

CSHOA Board of Directors Meeting Minutes
Northeast Community Center, Chesapeake Beach
February 13, 2017 -- 7:00 pm

A. Call to Order & Approval of Meeting Agenda – Board Members in attendance were Keith Pardieck, Warren La Heist, Paul Doherty, and Dave Ferguson. Committee Members in attendance were Penny Schmidt (Architectural Committee), Bill Leebel (Grounds Committee), Pam Johnson (Grounds Committee), Charlie Pritchard. The Agenda was approved as presented with amendments by Keith Pardieck.

B. Approval of December 2016 Board meeting minutes -- Minutes approved as presented.

C. Treasurer's Report – None. (Treasurer absent due to scheduling conflict.)

D. Committee Reports

Architectural – Penny Schmidt

- Penny reported on the status of two properties with external changes underway. There is an issue with one in that the changes being made do not match the plans that were submitted by the owner with the Architectural Change Request.
- Keith brought up that there was a discussion at the November Board meeting about sending a general notification to owners who may be out of compliance with Architectural guidelines. Roland had offered to work with Penny to come up with wording for the letters. Keith queried Roland by email about this a few days ago and is awaiting a response.

Social – Keith Pardieck

- Cathy Diggle, Social Committee Chair, has suggested presenting welcome bags to new residents. The bags would consist of various printed information that may be of interest to new residents, parking stickers, and a welcome letter from the Board.
- Cathy asked the Board to notify her of any new residents that move into the neighborhood.
- Keith also asked that the next general CSHOA email contain a blurb asking current residents to inform the Board when they notice new residents moving in.

Grounds -- Bill Leebel

- Mears Ave. fence - Bill has contacted Highlands again about fixing the break in the split-rail fence. Highlands promised to repair it this week.
- Snow removal - Bill stated that Highlands, as our new snow removal contractor, generally did a good job during the last storm. However, they missed clearing a couple of mailboxes.
- Tree removal – Bill and Pam presented quotes from two contractors (Highlands, Spence's Tree Service) for removal of approximately 7 trees in the development that the Grounds Committee identified as either unhealthy, overgrown, or dangerous to nearby property. Keith brought up the possibility of hiring an arborist to provide a professional opinion. Keith also suggested that the Grounds Committee formalize criteria for tree removal so that reasoning is transparent to members. A motion was approved by the Board authorizing the removal by Highlands of the tree adjacent to 7740 C St., which was deemed by the Grounds Committee to be most critical due to damage being caused to the CSHOA stairway, and requesting that Roland provide a reading of how much money is available in the budget for

tree removal. Ideally, the tree removal plan should be explicitly linked to Mason & Mason report.

Yacht Club – Dave Ferguson

- No report

E. Old Business

Chesapeake Station Property Boundaries – Keith Pardieck

- Keith had recently circulated among the Board a draft letter drawn up by our Attorney requesting a meeting with the shopping center owners to discuss transferring ownership of a strip of land along the shopping center entrance that is owned by the shopping center but has been maintained by CSHOA. Paul had earlier commented by email that there were actually two pieces of land on the west side of CSHOA owned by the shopping center but maintained by us.
- A motion was approved by the Board to edit the letter to point out both pieces and authorize our Attorney to send the letter.

Update of CSHOA Governing Documents – Keith Pardieck

- Keith summarized two cost estimates received from our Attorney to amend our HOA governing documents: one for \$500 to add the ability for the Board to fine owners in violation of HOA rules and the other for \$1500 to rationalize the documents to bring them up to date with 21st century standards.
- Dave suggested that the Attorney be asked to provide a risk assessment that would allow the Board to understand what portions of our Governing documents are most in need of updating. Keith agreed to ask the Attorney for an estimate of the cost to provide this assessment.

Annual Attorney Visit – Keith Pardieck

- Keith suggested an on-line poll to come up with tentative dates for the annual visit by our attorney.
- Paul had earlier suggested by email that one of the topics to be discussed should be what changes to HOA laws and practices have occurred since our Governing documents were first written.

Directory Update – Paul Doherty

- Paul distributed a draft of a CSHOA resident/owner directory suitable for distribution to residents. The Board approved distribution of the directory pending updates promised by Keith by Sunday 2/19/2017.

Bond Insurance – Keith Pardieck

- Keith received a blank application form from The Hartford insurance company for bond insurance covering the President and Treasurer. Paul agreed to gather necessary information and complete a draft of the application for review by the Board.

C St. Drain Repair – Keith Pardieck

- As initiated in August/September of 2016, Paul Woodburn is preparing a project plan that can be used to solicit bids for repair of the drainage problem behind properties on

the east side of C St. Paul Doherty will be the lead contact on future discussions and coordination with Paul Woodburn on the plan.

F. New Business

Rod and Reel Traffic Congestion– Keith Pardieck

- Keith has been in contact with the County Sheriff's Office about congestion and illegal parking along Mears Ave. during special events held by the Rod and Reel resort. The Sheriff's Office is aware of the problem and has been working on a plan.

Board Member Opening – Keith Pardieck

- Keith stated that because of the demands of his new position as Town Councilman and to avoid the appearance of conflict of interest, he will not stand as a candidate for the Board at the election held at the next annual Owners meeting.

G. Questions from Members -- none

H. Select date and location of next meeting

- The next meeting will be March 6 at the Northeast Community Center.

I. The meeting was adjourned at 8:45 PM

CSHOA Board of Directors Meeting Minutes
Northeast Community Center, Chesapeake Beach
March 6, 2017 -- 7:00 pm

A. Call to Order & Approval of Meeting Agenda – Board Members in attendance were Keith Pardieck, Warren La Heist, Paul Doherty, Roland Schlehuber, and Dave Ferguson. Committee Members in attendance were Mary Mathis. The Agenda was approved as presented.

