

**CICA Board of Directors Meeting
May 19, 2026
6:30 pm via Zoom and Remote Access**

Board Members Present – Glen Adams, Janice Beiter, Warren Brown, Rich Crowe, Dane Hendrix, Lori Hill, Jess Klinger, Kathy Moll and Candy Wallace

Board members Absent – Alice Moore, Lisa Schill and Joe Greenfield

Community members / guests present – Mike Beiter, Jim Carter, Polly Carter, Dale Hayman, Jean Hulse-Hayman and Julie Rosario

Pledge of Allegiance

The meeting was called to order at 6:30 pm by Janice Beiter, who then led the Pledge of Allegiance.

Date of Approval and Distribution of Minutes Report (Julie Rosario)

The minutes from the Board Meeting held April 19, 2026, were approved by the Board, and were distributed on April 30th. The minutes were posted on the web site on May 1st and at the harbor bulletin board on May 13th.

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

The agenda was approved as presented by a hand vote.

President's Report (Janice Beiter)

Budget Committee Updates – Our Proposed FY27 Budgets were approved for both Community Maintenance & CICA members at the Annual Meeting on 5/17. Janice will be dropping this topic from my report until December.

FYI – Janice will be sending out an email to Board Members only after the meeting related to nominees for Man/Woman of the Year. We will have a closed meeting after our June Board meeting to vote them in.

FYI – All committee chairs need to make sure that we are getting expenses processed prior to June 30th end of fiscal year.

***Treasurer's Report (Dane Hendrix for Warren Brown)**

Outgoing treasurer Dane Hendrix presented the CICA Membership (CA) and the Community Maintenance (CM) Financial Reports as of April 30, 2026, for the 10th month of the fiscal year which began July 1, 2025.

The April CA income was \$1208.69, and expenses were \$473.84 Most of this month's income is from mowing and pavilion fees. At the end of April, the checking account balance was \$26,116.37 and the money market account balance was \$52,370.50, of which \$16,400 were restricted (Equipment Replacement), resulting in a total asset balance of \$78,486.87

For the month of April, CM income was \$8,778.12, and expenses totaled \$11,887.56. Community Maintenance fees this month included two overdue accounts that got current! Roads and right-of-way expenses totaled \$10,144.81 for April addressing mostly north Mason Lane issues. Additional expenses are expected for that project in May. At the end of April, the CM checking account balance was \$48,083.28. The money market and APG balances total \$202,327.92 which includes \$68.36 interest

credited this month, to provide a total CM assets balance of \$250,411.20. 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.

Discussion of who would have access and be named on CICA bank accounts followed. Agreement of the Board was that Warren Brown, Treasure, Dane Hendrix, Board member and past Treasurer, and Deborah Trent, Bookkeeper, should have signature access to our accounts.

Community Comments

Nothing to report.

Committee Reports

Architectural Review (ARC) (Mike Beiter)

Since the last Board Meeting, the Architectural Review Committee (ARC) has not acted on any new project submissions. The following updates are provided on two previously approved projects:

- **Lot V-05 – Conserva/Cornick, 5185 Turkey Point Road – Fence Installation**
The application for installation of a perimeter fence was previously reviewed and approved by ARC. The fence has since been completed; however, it does not conform to the approved specifications. ARC approved a three-rail fence, but a two-rail fence was installed. The owners have been notified and asked to either modify the fence to meet the approved three-rail design or submit a variance request. Any variance request will be reviewed by ARC and forwarded to the Board with a recommendation. ARC is currently awaiting a response.
- **Lot P-19 – McLaughlin, 25 Rollins Road – New Home Construction**
The application for construction of a new home was approved in April 2025. Initial work commenced promptly, and the septic system and foundation were completed; however, all activity subsequently ceased. The original one-year building permit has expired. After unsuccessful attempts to contact the owner, information was obtained from Ed Campbell indicating that the permit has been renewed and that the owner intends to contact ARC. A request has been made for a copy of the permit extension, but no response has been received to date.

Beach Committee (Jim Carter)

- Clean-Up Day was successful, with 27 volunteers participating despite threatening weather. Conditions held, allowing completion of the majority of scheduled tasks. Volunteers were provided with refreshments, including coffee, pastries, bagels, and Sloppy Joes, courtesy of Sue Seeley.

