

**CSHOA Board of Directors Meeting Minutes**  
**Northeast Community Center, Chesapeake Beach**  
**January 16, 2018**

**A. Call to Order & Approval of Meeting Agenda** – Board Members in attendance were Dave Ferguson, Paul Doherty, Charlie Pritchard, and Warren LaHeist. Committee Chairs in attendance were Bill Leebel, Penny Schmidt, and Cathy Diggle. Other attendees were Mary Mathis and Al & Yvette Kline. The Agenda was approved as presented.

**B. Meeting Minutes** – The draft December minutes were approved with a minor change requested by Bill Leebel.

**C. Treasurer's Report** – Roland presented a 2017 year end financial summary. 2017 expenditures were slightly greater than budgeted but the 2017 revenue was also higher than expected and balanced out the expenditure overage. The budgeted reserve contribution target was met. The HOA money market cash account has grown larger than it needs to be and Roland will move the excess into a CD.

**D. Committee Reports**

Grounds -- Bill Leebel

- Highlands has done some trimming of the tall pampas grasses in the development and the black pines behind the properties at 7739-7733 C St.
- About 3 inches of snow fell several weeks ago and Highlands was called out to plow.
- Highlands has purchased the materials necessary for the new drain job by the path and stairway between C St. and Carousel Way.

Social – Cathy Diggle

- The Christmas decoration contest was very successful. Awards went to Charlie Pritchard @ 4006 Carousel Way, Elizabeth Gallun and William Leebel @ 4001 Carousel Way, and Michael Kouvarakos and Julie Cook @ 4022 17th Street
- The Social Committee is considering holding the next Happy Hour at the new Mama Lucia's. A date has not been set.

Architectural – Penny Schmidt

- There are no Architectural Change Request Applications outstanding. Penny expects activity to pick up in the Spring.

Yacht Club – All except one lease agreement for 2018 boat rack rentals has been signed by the renters.

**E. Old Business**

Chesapeake Station Property Boundaries – Paul Doherty

- Our Attorney had drafted an easement agreement between CSHOA and Steuart Investment, the owners of the shopping center, for the land on shopping center property that the HOA has been maintaining. The Board has been asked to review it before presentation to Steuart. Dave asked the Board to provide comments to Paul by Friday, Jan 19. Mary Mathis asked about conditions on that land; i.e. stairways and trees that are not

currently in good repair and whether problems should be corrected prior to signing the easement agreement.

#### Attorney Visit – Dave Ferguson

- Our contract with Elmore & Throop calls for an Annual visit by the Attorneys to the Board to discuss topics of interest. Dave requested input from the Board on agenda items.

#### 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 a specific provision to permit the Board to fine owners in violation of Architectural standards and an estimate of approximately \$1500 to update the complete set of governing documents to improve readability, incorporate changes to HOA law, and add requested provisions. This will be an agenda item on the upcoming Attorney's visit.

#### Alleyway Arborvitae

- In previous meetings it was noted that there are gaps in the line of arborvitae along the C St. alley and some dead growth. Replacement and/or removal of arborvitae have been discussed. Keith Pardieck had stated in the past that some owners might prefer not to replace the trees because they interfere with parking. Dave stated he will solicit input from owners whose properties line the alley.

#### Overlook Sinkhole

- Highlands has not filled in the sinkhole next to 4024 17<sup>th</sup> St. Bill will remind Highlands again about this.

#### Beach Consortium Meeting

- Representatives from the HOAs in Chesapeake Beach began meeting in 2017 to discuss issues common to the town HOAs and relationship with Town government. The most recent meeting was Nov. 11. Another meeting is schedule Jan 20. Charlie Pritchard will attend.

#### Mears Ave. Stop Sign

- There is a Stop sign at the exit of the shopping center but is not well seen because of its placement. Dave took pictures and sent them to Holly Wahl, Town Administrator. Holly stated she will present the information to the Town Engineer.

### **F. New Business**

#### Bank Signature Cards – Paul Doherty

- Summit has requested a new signature card for the CSHOA bank accounts. The card documents signature authority for CSHOA bank accounts. The card was signed by Dave and Roland and will be sent to Summit by Paul.

#### 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.

#### Snow Plowing Indemnification Agreement – Paul Doherty

- Each year, the Board signs an Indemnification Agreement with the Town that allows the Town to plow HOA common property when necessary. Paul presented the Agreement to Dave, who signed. Paul will send the agreement to Holly Wahl, Town Administrator.

#### Thefts from Automobiles – Dave Ferguson

- There were two incidents in December of theft or attempted theft from automobiles in Chesapeake Station. Paul sent an email via the CSHOA distro list asking residents to be careful and observant.