B. Approval of February 2017 Board meeting minutes -- Minutes approved as presented.

C. Treasurer's Report – Roland reported a summary of the financials from the January report provided by Summit. Owners wishing details of the report can contact Roland Schlehuber, Treasurer, at roland.schlehuber@msn.com. Of note is that the one-year CD in our basket of Reserve savings CDs is coming due. Roland will roll over the proceeds of the maturing CD into a three-year CD. This is in accordance with the plan adopted by the Board to establish a ladder of three-year CDs.

D. Committee Reports

Architectural – Keith Pardieck

- Keith reported that Penny Schmidt, Architectural Committee Chair, has been trying to contact an owner who has external changes underway on their property. There is an issue in that the changes being made do not match the plans that were submitted by the owner with the Architectural Change Request.

Social – Keith Pardieck

- Keith has conveyed to Cathy Diggie, Social Committee Chair, that the Board is amenable to her suggestion of presenting welcome bags to new residents. The bags would consist of various printed information that may be of interest to new residents, parking stickers, and a welcome letter from the Board. Cathy will begin work on assembling some bags.

Grounds -- Bill Leebel

- Bill submitted a request to the Town for permission to remove two trees on Chesapeake Station common property – a maple tree adjacent to 7740 C St., which is causing damage to the CSHOA stairway, and a pine tree adjacent to 4004 Arcade Ct., which is sufficiently tall that it would cause significant damage to owner properties if felled by a storm. Highlands will provide a date for removal of the trees and affected nearby owners will be notified.
- Highlands has recently laid down new mulch in common areas but missed a few spots. Highlands workers will return to take care of the missed locations.

Yacht Club – Dave Ferguson

- No report

E. Old Business

Chesapeake Station Property Boundaries – Keith Pardieck

- A letter has been sent by our Attorney to the shopping center owners requesting a meeting to discuss deed transfer to the HOA of two strips of land on the east side of the shopping center that is owned by the shopping center but has been maintained by CSHOA. The Board is awaiting a response to the letter.

Annual Attorney Visit – Keith Pardieck

- A poll was previously sent out by Keith to Board members with suggestions for dates for the annual visit by our attorney. Since agreement among Board members was not reached, Keith will send another poll suggesting another set of dates.

Bond Insurance –Paul Doherty

- Paul has been working on an application from Hartford for bond insurance but requested a POC at Hartford for questions. Keith will send contact information to Paul.

Inspection Letters –Keith Pardieck

- The annual property inspection during the Summer/Fall of 2016 identified a number of properties in possible violation of HOA Architectural Guidelines. The Board had agreed at a previous meeting to send out a generic notification letter to owners who may be out of compliance. Roland will coordinate with Penny Schmidt to come up with wording for the letters.

F. New Business

None

G. Questions from Members -- none

H. Select date and location of next meeting

Board meetings to be held the first Monday of each month 7 pm at NECC unless otherwise announced. The next meeting will be April 3 at the Northeast Community Center.

I. The meeting was adjourned at 7:26 PM

CSHOA Board of Directors Meeting Minutes
Northeast Community Center, Chesapeake Beach
April 3, 2017 -- 7:00 pm

A. Call to Order & Approval of Meeting Agenda – Board Members in attendance were Keith Pardieck, Paul Doherty, and Dave Ferguson. Committee Members in attendance were Mary Mathis, Bill Leebel, and Pam Johnson. The Agenda was approved as presented.

B. Approval of March 2017 Board meeting minutes -- Minutes approved as presented.

C. Treasurer's Report – Roland Schleuber was absent and there was no report.

D. Committee Reports

Architectural – Penny Schmidt was absent and there was no report.

Social – Cathy Diggle was absent and there was no report.

Grounds -- Bill Leebel

- The two trees on Chesapeake Station common property which were approved by the Board to be removed (a maple tree adjacent to 7740 C St. and a pine tree adjacent to 4004 Arcade Ct.) have been taken down by Highlands. Mary Mathis asked if the sidewalk damaged by the tree near 7740 C St. will be repaired. Bill Leebel offered to walk the Chesapeake Station grounds to inventory all areas that may need repair.
- It was noted by Pam that a growth of forsythias on common property has been cut to the ground by an unknown party.
- Several months ago, Paul Woodburn, Town Engineer, offered to develop a Statement of Work/RFP that the Board can send to contractors for the drainage repair behind the townhouses on the east side of C St. Paul Doherty will follow up with Paul Woodburn on this.
- Pam noted a problem with dog walkers on C St. south of 7731 C St. not picking up after their pets. She suggested that signage be placed on the fence bordering the east side of C St. reminding dog walkers to do so. Dave Ferguson will ask the Chesapeake Beach Public Works if the Town is willing to install dog waste bag dispensers by the fence since C St. is a public road.

Yacht Club – Dave Ferguson

- Dave distributed a draft project plan for a kayak-sharing arrangement by which some number of kayaks would be available to Chesapeake Station residents for common use. The issue of liability was discussed and Dave offered to collect examples of waiver agreements that might be used by the Board to create an agreement specific to this scheme.

E. Old Business

Chesapeake Station Property Boundaries – Keith Pardieck

- A letter was sent previously by our Attorney to the owners of the Roland's shopping center requesting a meeting to discuss deed transfer to the HOA of two strips of land on the east side of the shopping center that is owned by the shopping center but has been maintained

by CSHOA. A meeting date of April 13 has been confirmed. Several Board members and our Attorney will attend.

Town Council Working Session – Keith Pardieck

- Keith mentioned that a working session of the Town Council will be held on April 6 during which there will be a discussion on the opening of the rear exit of the shopping center connecting to 18th St. Opening of this exit is being considered to alleviate traffic while construction of the Fishing Creek bridge is on-going. The Town is soliciting citizen comments and Keith requested that an email go out to Chesapeake Station residents about the meeting.

Annual Attorney Visit – Keith Pardieck

- A meeting date of June 5 has been confirmed. This is the same day as the regularly scheduled Board meeting and the session with the Attorney will begin at 6:00PM before the Board meeting.