- Additionally, seven volunteers submitted contact information to assist with eight follow-up projects. To date, seven of these projects have been completed. The remaining project involves replacement of the short retaining wall adjacent to the bathhouse.
- The replacement tree planted at the beach, following the removal of the tree behind the Greenfield residence, has been fertilized and mulched and appears to be thriving. A required photo was submitted to MDE by Rich Vindler.
- Repairs to the playground structure have been completed, including installation of a new ladder and replacement of several floorboards. Ornamental marsh grass along the parking lot has been cut back and is showing healthy regrowth.
- Bathhouse repairs, including vandalism-related damage, have been completed. Screens, curtain rods, and door lock hasps were repaired or replaced, and one sink drain was replaced, requiring minor repositioning of the sink.
- Thanks to Rob Martin who located the swim platform's chains, whose marker floats were lost due to the ice. Thanks to Warren Brown, Fred Kobylinski, and Rich Vindler for installing the boundary floats for the swim area. Thanks to Mike Bieter and Warren Brown for installing new carpet on the swim platforms. Thanks to Glen Adams, Dale Hayman, Dane Hendrix, and Fred Kobylinski for the completion of the swim platform setup ahead of schedule.
- Thanks to Tom Mistisyn who pressure washed the pavilion picnic tables in preparation for sealing, as well as the shuffleboard court, significantly improving its condition.
- The bathrooms are now open for the season, with weekly cleaning services provided by Valerie Wood.
- Bathroom Locks: Both bathroom facilities have recently been found unlocked, with doors open and lights left on when not in use. While it is understood that locking doors after each use may not be practical during group activities, all users are asked to ensure lights are turned off and doors are secured upon departure to prevent entry by animals, debris, or unauthorized individuals.

CERT (Kathy Kempski)

Nothing to report.

Community Affairs (Polly Carter)

On April 26, Polly and Kim met with Andrea Ellingsworth at 43 Racine Road to review the guidelines. Andrea's husband, Brian Kirk, was not available to attend.

Polly Carter suggested placing a sign or announcement on the CICA board at the entrance inviting new community members to contact CICA Community Affairs.

Membership (Janice Beiter, interim for Karen Dryden)

2025 MEMBERSHIP: 306 - (96%) Lot owners have paid their Maintenance Fees in full for 2025 to date which includes double and triple lot owners. In addition, payments from 3 Mason Lane owners and 2 partial payments were received. Of those paid, 190 joined CICA (63%).

2026 MEMBERSHIP: 275 - (87%) Lot owners have paid their Maintenance Fees in full for 2026 as of April 30, 2026, which includes double and triple lot owners. In addition, we have received payments from 4 Mason Lane owners. Of those paid, 192 have joined CICA (70%).

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

- Second invoices were sent on March 31, 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:**
 - April 23: A reminder about Spring Cleanup was sent to 429 recipients (CICA distribution list).
 - April 26: Dinghy/Kayak rack assignments and information and a reminder about the upcoming Yard Sale was sent to 426 recipients (Hot Topics distribution list).
 - May 9: Annual Meeting documents and detailed information was sent to 429 recipients (CICA distribution list). (Information and proposed budgets were also included in the Spring 2026 newsletter.)
 - May 18: A reminder about Isle Palooza was sent to 425 recipients (Hot Topics distribution list).
 - At the Roads Committee's request, Diana sent several emails to Mason Lane residents on behalf of the committee chairs regarding roadwork updates.

Diana sent the following email on behalf of the Board since the last Board meeting:

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 continues to regularly monitor incoming emails. She responds to all incoming emails as appropriate and forwards all emails that require a Board follow-up or response to Janice or the appropriate committee chairperson.
- **Public Chesapeake Isle Facebook page and Instagram:** While not a Board function, page administrators posted information and monitored and responded to messages as appropriate. *(A private and more interactive "Chesapeake Isle Neighbors ONLY" Facebook page was 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)

- The Annual Community Yard Sale was highly successful, with favorable weather and participation from more than 25 households. Thanks to Rich Crowe and his volunteers for their efforts in organizing the event.
- The Ladies' Monthly Luncheon was held at the Old South Smokehouse, with 13 attendees. Thank you to Michelle Hendrix for coordinating the event and for her thoughtful sweet touches, which were well received by all.
- Starting in January, the Ladies' Monthly Luncheon will be changing to Wednesday from Tuesday.
Upcoming Events:

May 22: CICA Summer Social (Adults Only)
May 23: Isle Palooza – Music Event
May 24: Corvette Show
June 13: Ladies’ Annual Brunch

Fourth of July (Diana Hawley & Andrea Gilde)

Planning for the event is ongoing. Please contact Diana (dianahawley@gmail.com) if you would like to volunteer on July 4 or help in some way, be an event sponsors, or donate items for the auction. The event flyer will be emailed and shared on social media in the next few weeks.

General Maintenance / Erosion (Jim Carter & Bill Wood)

Nothing to report.

Governing Documents Review Committee (Christine Valuckas)

On Sunday, June 14, 2026, Kim Schmidt and Christine Valukas will be hosting a **Review of CICA Governing Documents** for new and existing Board members. Board members will be provided with a CICA Binder containing all the documents for easy access. This will be a great time to ask all those questions you have wondered about but didn't want to take up precious board meeting time. All Board Members welcome! Please RSVP to cavaluckas@gmail.com

- Date: June 14, 2026, Sunday Location: CICA Pavilion Time: 1:00 to 3:00 pm

Grass Mowing (Bob Resch)

The mowing throughout the community is going well. Reminder notices were issued to a small number of properties that were not in compliance, including one second notice. All identified properties have since returned to compliance.

Harbor (Mike Klinger/Joe Greenfield)

Nothing to report.