#### Expense Reimbursement Process

- A question came up previously about the process for reimbursement of HOA expenses. Roland stated that receipts should be given to him and he scans and sends them to Summit. Alternatively, if a resident has incurred an expense pertaining to HOA business, they can send the receipt directly to Summit but must cc: Roland, who provides approval as Treasurer. Typically the turnaround for reimbursement is about two weeks.

#### Subletting of Property

- Charlie Pritchard brought up a problem with parking and other issues pertaining to a home on Carousel Way. The property is being rented by the owner and Charlie believes the renters are subletting some of the rooms. It was suggested that the Board should send a letter to the owner.

#### **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. Since the January meeting was held in the middle of the month, a motion was made and approved that the February meeting be cancelled. The next meeting will be March 5.

#### **J. The meeting was adjourned at 8:40 PM**

**CSHOA Board of Directors Meeting Minutes**  
**Northeast Community Center, Chesapeake Beach**  
**March 5, 2018**

**A. Call to Order & Approval of Meeting Agenda** – Board Members in attendance were Dave Ferguson, Paul Doherty, Charlie Pritchard, and Warren LaHeist. Other attendees were Penny Schmidt, Mary Mathis, and Karly Rosasco. The Agenda was approved with the addition of two items – a discussion by Karly Rosasco and a discussion of Japanese Barberry.

**B. Meeting Minutes** – The draft January minutes were approved as presented.

**C. Treasurer's Report** – No report.

**D. Committee Reports**

Grounds – Charlie Pritchard

- Highlands has completed a Spring cleanup of the common areas – trimming and laying down new mulch
- Charlie noted that the solar powered lights by the sign at the Mears St. entrance to Chesapeake Station need replacement. A motion was made and approved by the Board for Charlie to purchase and install new lights.
- Dave Ferguson noted that the new drains installed by Highlands connecting to the gravel trail behind the homes on the east side of C St. seem to be working well.
- Dave stated that there was a continuing problem with erosion along C St. behind the Overlook townhouses. Dave and Bill Leebel have asked Highlands for an estimate to install a north/south running drain line. There was a discussion of how to get owners to connect their downspouts to this drain line if it is installed.

Social

- No report.

Architectural – Penny Schmidt

- An Architectural Change Request Application was received from an owner on C St. to replace and extend a paver sidewalk from their front door.
- Another Architectural Change Request Application was received from an owner on Dentzel Ct. for similar work. However, the owner submitted the request on the same day that the work was being done by their contractor.
- Letters were sent in Fall 2017 to owners in violation of Architectural standards and follow-up letters will be sent by April 2 to 22 owners who hadn't responded. Penny asked the Board to develop a plan of what to do about owners who continue to be non-responsive and non-compliant with the standards. Penny presented to the Board a handwritten draft letter that Dave will type for mailing to such owners.

Yacht Club – Kayaks were blown off the boat rack during the recent windstorm. Dave was able to restore all but one kayak into the rack. The owner of the last kayak was contacted who put the kayak back.

## **E. Old Business**

### Chesapeake Station Property Boundaries – Paul Doherty

- Comments were sent on the easement agreement between CSHOA and Steuart Investment that was drafted by our Attorney. The comments pertained to ownership and maintenance responsibility for fencing bordering the property.

### Annual Attorney Visit – Dave Ferguson

- Our contract with Elmore & Throop calls for an Annual visit by the Attorneys to the Board to discuss topics of interest. Dave proposed that a discussion of how to deal with owners who are chronically in non-compliance with the Covenants be included as an agenda item. Another agenda item should be the update of CSHOA governing documents, including the addition of authority to fine owners in violation of HOA Covenants.

### Subletting

- At the January meeting, Charlie Pritchard stated that he believes renters of a property on Carousel Way have been sub-letting rooms in the home. This has produced some parking congestion. It was ascertained that the Town has no code provisions pertaining to sub-letting. A proposal was made that the Board send the owner a letter reminding that owners must provide a copy of leases to the Board. The Board can review the lease and if there are sub-renters in the house not named on the lease, the Board may have some basis for action.

### Alleyway Arborvitae

- In previous meetings, replacement and/or removal of arborvitae bordering the C St. alley has been discussed. Dave stated that he plans to solicit input from owners whose properties line the alley.

### C St. Traffic and Parking

- There have been complaints in the past about parking and speeding along C St. The County Fire Chief and a Town representative looked at the parking situation and judged that the cars parking on both sides of C St. did not create a hazard. The County Sheriff's department has agreed to set up portable radar equipment for a period of time on C St. to monitor traffic speeds.