Bond Insurance –Paul Doherty

- Paul has been working on an application from Hartford for Board & Officer bond insurance and presented the nearly-complete application. He suggested that it be sent to our insurance agent (Matt Boudreau Agency) for review and comment. Keith offered to solicit opinions from other parties on the level and type of coverage the Board should have.

Inspection Letters –Keith Pardieck

- The annual property inspection during the Summer/Fall of 2016 identified a number of properties in possible violation of HOA Architectural Guidelines. The Board had agreed at a previous meeting to send out a generic notification letter to owners who may be out of compliance. Keith will meet with Penny Schmidt to come up with wording for the letters.

F. New Business

Email Guidelines – Paul Doherty

- Paul had requested guidelines on what topics were appropriate for inclusion in our CSHOA email-blasts to residents. A general discussion ensued without a definitive answer.

G. Questions from Members -- none

H. Select date and location of next meeting

Board meetings are held on the first Monday of each month @ 7 pm in the Northeast Community Center unless otherwise announced. The next meeting will be May 1.

I. The meeting was adjourned at 8:15 PM

CSHOA Board of Directors Meeting Minutes
Northeast Community Center, Chesapeake Beach
June 5, 2017 -- 7:00 pm

A. Call to Order & Approval of Meeting Agenda – Board Members in attendance were Keith Pardieck, Paul Doherty, Dave Ferguson, Roland Schlehuber, and Warren LaHeist. Committee Members in attendance were Bill Leebel, Pam Johnson, Charlie Pritchard, Cathy Diggle, Penny Schmidt. The Agenda was approved as presented.

B. Approval of March 2017 Board meeting minutes -- Minutes approved as presented.

C. Treasurer's Report – Roland presented financials as of April 30, the date of the last statement from Summit. Our expenditures to date are on-track with the annual budget. Owners wishing details of the report can contact the Board at cshoa@comcast.net. Roland suggested, and the Board approved, that \$30K of reserve funds currently in a Money Market account be used to purchase another CD. Charlie Pritchard requested that the budget report at the next Annual Owners' Meeting include a presentation on our CD investment plan.

D. Committee Reports

Architectural – Penny Schmidt

- There are 5 Architecture Change Request Applications in process.
- Penny noted that one owner who submitted an application in September 2016 to remediate violations of CSHOA Architectural Guidelines has made little progress on the work. The Board approved a motion for our Attorney to send a letter to the homeowner.
- Penny also noted that recent work completed by another homeowner did not conform to the approved Architectural Change Request Application submitted by the owner. The completed work is partially in conflict with CSHOA Architectural Guidelines. She has made several attempts to contact the owner and suggested that a letter be sent requiring the owner to make corrections.
- The task of sending general reminder letters to residents on CSHOA Architectural Guidelines has been discussed in recent Board meetings. Penny and Keith Pardieck, with editing comments from others, has developed a letter that will be included in the next CSHOA Newsletter.
- Penny, with assistance from Cathy Diggle and Pam Johnson will also develop and mail letters to individual owners who were found to be in violation of CSHOA Architectural Guidelines during the inspection conducted in the Spring, which was led by Mary Mathis.

Social – Cathy Diggle

- A Luau is planned for June 24. Cathy has been unable to locate the banner used in the past and will investigate the cost of making a new one.
- Cathy suggested reinstating a Happy Hour gathering on the Beach every Friday. This used to be held but the practice has fallen away. The Board agreed and Cathy will do the planning and propose a date for the first gathering.
- Cathy has been assembling a Welcome Package for new residents and asked how the Board become aware of new owners or renters moving into Chesapeake Station. Summit learns of new owners through requests for resale paperwork by sellers or selling agents. Paul Doherty has previously requested that Summit send notification to the Board when they

learn of an ownership transfer. Keith suggested including a request to residents in the next newsletter to inform the Board when a resident becomes aware of a new neighbor in the development.

- Cathy also asked if it was too late to submit reimbursement requests for the Fall Octoberfest as the expenses were incurred in the previous (2016) fiscal year.

Grounds -- Bill Leebel

- Bill received a request from an owner for the Board to remove a fir tree on common grounds that was infringing on the owner's fencing and is possibly damaging a sidewalk on common ground. Bill will obtain estimates for removal of the tree and report back to the Board.
- Bill mentioned that the annual beach cleanup should be scheduled. Highlands did the work last year. The Board approved the cleanup and instructed Bill to contract with Highlands as long as the cost is not more than \$750, which is the limit in our annual budget.
- Bill noted that the east end of the cyclone fence between Chesapeake Station and the Chesapeake Beach Resort&Spa (aka Rod&Reel) is starting to fall down. This section is in the water. Bill will discuss the issue with Resort management.
- Bill has received requests from residents to trim trees on common property which hinder residents' visibility. This led to a discussion of how the Board and Grounds Committee should prioritize grounds maintenance tasks. Bill offered to develop a suggested scheme and Charlie Pritchard offered to help Bill walk the grounds to inventory and develop a prioritized list of maintenance/repair tasks.

Yacht Club – Dave Ferguson

- A new resident has requested space in our boat rack to store a kayak. Dave will research whether space is available and respond to the owner.

E. Old Business

Chesapeake Station Property Boundaries – Keith Pardieck

- A meeting was held on April 13 with the owners of the Roland's shopping center to discuss deed transfer to the HOA of two strips of land on the east side of the shopping center that is owned by the shopping center but has been maintained by CSHOA. Keith Pardieck, Paul Doherty, and Kathleen Elmore, CSHOA Attorney attended. The owners were represented by Scott Mosely and Attorney Steve Heinl. Our request was discussed and Scott said that it would take about 45 days to respond. No response has been received by the CSHOA attorney as of 22 May.

Annual Attorney Visit – Keith Pardieck

- A meeting date of June 5 was previously proposed but was postponed since the Board was unable to meet in May to discuss the agenda. Since the current Board will be engaged in a number of business items during July and August, it was decided to delay the Attorney visit until after the Annual Owners' Meeting and Election in September when the new Board of Directors will be installed.