History (Bud Godby)

Nothing to report.

Legal (Justin Thomas)

No report received.

Maintenance Equipment (Jim Carter)

- Thanks to Rich Vindler who assisted with replacing the tractor’s fuel filter and repairing a leaking low-pressure fuel pump. The tractor’s hard-starting issue appears to be resolved following the pump replacement. The fuel line from the tank to the low-pressure pump is deteriorating and is scheduled for replacement prior to winter.
- Ag-Industrial, the tractor parts supplier, has recommended a local on-site agricultural tire service. The goal is to replace the rear tires on the community tractor before the end of FY 2025–2026.

Newsletter (Kim Schmidt)

The next newsletter is scheduled for publication in July. Articles are due to Kim (kimberlyschmidt119@gmail.com) by July 1, 2026 with the exception of the July 4th report. Thank you to all those who send submissions, it helps make the publication informative and interesting for all!

Nominating (Vicky Garvey)

No report received.

Pavilion Rentals (Cindy Mistysyn)

The pavilion is reserved on the following dates:

May 24, 30, 31

June 5, 6, 12, 17, 19, 27

July 11, 25, 31

August 1, 9, 29

September 6, 12

This list does not include the dates of the CICA scheduled events.

Roads (Dale Hayman and Jean Hulse-Hayman)

- Last month, it was reported that the April paving and maintenance of North Mason Lane were on schedule. Since that time, the project has been postponed due primarily to unfavorable weather forecasts. Residents along North Mason Lane have been kept informed of each schedule adjustment.
- North Mason Lane requires additional consideration compared to other roads in the community. Accordingly, the Board has engaged John Murray as a consultant due to his professional expertise and familiarity with the road's original construction in 2015. Hillis-Carnes Engineering Associates has also been retained to perform compaction testing of the road base and asphalt layers.
- Compaction of the base layer is tested using a fully loaded three-axle dump truck. Any movement of the surface during this test constitutes a failure. Failed areas are remediated by excavating approximately two feet, installing large aggregate stone, compacting with a five-ton vibratory roller, followed by smaller aggregate and additional compaction. The area is then re-tested.
- Once the base passes compaction testing, two layers of asphalt will be applied. Each layer will undergo nuclear density testing to ensure proper compaction.
- On April 21, 2026, T&A Paving, Inc. removed the existing asphalt from the roadbed, which measured up to seven inches thick in some areas, and proceeded to compact the exposed surface. On April 23, portions of the roadbed failed compaction testing. Since that time, work has been delayed pending a forecast of two consecutive days of clear weather.
- Per the consultant's direction, the following corrective measures will be implemented:
 - Expose approximately 400 square feet of roadbed that failed the proof roll.
 - Compact the subgrade using a five-ton vibratory roller. (approved via text May 15, 2026)
 - Install Mirafi 500X fabric, extending up the downhill side behind the gabion wall to prevent soil migration.
 - Place 12 inches of #2 stone and compact.
 - Install 12 inches of GABC and compact.
 - Perform proof rolling prior to paving.
- A second compaction test is scheduled for Monday, June 1, 2026. If the test is successful, paving is anticipated to occur on Tuesday, June 2, 2026, after which the road will be reopened.

- Jean Hulse-Hayman stated that she met with the Maryland road safety department to discuss safety concerns and road conditions on Rt. 272 within the park. She proposed drafting a letter or petition for signatures from community members and requested guidance on the process. Janice will meet with Jean Hulse-Hayman and Lisa Schill to determine the best method for notifying the state, distributing notices to the community, and gathering signatures from CICA members. This matter was also presented at the Annual Meeting.

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

- The committee, with volunteer assistance, prepared the right-of-way along Rolling Avenue between Mowbray Lane and 145 Rolling Avenue. Five areas within the right-of-way were seeded and covered with straw to help control future overgrowth; these areas will be maintained through regular mowing.
- The committee, with volunteer support, also removed tree branches and logs from the Rolling Avenue right-of-way across from 145 Rolling Avenue. The debris had resulted from tree removal by Delmarva following a recent storm that compromised power lines.

Shoreline Erosion (Art Wood)

- Kingfisher Construction will complete the remaining plantings for the living shoreline in the near future, marking the final phase of the installation.
- Mike’s Tree Service is scheduled to trim vegetation at Jacob’s Nose and along the Harbor shoreline prior to the end of the fiscal year in June.

Old Business

None

New Business:

None

Announcement of next Board Meeting:

The next monthly Board Meeting is scheduled for Tuesday, June 16, 2026, at 6:30 pm.

***Adjournment:**

The meeting was adjourned at 7:33 pm.

Respectfully submitted,
Candy Wallace, CICA Board Secretary

*Voting Item

Record of Motions

Kathy Moll moved to approve the agenda.
Rich Crowe seconded the motion.

Glen Adams moved to approve treasurer's reports.
Rich Crowe seconded the motion.

Dane Hendrix moved to adjourn.
Jess Klinger seconded the motion.