## **F. New Business**

### Japanese Barberry – Dave Ferguson

- Japanese Barberry has been a popular landscape plant in Maryland but it is a non-native species and rapidly spreads by birds eating the berries and dispersing seeds. The shrub also harbors ticks, promoting tick-borne diseases. An initiative has been proposed to Town Council to offer replacement plants to owners willing to remove the shrub from their property.

### Resale Package – Karly Rosasco

- Karly is a Chesapeake Station resident and local realtor. She described to the Board the problems she has encountered obtaining the resale package that owners who are selling

their Chesapeake Station property are required to provide to prospective buyers. The requirement arises from the Maryland Homeowner Association Act. A resale package contains a copy of the CSHOA governing documents, recent budget statements, and a resale certificate containing various information such as the assessment fees, past due amounts owed on the property, and any existing covenant violations. Karly stated that this documentation is obtained from Summit Management and that Summit charges several hundred dollars in fees for the documents and is often slow to provide them. The goal of Karly's discussion was to make the Board aware of the situation.

**Mears Avenue Sidewalk – Dave Ferguson**

- The Rod & Reel expansion includes installation of a new sidewalk on the south side of Mears Ave. This work requires that the existing split rail fence along that side of the street be moved south approximately 4 feet by the R&R contractor. However, this will infringe on at least two mulched islands with trees on the Chesapeake Station side of the fence and may require some re-landscaping. The consensus of the Grounds Committee and the Board is to make an assessment of the situation after the sidewalk is installed and the fence re-sited. A determination will be made at that time on the need for landscape changes.

**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 April 2.

**I. The meeting was adjourned at 8:45 PM**

**CSHOA Board of Directors Meeting Minutes**  
**Northeast Community Center, Chesapeake Beach**  
**April 2, 2018**

**A. Call to Order & Approval of Meeting Agenda** – Board Members in attendance were Dave Ferguson, Paul Doherty, Charlie Pritchard, and Warren LaHeist. There were no other attendees. The Agenda was approved as presented.

**B. Meeting Minutes** – The draft March minutes were approved as presented.

**C. Treasurer's Report** – Roland was not present but provided a report via email. The March financial report has not yet been provided by Summit. Invoices have been received from Highlands since January for grounds maintenance (\$8047.29), snow/ice removal (\$450), and tree removal (\$1935), and installation of the drain system behind the homes on the east side of C St. (\$2700). These were approved for payment.

**D. Committee Reports**

Grounds – Dave Ferguson

- Bill Leebel has a to-do list of items including possible drainage improvements in the area behind the Overlook townhouses on the east side of C St.

Social – Charlie Pritchard

- The next event being discussed by the Social Committee is the annual Luau. It was noted that June 7 is King Kamehameha's birthday. This is a significant holiday in Hawaii.

Architectural

- No Report

Yacht Club

- No Report

**E. Old Business**

Shopping Center Easement – Paul Doherty

- The shopping center attorney returned comments on the draft easement agreement written by our CSHOA attorney (Kathleen Elmore). Our attorney will review and provide the Board with an analysis.

Annual Attorney Visit – Dave Ferguson

- Dave has suggested a date of June 4 for the Attorney visit

Alleyway Arborvitae – Dave Ferguson

- Dave has not yet solicited input from owners whose properties line the alley but plans to do so.

C St. Traffic and Parking – Dave Ferguson

- Dave has queried Holly Wahl, the Town Administrator, about placement of the promised temporary radar set to monitor vehicle speed on C St.

## **F. New Business**

### Legal Actions

- Dave has signed two lien documents provided by the CSHOA attorney for assessment arrears owed by two CSHOA owners.

### Pet Waste on C St. – Dave Ferguson

- A resident has recently complained that dog walkers have been walking their pet in the glen area south of 7731 C St. but not picking up after their pet. Pam Johnson indicated by email that she has an extra sign that can be installed facing inward on the C St. fence. Dave will contact Pam about the sign.

### Fishing Creek Bridge Work– Dave Ferguson

- The new bridge span is scheduled to open on April 4 to carry northbound traffic on Rt. 261. Southbound traffic will continue on the old bridge for approximately two weeks after that.

## **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. Dave Ferguson will be out of town in early May and the Board agreed to cancel the regular May meeting unless pressing business emerges. The next Board meeting is scheduled for June 4.

## **I. The meeting was adjourned at 8:45 PM**

**CSHOA Board of Directors Meeting Minutes**  
**Northeast Community Center, Chesapeake Beach**  
**June 4, 2018**

**A. Call to Order & Approval of Meeting Agenda** – Board Members in attendance were Dave Ferguson, Charlie Pritchard, and Warren LaHeist. Bill Leebel, Pam Johnson, and Cathy Diggle were also in attendance. The Agenda was approved as presented.