Bond Insurance –Paul Doherty

- Paul has finalized an application for Board & Officer bond insurance from The Hartford Insurance Company through the Bond Exchange Inc. and presented it to the Board for

approval. The 3-year premium for the coverage is \$867. Keith Pardieck signed the application as the Board representative and Paul will send it the Bond Exchange for implementation.

Welcome Letter – Cathy Diggle

- Cathy, with comments from the Board, has been working on a Welcome Letter to include in the Welcome Package for new residents. The letter describes the included Welcome Package, a description of how our HOA operates, the CSHOA architectural change application process, and pointers to other information of interest to new residents.

Doggie Mitts – Dave Ferguson

- Dave made a request to the Town for installation of doggie mitt dispensers along C St. at the south end of Chesapeake Station. It was previously noted that some dog walkers are not picking up after their pets. The Town has declined to install the dispensers and it was suggested as an alternative that the Grounds Committee install signs along that area reminding walkers to pick up after their pets. The Board approved and Pam Johnson will purchase and have the signs installed.

Drain Repair – Paul Doherty

- Paul earlier distributed to the Board a copy of a draft RFP provided by Paul Woodburn that the Board can send to contractors for the drainage repair behind the townhouses on the east side of C St. Paul Woodburn has also offered to act as our engineer on the project.
- Paul Woodburn suggested that the existing drain channel might be infringing on the east end of owners' lots and that the Board may wish to conduct a survey and decide whether to move the new drain channel further east. Pam Johnson thought that there might have been an agreement or easement struck between the owners and the HOA when the original drain channel was installed. Paul Doherty offered to research County land records for such an agreement/easement.
- Paul Doherty will also contact Paul Woodburn and ask about his fee for acting as the CSHOA engineer, an estimate on what the project might cost, and suggestions on a list of companies to send the RFP to.

F. New Business

July Fireworks Celebration – Keith Pardieck

- Keith has requested and received tentative approval from the Town for closure of the Chesapeake Station C St. entrances. He will also contact the County Sheriff's Department to request 2 off-duty officers for period of 6 hours to man the barriers, check incoming vehicles for a Chesapeake Station sticker or one-day pass, and walk the grounds.
- Charlie Pritchard offered to have the one-day passes produced. As in the past, the number of passes will be limited to 260 and households may request up to four passes on a first-come, first-serve basis. Cathy Diggle and Penny Schmidt volunteered to distribute passes to Overlook and Band Shell Ct. residents, respectively, and Charlie and Dave Ferguson volunteered to distribute passes to other residents.

Short Term Rentals – Keith Pardieck

- The CSHOA Declaration of Covenants, Easements, Charges and Liens prohibits owners from leasing their property for rent for durations shorter than 6 months. A reminder to this effect will be included in the next Newsletter.

Newsletter

- In previous meetings the Board agreed to adopt a practice of sending out a hard-copy Newsletter to residents by USPS mail at least twice yearly. A paper Newsletter will reach residents who don't have access to or don't use electronic communications. Paul Doherty volunteered to write a Newsletter to go out prior to the Luau. The Newsletter will include blurbs about short-term rentals, CSHOA Architectural Guidelines, the Welcome Package being prepared for new residents, unauthorized visitors/activities on our beach, and other topics.

G. Questions from Members -- none

H. Select date and location of next meeting

Board meetings are held on the first Monday of each month @ 7 pm in the Northeast Community Center unless otherwise announced. However, the next meeting will be July 10 because of the Independence Day holiday.

I. The meeting was adjourned at 9:05 PM

CSHOA Board of Directors Meeting Minutes
Northeast Community Center, Chesapeake Beach
July 10, 2017 -- 7:00 pm

A. Call to Order & Approval of Meeting Agenda – Board Members in attendance were Keith Pardieck, Paul Doherty, Dave Ferguson, Roland Schlehuber, and Warren LaHeist. Committee Members in attendance were Bill Leebel. The Agenda was approved as presented.

B. Approval of April 2017 Board meeting minutes -- Minutes approved as presented.

C. Treasurer's Report – Roland Schlehuber

- Roland presented financials as of June 30, the date of the last statement from Summit. Owners wishing details of the report can contact the Board at cshoa@comcast.net.
- At the previous meeting the Board had approved Roland's suggestion that \$30K of reserve funds in our Money Market account be used to purchase another CD. Roland stated that he has put this action on hold pending a decision on repair of the storm drain on the east side of C St. (See Old Business below.)
- The June Newsletter was mailed out directly by the Board, rather than through Summit as has been done previously. The cost of the mailing was \$225. Roland will contact Summit for an estimate of their mailing costs as a comparison.

D. Committee Reports

Architectural – Keith Pardieck

- Penny, with assistance from Cathy Diggle and Pam Johnson are in the process of producing letters to individual owners who were found to be in violation of CSHOA Architectural Guidelines during the inspection conducted in the Spring.
- The HOA has had a long standing problem with one owner regarding the maintenance and upkeep of the owners' property. There have been numerous communications but little progress by the owner in effecting repairs. Keith will contact the HOA Attorney to discuss other actions that the Board might take.
- There has been an issue with another owner in that changes have been made to the owners' property which do not match the plans the owner previously submitted via an Architectural Change Request. The Board will send a letter to the owner.

Social – Keith Pardieck

- The Luau held on June 24 was a success. The Board thanks Cathy Diggle and the Social Committee for all their effort.

Grounds -- Bill Leebel

- A black pine on Band Shell Ct. has been removed by Highlands. Bill indicated that the tree was relatively small and Highlands will not charge an extra fee for the removal.
- The annual beach cleanup was completed by Highlands. However, there are several large chunks of wood ("stumps") deeply buried in the sand, which Highlands has left in place.
- Overgrowth around the common area walkway near 7786 Dentzel Ct. has been cleaned up by Highlands.

