisted of President Janice Beiter and the following 6 CICA members: Lisa Schill, Dane Hendrix, Kim Schmidt, Christine Valuckas, Andrea Gilde and Bill Osborne. Budget requests and supporting information were received from each committee by mid-March. The committee met twice during April and presented their proposed budget during the May Board meeting. The proposed budget was unanimously approved by the Board during the June Board meeting. Janice informed all that the vote during the annual meeting regards the approval of the FY2026 budget. President Janice Beiter then highlighted some of the major contributors to the proposed FY2026 budget.

- The Shoreline Erosion Project was approved for \$145,000 in FY2025 budget during the 2024 annual meeting. \$14,400 was spent last fall for the permit submittal drawings. Due to the contractor schedule, the start of the work was delayed until July, which falls in the FY2026 budget timeframe. This was highlighted in the expenditures portion of the proposed budget as this expenditure was already approved and was not part of the FY26 budget. The total balance left to spend on this project is \$130,600 which is \$120,000 from Shoreline Erosion Restricted Reserves and \$10,600 from unrestricted reserves.
- The next largest item is Roads/Erosion for \$50,000. There are multiple ongoing issues in the community. The Mason Lane North Project, where there is cracking down the center of the road needs to be addressed. There are also some old, paved areas at certain intersections that need to be repaired.
- Another large budget item was \$11,250K reserve transfer to continue saving for a pier restoration project in 4 years.

The budget approval does not award any contracts for work to be done nor does it approve any specific projects. There is a separate approval process for the projects and awarding contractors. The process for awarding contracts and project approval will be done during the monthly board meetings. Janice emphasized that the budget approval vote was for the budget dollar figures only.

Treasurer Dane Hendrix then presented the proposed FY2026 Budget for Community Maintenance, which totals \$115,680.00 based on the income from:

- the community maintenance fee of \$360/lot paid by lot owners-\$114,480,
- property transfers paid by new owners at settlement-\$1,200,

Additionally, Dane explained some of the larger expenses including:

- Road repairs and road drainage work-\$50,000
- Reserve savings for pier decking replacement in a few years-\$11,250
- Jacobs Nose Erosion Maintenance - \$7,300
- Harbor general maintenance -\$6,500

Janice Beiter requested a motion to approve the proposed budget for FY2026 as presented. The motion was made, seconded, and ballots were distributed by number of lots owned (one vote per lot) to “approve” or “not approve” the proposed budget. After explaining the process for voting, Janice called for a break to allow time for all owners present to vote and for the ballots to be counted. The meeting was reconvened after the ballots were counted. The results of the voting ballots and proxy votes were 44 approved (8 proxy and 36 in person votes) and 0 opposed. Therefore, the FY2026 Community Maintenance Budget was approved as presented.

Adjournment: The meeting was adjourned at 2:42 pm.

Respectfully submitted,
Kyle Bottorff, CICA Secretary

Record of Motions

Alice Moore moved that the secretary's report and minutes for the 2024 annual meeting be approved.
Karen Dryden seconded the motion.

Peggy Bottorff moved that the fiscal year 2025 treasurer's report be approved.
Karen Dryden seconded the motion.

Candy Wallace moved to approve the proposed FY2026 Community Maintenance budget as presented.
Rich Vindler seconded the motion.

Jim Carter moved to adjourn the meeting.
Greg Schill seconded the motion.