**B. Meeting Minutes** – The draft April minutes were approved as presented.

**C. Treasurer's Report** – Roland was not present, and no report was presented.

**D. Annual Meeting with Board Attorney**

- Visit by Kathleen M. Elmore, Esquire, Elmore & Throop, P.C.
- First, she gave us an update on ongoing collection actions, without revealing names or addresses of the cases.
- Next, Ms. Elmore updated us on the status of the Shopping Center Property Transfer/Easement. She agreed to provide an updated draft agreement and cover letter by email.
- She made recommendations on updated CSHOA Governing Documents, and quoted a price of \$500 for a single item update and \$1,500 for a rewrite of the documents. She also quoted \$2,000 for updated Declarations, which she also recommends.
- As part of the Governing Documents discussion, the Board brought up a discussion on including an Authority to Fine residents who fail to comply with community standards, and she said that change would require a meeting with a 40% (can include proxies) and must pass by a majority vote.
- The Board asked for advice on a mechanism to get updates on changes of ownership or tenants in the community, and Ms. Elmore recommended we work with Summit Management on that issue.

**Committee Reports**

Grounds – Bill Leebel

- There was a discussion of replacing a dilapidated bench along the walk and the older, broken picnic table on the beach. Charlie Pritchard volunteered to look into alternatives.

Social – Cathy Diggle

- The next event put on by the Social Committee is the annual Luau. The Luau is scheduled for Saturday, June 23<sup>rd</sup>, with June 24<sup>th</sup> as a rain back-up date. Cathy has sent emails assigning tasks for the event. Dave Ferguson will contact residents near the event to be certain they are aware of the event adjacent to their home.

Architectural

- Penny Schmidt was absent so there was no report.

#### Yacht Club

- Dave Ferguson related an incident of tenants in the neighborhood using the racks but not complying with terms of the contract, including payment. He suggested a professional sign be fabricated and posted at the entrance to the boat racks.

#### **E. Old Business**

##### Alleyway Arborvitae – Dave Ferguson

- Fall is the appropriate planting season for replacement arborvitae. A decision needs to be reached by that time.

##### C St. Traffic – Dave Ferguson

- Dave queried Holly Wahl, the Town Administrator, about placement of temporary radar to monitor vehicle speed on C St. Dave shared the results in an email to board members, and it appears that despite a few who drive unsafe speeds, most stay close to the posted 15mph limit.

#### **F. New Business**

- Planning for the June 30<sup>th</sup> Chesapeake Beach fireworks celebration
  - The board approved raising the pay of off-duty officers to \$45/hour, more in-line with what others pay for similar services. Lt Naughton agreed to request off-duty volunteers to control entry at both ends of C Street, and patrol the neighborhood as needed.
  - Dave Ferguson contacted the Town Administrator who said Public Works would drop off barricades at both ends of C Street on Friday, June 29, 2018.
  - Charlie Pritchard will get the parking passes printed and distribute to those who will provide to residents.
- The Town has engaged with the Shopping Center over the condition of the wall and fence between our properties. The Shopping Center made an immediate repair to the section of fence that was down.

#### **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 Board meeting is scheduled for July 2<sup>nd</sup>.

#### **I. The meeting was adjourned at 9PM**

**CSHOA Board of Directors Meeting Minutes**  
**Northeast Community Center, Chesapeake Beach**  
**July 2, 2018**

**A. Call to Order & Approval of Meeting Agenda** – Board Members in attendance were Dave Ferguson, Charlie Pritchard, Warren LaHeist, and Paul Doherty. Other attendees were Bill Leebel and Mary Mathis. The Agenda was approved as presented.

**B. Meeting Minutes** – The draft June minutes were approved pending clarification that Dave will provide after the meeting.

**C. Treasurer's Report** – Roland was not present, and no report was presented.

**D. Committee Reports**

Grounds – Bill Leebel

- Bill had received complaints from members about overgrown bushes and excessive weeds on common ground. Highlands has agreed to clean up those areas.
- The northern-most walkway from C St. to the shopping center is overgrown with holly. Highlands suggests waiting until the holly goes dormant in January before trimming.
- Bill also pointed out a dead black pine near the Overlook mailbox that should be removed and a tree on common property near 7822 C St. that needs trimming. The Board approved the work by an email vote prior to the meeting.
- Charlie stated that the shopping center property in the area behind the buildings hasn't been kept clean by the managers. Dave will provide Charlie with contact info for the shopping center owners and Charlie will contact them. Dave suggested that Charlie take pictures that he can also forward.