- There was a recent incident on the walkway by 7835 C St. where a pedestrian slipped on mud coating part of the stairway. The mud is deposited by runoff and has been a recurring problem. Bill will talk to Highlands about possible remedies.
- Bill has previously received requests from residents to trim trees on common property which hinder residents' visibility. Bill will obtain present cost estimates for the trimming for discussion at the next Board meeting.
- Bill has produced a "to-do" list of ground maintenance tasks. The list is currently limited to items pertaining to vegetation. Keith suggested the list be expanded to include maintenance/repair needs for "structural" items such as concrete, fencing, and paving. When these are added to the list, a prioritization scheme can be finalized and the tasks ordered by priority. Bill to continue compiling a list of known maintenance needs. Roland will assist as needed with information from Mason and Mason report.

Yacht Club – Dave Ferguson

- Dave is working on the mailing for the annual boat rack rent bills.
- Dave reported that there are several "bootleg" boats chained on the ground around our boat racks and one space in the boat rack is being used without approval. The boat owners are unknown. Dave will consider possible remedies and report back to the Board.

E. Old Business

July Fireworks Celebration – Keith Pardieck

- The Town's July 2 fireworks celebration went smoothly in Chesapeake Station with the exception that there was a delay in Town delivery of barricades for both ends of C Street a service they have provided in the past. The off-duty Sheriff's Deputies manning the C St. entrances have been paid for their time.

Chesapeake Station Property Boundaries – Keith Pardieck

- No response has been received to date by the CSHOA attorney from the Roland's shopping center owners on our request to assume ownership of two strips of land on the east side of the shopping center. The HOA Attorney will contact the owners for a response.

Drain Repair – Paul Doherty

- Paul presented a design drawing created by Paul Woodburn for the drain replacement.
- Paul Woodburn's estimate for the cost of the project is \$40-\$50K. Roland stated that there are sufficient funds in our current reserve account to cover that. Paul Woodburn has also provided suggestions on contractors qualified to bid on the work.
- Given the potential cost of the project, Keith suggested that another expert opinion be obtained regarding the erosion currently believed to be caused by the existing faulty drain and alternative solutions. Dave Ferguson indicated that he would contact a recently retired civil engineer that he knew who may be willing to give us a second opinion.
- Previously Paul Woodburn suggested that the existing drain channel might be infringing on the east end of owners' lots and Pam Johnson had stated that she thought that there might have been an agreement or easement struck between the owners and the HOA when the original drain channel was installed. Paul Doherty researched County land records and found no recorded agreements/easements in the land records other than a utility easement on the original plat recorded by the Chesapeake Station developer in 1980.

F. New Business

Annual Owners' Meeting – Keith Pardieck

- The Annual Owners' meeting is scheduled for September 9. Keith has reserved a room in the Northeast Community Center. To meet quorum requirements, 44 HOA members or their proxies must be in attendance. Possible agenda items for the meeting were discussed. Keith will verify the due date for the mailing of the meeting package to owners.
- At this time Paul Doherty, Dave Ferguson, Warren LaHeist, and Roland Schlehuber all intend to run for the Board leaving one vacancy since Keith Pardieck will not be seeking re-election to the Board. Any and all CSHOA members and residents are encouraged to run for a Board position.

G. Questions from Members -- none

H. Select date and location of next meeting

Board meetings are held on the first Monday of each month @ 7 pm in the Northeast Community Center unless otherwise announced. The next meeting will be August 7.

I. The meeting was adjourned at 8:25 PM

CSHOA Board of Directors Meeting Minutes
Northeast Community Center, Chesapeake Beach
October 2, 2017

A. Call to Order & Approval of Meeting Agenda – Board Members in attendance were Paul Doherty, Charlie Pritchard, and Warren LaHeist. Committee Chairs in attendance were Bill Leebel, Penny Schmidt, and Cathy Diggle. Other attendees were Pam Johnson, Sven Thulin, and Ginny Beauchamp. The Agenda was approved as presented.

B. Officer Appointments – The Board of Directors was unable to agree on Officer appointments for 2018 and the topic was tabled until the November meeting.

C. Treasurer's Report – Roland Schlehuber was not present and there was no report.

D. Committee Reports

Grounds -- Bill Leebel

- Bill will be discussing Fall grounds maintenance with Highlands. Additional funds will be needed for trimming of shrubbery behind townhouses on the west side of C St. Our contract with Highlands calls for only two rounds of trimming per year.
- There has been a request to trim black pines behind the properties at 7739-7733 C St. Bill will obtain a bid from Highlands and present the cost to the Board.
- Previously a landscape company contracted by Rod & Reel sprayed herbicide on turf around RNR property to kill the grass for reseeding and inadvertently killed the grass on the east side of C St. at the entrance to Chesapeake Station. Bill spoke to RNR management and believed that there was an agreement to lay sod in that area rather than reseeding. However, it appears that RNR has reseeded the area instead. Charlie Pritchard with contact RNR management to discuss it.

Social – Cathy Diggle

- The annual CSHOA Octoberfest is planned for October 21.
- Cathy has received statements of interest from two households on participating in the Town Pat Carpenter Holiday Parade.

Architectural – Penny Schmidt

- Eight Architectural Change Request Applications have or are being processed. Three of the applications are from one owner and the work has been completed.
- Ginny Beauchamp asked about taking down a birch tree on her property. Ginny was asked to submit an Architectural Change Request Application to Penny.

Yacht Club – Dave Ferguson was not present and there was no report.

E. Old Business

Chesapeake Station Property Boundaries – Paul Doherty

- Paul summarized the communications thus far between CSHOA and Steuart Investment, the owners of the shopping center. CSHOA had requested that ownership of the strips of shopping center property which CSHOA has been maintaining be transferred to the HOA. Steuart responded with an offer to retain ownership but reimburse the HOA for

maintenance expenses going forward. As further conditions, Steuart would promise not to build on the land in question and CSHOA would promise not to sue for adverse possession of the land. The Board agreed to Steuart's offer. Paul will send an email to our Attorney requesting that an offer letter/agreement be drafted for review by the Board.

C St. Storm Drain – Bill Leebel

- At the August Board meeting it was decided the Bill Leebel would contact Highlands to ask about their ability and willingness to visualize the drain pipe with a fiber optic scope to possibly identify specific spots where the drain has failed. Bill is waiting for Highland's response.