Social – Dave Ferguson

- Cathy Diggle provided an email report to Dave. The Social Committee did a good job at Luau planning but attendance was less than expected. There was a brief period of rain during the event. One of our HOA members is a professional weather forecaster and Cathy suggested we should contact him in the future for weather guidance on future events.
- The Social Committee is planning more Beach Happy Hours.

Architectural

- Penny Schmidt was absent and there was no report.

Yacht Club

- Nothing to report

**E. Old Business**

Wall/Fence Repair by Shopping Center

- The shopping center owners have replaced the missing section of fence. They will have an engineer inspect the entire length of fence and retaining wall to identify additional work needed, if any.

#### Alleyway Arborvitae – Dave Ferguson

- Fall is the appropriate planting season for replacement arborvitae. A decision needs to be reached by that time. However, if the fence is upgraded by the shopping center owners, a decision might be made to not replace missing/dead arborvitae.

#### C St. Traffic – Dave Ferguson

- At our request through the Town, the County Sheriff's department had installed a temporary traffic radar on C St. to monitor traffic speeds. Two separate surveys were conducted, each about 5 days long. Results were provided by the Town and it appears that despite a few who drive unsafe speeds, most stay close to the posted 15mph limit.

#### Picnic Table Replacement

- One of the two picnic tables on the beach has a broken leg. Charlie is researching replacement options.

#### Annual Meeting with Board Attorney

- Kathleen is waiting for a response from the Shopping Center attorney on sharing the cost of a survey required to finalize the easement agreement we have been negotiating.
- Dave had conversations with the Board President at Windward Key about their experience in fining owners in violation of architectural standards. Dave suggests that before an authority to fine is added to CSHOA governing documents the Board may need to first define the process by which violations are identified and fines applied. Regular and frequent inspections may be required and an expansion of our contract with Summit Management might be called for to implement the process.

#### Notification of Ownership/Lease Change from Summit

- Dave contacted Krystl Henley at Summit about the process for identifying new Chesapeake Station residents. Dave said the discussion was inconclusive. A proposal was made that information be included in the Annual Owners' Meeting mailout about the owners' requirement to notify the Board when a property is rented.

### **F. New Business**

#### Planning for the Annual Owners' Meeting

- Charlie made a motion and the Board agreed to add as an agenda item for the 2018 Annual Owners' Meeting the possibility of expanding Summit's management contract to assist with implementation of an authority to fine provision in order to obtain a sense for the feelings of the membership on increasing assessments to cover the cost of an expanded management contract.
- Mary stated that the owners should be provided with an estimate of the potential additional cost in terms of how much it would increase individual owner assessments.

### **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 Board meeting is scheduled for August 6.

**I. The meeting was adjourned at 9PM**

**CSHOA Board of Directors Meeting Minutes**  
**Northeast Community Center, Chesapeake Beach**  
**August 6, 2018**

**A. Call to Order & Approval of Meeting Agenda** – Board Members in attendance were Dave Ferguson, Charlie Pritchard, Warren LaHeist, and Paul Doherty. Other attendees were Penny Schmidt, Mary Mathis, and Cathy Diggle. The Agenda was approved as presented.

**B. Meeting Minutes** – The draft July minutes were approved as presented.

**C. Treasurer's Report** – The proposed 2019 Budget was approved by the Board and will be presented at the Annual Owners Meeting on September 8.

**D. Committee Reports**

Grounds – Dave Ferguson

- A lot of debris has collected on our beach because of the opening of the Conowingo dam on the Susquehanna river. The Board consensus is that we should wait approximately two weeks to conduct a cleanup to make sure the floating Bay debris has cleared. Bill has contacted the Town about the availability of mitigation funds to help clean up the beach.
- Mary Mathis pointed out the areas of the C St. alley are overgrown and needs trimming. In particular is a problem of overhanging tree branches at the south end of the alley.
- An owner has complained about an overgrown shrub along 17<sup>th</sup> St. at the edge of the Overlook parking lot. The Board voted to remove and replace the shrub.
- A post on the split rail fence along C St. has been knocked down. Bill has contacted Highlands about replacement.
- Highlands has been asked to remove junipers, weeds, and poison ivy on common property between 7784 and 7785 Dentzel Ct.

Social – Cathy Diggle

- The July Beach Happy Hour was a success and the Social Committee is planning more.
- The Social Committee is discussing a date for the Annual Octoberfest.

Architectural – Penny Schmidt

- Penny has received two new Architecture Change requests in the last month for painting and siding.

Yacht Club

- Nothing to report

**E. Old Business**

Wall/Fence Repair by Shopping Center

- The shopping center owners replaced the missing section of fence. They will have an engineer inspect the entire length of fence and retaining wall to identify additional work needed, if any.

#### Shopping Center Easement Agreement

- The CSHOA Attorney advised that the Shopping Center owners are rethinking the approach for the easement agreement and will contact us when their deliberations are complete.

#### Update of CSHOA Governing Documents

- Dave will address this with attendees at the September Owners Meeting

#### Picnic Table Replacement

- One of the two picnic tables on the beach has a broken leg. Charlie is researching replacement options and waiting for supplier sales.

#### Planning for the Annual Owners' Meeting

- Paul has prepared the hard copy meeting package and will mail to owners within the next two days. An email will also be sent.
- An agenda item for the meeting is the expansion of Summit's contract to provide additional services. Specifically, the Board is considering a request to Summit to take over inspections of Chesapeake Station, identify Architectural violations, send letters to owners in violation, and conduct follow-up inspections. Summit will be asked to provide a cost estimate for these additional services that can be presented to owners at the meeting. Summit will be asked for the cost of an annual inspection and, as an option, semi-annual inspections.

#### **F. New Business**

##### Variance Guidelines for Architectural Appeals

- Resolution 3 (Architectural Review Procedures and Guidelines) states that owners may appeal decisions by the Architectural Committee to the Board. However, there are no written guidelines in the Resolution, or elsewhere in CSHOA Governing Documents, on how the Board should handle such appeals. Paul presented a draft of written guidelines that he proposed should be added to Resolution 3 at the next update of the Resolution.

#### **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 Board meeting is scheduled for October 1. The Annual Owners Meeting is scheduled for September 8 in the Northeast Community Center.

#### **I. The meeting was adjourned at 8:52PM**

**CSHOA Board of Directors Meeting Minutes**  
**Northeast Community Center, Chesapeake Beach**  
**October 1, 2018**

**A. Call to Order & Approval of Meeting Agenda** – Board Members in attendance were Dave Ferguson, Charlie Pritchard, Warren LaHeist, Marta Francis, and Paul Doherty. Other attendees were Penny Schmidt, Mary Mathis, and Pam Johnson. The Agenda was approved as presented.

**B. Meeting Minutes** – The draft August Board minutes were approved as presented. The Board reviewed and had no comments on the draft September Annual Meeting minutes. These have been sent to the HOA Membership for review and will be finalized at the 2019 Annual Meeting.

**C. Selection of Board Officers** – The following slate of Officers for 2019 was nominated and elected by the Board:

President - Dave Ferguson  
Vice President – Charlie Pritchard  
Treasurer – Paul Doherty  
Secretary – Marta Francis  
At-Large – Warren La Heist

**C. Treasurer’s Report** – Paul Doherty

- As presented at the September Annual meeting, the 2017 year-end financial results came in on budget.
- Projecting the year-end 2018 result from the most recent August 31 financial statement, finances appear to be on-track to with the budget at the end of 2018.
- Paul presented the August 2018 Balance sheet figures. The HOA Money Market Reserve Account balance is higher than it needs to be and Paul recommended moving \$30K to purchase another CD. The Board voted in approval of the recommendation.
- Paul reported that the HOA Reserve is overfunded by approximately \$25K, primarily because of underspending from the Reserve compared to the 2014 Mason & Mason Reserve study. Dave recommended that the Board solicit contractor bids for repairs to concrete sidewalks and stairs, which would be a Reserve expense. The bids should be itemized by the contractors, which will provide the Board flexibility to select and schedule repair items as appropriate.

**D. Committee Reports**

Grounds – Dave Ferguson

- Dave and Bill Leebel walked the grounds with Jose Andino from Highlands, assessing the condition and needs of the development, and pointed out to Jose the common property boundaries. Jose was unaware that particular areas were HOA common property that should be maintained under the Highlands maintenance contract.
- The small sinkhole adjacent to 4024 17<sup>th</sup> Street that appeared last year was supposed to have been filled by Highlands and either wasn’t or has reappeared. Jose promised to take care of it.
- A new, much larger sinkhole, 3-4 feet deep, recently appeared on common ground between Dentzel Ct. and the waterfront. Highlands has filled it in. There is a suspicion that the area contains undocumented septic tanks from a time before Chesapeake Station was built.

#### Social – Penny Schmidt

- The September 13 Beach Happy Hour was a success, with approximately 20-25 residents attending.
- The Annual Oktoberfest is scheduled for October 13. An email has already gone out and a reminder will be sent a few days prior to the event.