Owner Citation Letters – Penny Schmidt

- The Architectural Committee has prepared citation letters to owners who were found to be in violation of Architectural standards during the Inspection held in 2016. The Board approved mailing the letters.

Doggie Signs – Pam Johnson

- Pam has obtained signs to be posted on the fencing along the east side of C St. and north side of 17th St. advising dog walkers to pick up after their pets. Pam and her husband will install the signs.

Governing Documents Update

- The previous Board had contacted our Attorney about revising or rewriting the CSHOA governing documents. The Attorney provided an estimate of \$500 to simply add some specific provisions requested by the Board such as the ability to fine owners in violation of Architectural standards. Alternatively, for approximately \$1500, the Attorney would rewrite and update the complete set of governing documents to improve readability, incorporate changes to HOA law, and add requested provisions such as the ability to fine owners for Architectural violations. Before proceeding, the Board will contact the Attorney to obtain an assessment of what HOA laws our governing documents may no longer be in compliance with.

F. New Business

Annual Meeting Recap – Paul Doherty

- Several owners had requested a copy of Roland's 2018 budget presentation and the Mason & Mason reserve report. Paul has sent these out via our member email distribution list.
- Mary Mathis pointed out during the Annual Meeting that the Maryland Homeowners Association Act requires that owners be given 30 days to review proposed annual budgets. This was a change in the law in 2010. In the past, the Board has been providing about 20 days notice on average in accordance with CSHOA governing documents and the present Board was unaware of the change in the Maryland Homeowners Association Act. In the future, the Board will ensure that proposed annual budgets will go out to owners at least 30 days prior to the Annual Meeting.
- Mary Mathis also pointed out that CSHOA is status with the MD Dept. of Assessments & Taxation is "Not in Good Standing." After some investigation it was ascertained that this is because of a missing 2016 Personal Property statement. Summit has re-sent the 2016 Personal Property statement to the State and this should resolve the problem.

- Mary Mathis suggested that the CSHOA standing with the MD Dept. of Assessments & Taxation may affected our Fidelity Bond coverage. Paul contacted Hartford, the carrier for our bond insurance, and Hartford stated that the standing had no effect on bond coverage.
- Mary Mathis stated during the Annual Meeting that the wild area at the south end of the C St. Alley needed to be cleaned up. There is a small strip of land on the south side of the fence that is CSHOA common property. Bill Leebel stated that this area is cleaned twice a year by Highlands and had recently been done. Mary also pointed out that there were some dead arborvitae trees lining the west side of the C St. Alley. Bill consult with Highlands.

Parking Regulations – Paul Doherty

- A local realtor contacted the Board at the request of a potential buyer to ask if CSHOA governing documents permitted the buyer’s vehicle to be parked in the driveway of the property the buyer was interested in. The realtor provided a picture of the vehicle. CSHOA governing documents allow passenger vehicles, pickup trucks, and vans but not other types such as trailers, mobile homes, and recreational vehicles. Paul will contact the realtor to inquire about the specific type and use of the vehicle.

Overlook Sinkhole – Ginny Beauchamp

- Ginny provided letters to the Board advising them of a sinkhole that has appeared on common property near her home and requesting the Board take action to fix it. This is the third or fourth time this sinkhole has appeared and steps were taken previously by the Town and previous Boards to identify the cause and make repairs. Ginny’s letter described some history of the situation. There is a storm drain in that area and previously the storm drain has been visualized with a fiber optic scope. At that time a small crack was noted in the drain pipe but was not deemed significant. Bill Leebel will contact Highlands to ask if they’re able and willing to re-scope the drain pipe as a first step in attempting to identify the cause of the new sinkhole.

Rod and Reel Expansion/Mears Avenue Fence – Paul Doherty

- September 13 during which Rod and Reel management presented a revised site plan for the RNR expansion. The plan includes the addition of a sidewalk on the south side of Mears Ave. and Paul asked during the P&Z meeting what would happen to the split rail fence currently on that side of the street. This fence separates Chesapeake Station from the street. Paul followed up with the Town and a provision will be added to the Public Works Agreement between the Town and RNR requiring that the fence be moved south, rather than removed, to accommodate the new sidewalk.

Expansion of Summit Management Service

- Summit had previously been asked to provide an estimate for expansion of the service they currently provide. At the Annual Meeting, Krystl Cain of Summit estimated that for an additional cost of approximately \$638/month, Summit can provide annual inspections and four meetings per year. The cost would double what CSHOA is currently paying Summit for Financial services. The Board voted to defer consideration of management service expansion to a later date.

G. Questions from Members -- none

H. Closed Session

The Board held a closed discussion of a letter received from a CSHOA owner.

I. Select date and location of next meeting

Board meetings are held on the first Monday of each month @ 7 pm in the Northeast Community Center unless otherwise announced. The next meeting will be November 6.

J. The meeting was adjourned at 9:10 PM

CSHOA Board of Directors Meeting Minutes
Northeast Community Center, Chesapeake Beach
August 7, 2017 -- 7:00 pm

A. Call to Order & Approval of Meeting Agenda – Board Members in attendance were Keith Pardieck, Paul Doherty, Dave Ferguson, Roland Schlehuber, and Warren LaHeist. Committee Chairs in attendance were Bill Leebel, Penny Schmidt, and Cathy Diggle. Other attendees were Pam Johnson and Mary Mathis. The Agenda was approved as presented.

B. Approval of July 2017 Board meeting minutes -- Minutes approved as presented.

C. Treasurer's Report – Roland Schlehuber

- July financials have not been received from Summit so there is no update to report.
- One owner is \$2279 in arrears on assessment payments. There is currently a court action filed to obtain payment.

D. Committee Reports

Architectural – Penny Schmidt

- Thirty-three letters are being prepared to owners who were found to be in violation of CSHOA Architectural Guidelines during the inspection conducted in the Spring.
- The HOA has had a long standing problem with one owner regarding the maintenance and upkeep of the owner's property. There have been numerous communications but little progress by the owner in effecting repairs. Keith contact the HOA Attorney to discuss further actions that the Board might take. The Attorney responded that the Board can file suit against the owner to force repairs or authorize repairs at Board expense and bill back the owner for the cost with the knowledge that the HOA may never get reimbursed if the owner has no equity in the property.
- There had been an issue with another owner in that changes were made to the owners' property which do not match the plans the owner previously submitted via an Architectural Change Request. The owner has since submitted a new Architecture Change Request Application to correct the issue.
- Penny will not be at the Annual Owners Meeting. Heidi Daniels will present for the Architectural Committee.

Social – Cathy Diggle

- While the Luau held on June 24 was a great success, the Social Committee made some improvement suggestions for next year:
 - Start the event later than 4:30PM
 - Setup a welcome table for arrivals
 - Provide payment to the band for their services
 - Balance side-dish contributions by owners, possibly by asking owners to bring certain items according to the starting letter of their last name
- The Happy Hour held on July 30 was a success with approximately 20 attendees. The Social Committee is planning another Happy Hour in September.
- The Social Committee is considering conducting a community yard sale in October if there is sufficient interest.

- Cathy brought up the possibility of entering a float in the December Pat Carpenter Holiday Parade. A convertible is also available for use in the parade.
- The annual CSHOA Octoberfest is planned for October 21.

Grounds -- Bill Leebel

- Mud is being deposited by runoff on the walkway by 7834 C St., creating a hazard to pedestrians. Highlands recommended burying a 5" perforated pipe along the walkway to divert the water. Bill will request a cost estimate from Highlands for the work.
- A tree on common ground near 7822 C St. is in need of trimming. Bill will request a cost estimate from Highlands.
- Owners have requested removal of a tree in the vicinity of 4001 Carousel Ct. and are willing to split the removal cost with the HOA. Highland's estimate for removal is \$675.
- Pam Johnson asked about Board's decision on posting signs along C St. and 17 St. encouraging dog walkers to pick up after their pets. The Board authorized Pam to purchase and install up to 7 signs on the split rail fence along those streets.
- Mary Mathis volunteered to assist the Grounds Committee identify areas in need of repair or maintenance attention.

Yacht Club – Dave Ferguson

- Invoices will go out in September to owners renting space on the HOA boat racks.
- Dave will not be at the Annual Owners meeting but will write up a report for presentation by Keith.

E. Old Business

Resort Parking – Keith Pardieck

- There has been occasions where patrons of the Rod & Reel have parked along C St. at/near the intersection of Mears Ave during events. Keith contacted F/Sgt Ronnie Naughton of the County Sheriff's Dept. who asked the Board to keep him apprised of the situation. It is legal to park on C St. as long as road access or residents' driveways are not blocked but it is not legal to park at the intersection.

Chesapeake Station Property Boundaries – Keith Pardieck

- The HOA Attorney contacted the shopping center owners about the status of our request to assume ownership of two strips of land on the east side of the shopping center. The company is still evaluating our request.

Drain Repair – Dave Ferguson

- Dave contacted Trent Wolfersberger, a former colleague, to provide a second opinion on the state of the C St. storm drain and approaches to fix the erosion problem being experienced. Trent inspected the area, pointed out some problematic areas, and suggested running a fiber-optic line through the buried drain pipe to visualize and identify areas where the pipe may be failing. If the drain failure can be localized to a few locations it may be possible to save money by fixing only those spots.
- Bill Leebel will ask Highlands if they are capable and willing to do the visualization and at what cost.

Annual Owners' Meeting – Keith Pardieck

- The Annual Owners' meeting is scheduled for September 9. Keith has reserved a room in the Northeast Community Center. Possible agenda items for the meeting were discussed. Mailing of the meeting package to owners must occur not later than 15 days before the meeting.
- Charlie Pritchard has agreed to obtain refreshments (coffee, pastries) for the meeting.
- Paul Doherty created drafts of the meeting materials using updates of the 2016 meeting. Paul will also send out a "Save the date" email to owners within the next two weeks.
- CSHOA members are encouraged to run for a Board position.

F. New Business

None

G. Questions from Members -- none

H. Select date and location of next meeting

Board meetings are held on the first Monday of each month @ 7 pm in the Northeast Community Center unless otherwise announced. The September Board meeting will be cancelled in favor of the Annual Owners Meeting. The first meeting of the new Board will be October 2, at which time the new Officers will be appointed.

I. The meeting was adjourned at 8:55 PM

CSHOA Board of Directors Meeting Minutes
Northeast Community Center, Chesapeake Beach
November 6, 2017

A. Call to Order & Approval of Meeting Agenda - Board members in attendance were Dave Ferguson, Charlie Pritchard, and Warren La Heist. Bill Leebel, grounds chair, attended. Ginny Beauchamp also attended the meeting. The agenda was approved as presented. Dave Ferguson proposed getting homeowners to provide input for future goal setting.

B. The minutes of the November Board meeting were approved.

C. Officer Appointments - Both Paul Doherty and Roland Schlehuber previously indicated their willingness to continue as Secretary and treasurer, respectively. The board members present unanimously agreed to the following slate of officers for 2017-2018:

- President - Dave Ferguson
- Vice President - Charlie Pritchard
- Secretary - Paul Doherty
- Treasurer - Roland Schlehuber
- Member-at-large - Warren La Heist

D. Treasurer's Report - Roland Schlehuber was not present so there was no treasurer report.

E. Committee Reports -

Grounds -- Bill Leebel

- Grass cutting has continued into November.
- Trees have been cut back where needed
- Black pines have also been trimmed
- Snow removal will continue to be done by the grounds contractor
- C St walkway (see old business)

Social -- Cathy Diggle (not present) - comments are from board members at the meeting

- Warren La Heist reported that his neighbors, Al and Yvette Kline have a piano and have volunteered to host a Christmas Carol sing at their home. Warren will contact Cathy Diggle with this information. Charlie Pritchard said that people who made the October Fest possible should have been recognized at the event.
- It was reported that there was not enough interest in providing a float for the Eleventh Annual Pat Carpenter Holiday Parade to be held on Saturday, December 2nd.