#### Architectural – Penny Schmidt

- Penny has received four new Architecture Change requests in the last month for window replacement, deck replacement, and siding repair.
- The Architectural Committee is looking at new siding and color choices to add to Resolution 3. Penny also suggests that some of the wording in Resolution 3 is a bit vague and should be tightened in the next update.

#### Yacht Club – Dave Ferguson

- Nothing to report

### **E. Old Business**

#### Wall/Fence Repair by Shopping Center – Dave Ferguson

- The shopping center owners have replaced the entire length of board-on-board fence along the C St. alley that is atop the retaining wall.

#### C St. Alley Arborvitae – Dave Ferguson

- Dave polled residents/owners of the 18 townhouses bordering the alley on whether to remove all the arborvitae or to simply replace the missing trees. Of the 9 who responded, 8 voted to retain the trees and plant replacements where there are gaps or ailing trees. Highlands will be asked to provide an estimate.
- A question remains as to how to keep new plantings watered until they become established. Past experience in planting replacement arborvitae without watering provisions has been less than satisfactory. Additionally, some of the existing trees are planted in a cramped area and may benefit from manual watering.

#### Picnic Table Replacement – Dave Ferguson

- One of the two picnic tables on the beach was broken and has been removed by Highlands. Charlie is researching replacement options and waiting for supplier sales.

#### Shopping Center Easement Agreement – Paul Doherty

- Steve Heintz, the shopping center attorney sent another markup in September of the draft easement agreement. The shopping center's latest proposal calls for them to assume maintenance responsibility for the retaining wall and board-on-board fence along the C St. alley but that the maintenance cost of the split rail fence and easement area grounds be shared 50-50 between CSHOA and the shopping center. The Board had proposed in June that the shopping center assume 100% of the cost for these items.
- The Board agreed to send a message to Kathleen Elmore, CSHOA Attorney, clarifying whether our June proposal was overlooked or whether the shopping center owners affirmatively rejected that proposal.

## **F. New Business**

### Covenant Violations

- An unregistered, apparently inoperable vehicle has been parked in the C St. Alley for some time. It is not entirely clear who owns it. Additionally, the owner of 7781 C St. registered a complaint with the Board about the condition of an adjacent property. The landscaping is overgrown and unkempt, unregistered motorcycles have been parked on the lot for some time, and there is a small boat laying upturned behind the house.
- Dave and Paul will collaborate to draft violation letters to the owners.

### Committee Structure/Update of Governing Documents

- Dave proposed that the Board meet outside the regular meetings to discuss changes the Board would like to see in the Governing Documents. He pointed out, as an example, requirements in the documents for Committees that aren't currently in use (e.g. Rules Committee, Planning Committee) and suggested that these requirements might be removed from the documents.
- A provision providing the Board with authority to fine owners for Covenant violations should be included in the update.
- The Board voted to contact Kathleen Elmore, CSHOA Attorney, to initiate the process of updating the entire set of documents with a not-to-exceed cost of \$4K. Dave will take the lead.

## **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 Board meeting is scheduled for November 5. The Annual Owners Meeting is scheduled for September 8 in the Northeast Community Center.

## **I. The meeting was adjourned at 8:45PM**

## CSHOA Board of Directors Meeting Minutes

### Northeast Community Center, Chesapeake Beach

- A. Call to Order & Approval of meeting agenda-** Board members in attendance were Dave Ferguson, Charlie Pritchard, Warren LaHeist, Marta Francis and Paul Doherty. Other attendees were Penny Schmidt, Mary Mathis, Cathy Diggle and Bill Leebel. The agenda was approved as presented.
- B. Approval of meeting minutes-**the minutes from the October board meeting were approved as presented.
- C. Treasurer's Report-** Paul presented the update on the purchase of an additional CD that had been discussed at the October meeting. He stated the existing CDs had all been purchased in March of the different years but they were not aligned to mature in a 1-2-3-year sequence as planned. Two of them will mature in the same year. It was agreed by all that we would wait until March of 2019 to purchase a new CD.  
Paul also presented a proposal from the CPA for the yearly audit and tax preparation of the HOA financials. The cost is \$1700. Each year for the next three years.
- D. Committee Reports-**
- 1. Grounds-**Dave stated that the beach clean-up bills from Jose need to be sent to the City to be paid. Much discussion was concerning the new sidewalk on Mears Ave and the replacement of the fence that had been taken down at that location. The crepe myrtles that are left standing after the construction of the fence will be watched to see if they survive as they have no root system left.  
There was a discussion of the crepe myrtles throughout the property. Many are in need of trimming back as they are blocking views of some residents. Dave stated that Jose is done for the season and the trees would be assessed in the Spring.  
Jose has given bids on snow removal of \$130 an hour for truck snow removal and \$200 an hour for a Bobcat as needed for large snow falls. \$50 for shovel snow removal.  
Bill will follow up with Jose on why Truegreen was spraying around the townhomes on C Street also checking with Jose on removal of the Pines in Overlook and get a bid from Jose for the next year of maintenance.
  - 2. Social-**Cathy reported that she was disappointed in the attendance of October Fest, about 43 People attended. Cathy also said that she is moving to Texas in March and would be seeking a Replacement for her position on the Social Committee.
  - 3. Architectural-**Penny stated that she had received four requests from residents for changes to their properties concerning trim colors, decks, siding and a new roof. There was a discussion on the wording in the by-laws stating that a form needed to be filed