Architectural -- Penny Schmidt (not present).

Yacht Club -- Dave Ferguson

- Dave reported that an inventory data base had been developed and that no one was delinquent in paying rental fees.

F. Old Business

- Shopping Center - No update
- Mary Mathis - Paul Doherty has sent her the requested documents and offered to her to join the Board. She declined
- Dead arborvitae trees - Bill Leebel was asked to get a price to replace the dead trees. This topic needs further discussion with the entire board.
- Recommended mitigation for the C St walkway erosion (reported by Bill Leebel). Directors Doherty and Ferguson inspected the walkway behind the C St. homes where erosion has occurred along the stairway leading from the walkway to Carousal Circle and discussed their findings with Bill Leebel. Bill brought the issue to the attention of Jose from Highlands Landscaping. Highlands recommends placing 4" black plastic corrugated drain lines with holes along the sides of the stairs leading from the C St walkway to Carousel Circle. Drain lines along the walkway will extend approximately 20' to the north and 30' to the south. This is being done to mitigate the erosion occurring along the side of the stairs. Bill will obtain a bid for the work.
- Sink hole by Ginny Beauchamp's home - Dave Ferguson proposed back filling the sink hole and this was approved. Dave will seek help from the town consortium.

G. New Business

- A downed tree was removed from the Kayak Storage area.

H. Questions from Members

- Ginny Beauchamp commented that she was attending the meeting to be sure that the board
- Has an action plan to resolve the sink hole in front of her home.

I. Date and location of the next meeting

- The next meeting will be December 4th at 7 PM at the Northeast Community Center.

J. The meeting was adjourned

CSHOA Board of Directors Meeting Minutes
Northeast Community Center, Chesapeake Beach
December 4, 2017

A. Call to Order & Approval of Meeting Agenda - Board members in attendance were Dave Ferguson, Charlie Pritchard, and Warren La Heist. Committee Chairs Bill Leebel - Grounds, Cathy Diggle - Social, and Penny Schmidt - Architectural all attended. Other attendees included Pam Johnson and Mary Mathis. The agenda was approved as presented.

B. The minutes of the November Board meeting were approved.

C. Treasurer's Report - Roland Schlehuber was not present so there was no treasurer report.

D. Committee Reports -

Grounds -- Bill Leebel

- Grass cutting continued into November.
- Black pines have not been trimmed yet, but the bid was received
- Snow removal contract with Highlands is pending; please expedite
- Highlands' bid for arborvitae replacement is \$2,250. Attendees discussed pros and cons of moving forward with replacement. There was a discussion of what affected residents along C Street whose property is adjacent to the alley would want, and Penny Schmidt volunteered to survey the residents. The Board deferred a decision on the replacement until additional information is available.
- Bill mentioned that Gary Moll, a resident of Chesapeake Station, is a qualified tree expert and might be a source of information in dealing with neighborhood tree issues.

Social -- Cathy Diggle

- Committee believed it was too late to try to schedule a caroling event for this year.
- What is the process for reimbursement of out-of-pocket expenses for events like the Octoberfest? It seems to take too long. Board members discussed past experience and that it would be good to develop a written document to clarify the process.

Architectural -- Penny Schmidt

- A new resident owner on C Street objected to Architectural Committee letter requirement to stain their property. Resident has requested copies of prior notices to the previous owner. The Board discussed the requirements in covenants and bylaws, the requirement for realtors to provide the documents to purchasers, and the reality that new owners may receive the documents but fail to read them before purchasing the property. Nevertheless, all owners are legally bound to comply. The Board decided to give this particular new owner a grace period of one year to stain the property.
- Dave brought up methods of enforcement of covenants and shared his recent discussion with the President of the Windward Keys HOA Board, which recently implements a By-Laws change to enable the Board to fine residents who violate covenants. The Board

would like to investigate what it would take to implement that change to CSHOA By-Laws.

Yacht Club -- Dave Ferguson

- Dave reported that Boat Rack lease contracts for 2018 had just gone out in the mail and were due back by the end of December.

E. Old Business

- Shopping Center – Deferred discussion.
- C St. Storm Drain – Bill received a \$2,700 bid from Highlands for the work discussed at the November Board meeting. After discussion, the Board approved acceptance of the bid. Highlands will proceed when weather permits.
- Annual Attorney Visit – Deferred discussion.
- Arborvitae replacement – See discussion above under Grounds Committee Report.
- Overlook Sink hole - Highlands will fill the sinkhole under terms of our contract, with no additional cost.

F. New Business

- Town of Chesapeake Beach Consortium - Dave Ferguson attended a November 11th meeting of a Town of Chesapeake Beach Consortium, and described the purpose of the group. Town Council member Greg Morris hosted the meeting at his home, and invited all Town Council members as well as representatives of all seven Homeowners' Associations in Chesapeake Beach. The group was formed in the last couple of years to address inequities in Town services between residents under an HOA (72%) and residents who are not covered by an HOA. All pay the same taxes, but past Town administrations have required HOAs to pay for some services (ie – snow removal, storm drain repair, street lights) on HOA property while the Town takes care of areas not covered by an HOA. In the current administration, most Town Council members are former HOA presidents and understand the inequities. The Consortium has worked with the Town in the past to improve snow removal but would like to go further in codifying changes to the Town Code to further equalize Town services to all residents.
- Stop sign exiting Roland's Parking Lot onto Mears Avenue – The stop sign placement behind the split-rail fence, with an overhanging tree obstructing visibility except in winter was raised as a traffic safety concern. There was also discussion of a traffic survey regarding changes planned for the parking garage construction at Rod and Reel. Dave agreed to investigate.

G. Questions from Members

H. Date and location of the next meeting

- The next meeting will be January 8th at 7 PM at the Northeast Community Center.

I. The meeting was adjourned