out for “changes”. It was noted that it will be looked at to make it more clear as to when the form is needed.

4. **Yacht Club**-nothing to report
- E. Old Business**-Charlie has found benches to replace the broken/worn ones for \$175-200. A motion was made and seconded to purchase two replacement benches. The search for new picnic table was delayed until after Winter.
1. **Shopping Center**-Paul explained the current negotiations with the Shopping Center and there are six major points of negotiations in the agreement. This is the current from the Shopping Center
    - 1-Shopping Center maintains and bears 100% of maintenance cost of board fence & retaining wall along alley
    - 2-HOA maintains split rail fence. Shopping Center reimburses HOA 50% of maintenance cost
    - 3-HOA maintains grounds in easement area. Shopping Center reimburses HOA 50% of maintenance cost
    - 4-Cost of maintaining concrete steps in easement area shared 50-50 between Shopping Center and HOA
    - 5-No change to insurance requirement
    - 6-No response on sharing cost for Exhibit A preparation. Issue pending**Motion made and seconded to accept**
    - i. Information on work to be done on Mears Ave.-
    - ii. -Rod and Reel is paying for another sidewalk
    - iii. -Shopping Center will build sidewalk at the entry of the Shopping Center
    - iv. -it was noted that we need to state that the Shopping Center is responsible for snow removal and will move/replace the fence if a new sidewalk is installed
  2. **Update of Governing Documents**-Dave asked if anyone could serve as a committee to review and recommend changes to the HOA Governing Documents. Marta Francis and Charlie Pritchard offered to help Dave and will meet to begin process.
  3. **Update on Complaints**-Owners with yard that needed cleanup were contacted and they did come out and clean up the yard. They also provided information on the current tenant. Dave will send a letter to the owner of the abandoned truck parked in the C Street alley.
- F. New Business**-Paul has been going through old HOA paper records and scanned and kept old records that he thought might be important at a later date. It was moved and seconded to destroy all other remaining old documents
1. **Rod and Reel Parking**-Dave had talked with Mark G. (Operations Mgr. for Chesapeake Beach Resort and Spa) and Holly Wahl (Town Administrator) concerning the parking

challenges that are the result of the construction of the parking garage on the Rod and Reel property. Mark and Holly understand the problem and are trying to find solutions. The Resort currently is offering free shuttle service and free valet parking in hopes of reducing the on street parking. Holly has offered to send the City Engineer to see if he can come up with any ideas. Dave has requested No Parking signs on the corner of Mears Ave and C Street

**G. Questions from Members-**There were no questions

**H. Date and location of next meeting-** next meeting is Dec. 3<sup>rd</sup> at 7:pm at the Northeast Community Center

**I. The meeting was adjourned @ 8:40pm**

**CSHOA Board of Directors Meeting Minutes December 3, 2018**

**Northeast Community Center, Chesapeake Beach**

- A. Call to Order & Approval of meeting agenda-** Board members in attendance were Dave Ferguson, Charlie Pritchard, Warren LaHeist, Marta Francis. Other attendees were Bill Leebel and Pam Johnson. The agenda was approved as presented.
- B. Approval of meeting minutes-**the minutes from the November board meeting were approved as presented.
- C. Treasurer's Report-** Paul Doherty was not present and was submitted by written submission and read by Dave. As per the report: as of October 31,2018 from Summit

**Operating Account-\$8,044**

**Reserve Money Market-\$108,366**

**Reserve CDs-\$91,939**

**Other Assets-(Assessments Receivable, Prepaid Insurance)-\$8,080**

**Liabilities (Accounts Payable, Prepaid Assessments)-\$1,811**

**Status as of Oct.31 vs. Year End Budget**

**Income 99.7%**

**Expenses 90.1%**

**Reserve Contribution 100.6%**

**D. Committee Reports-**

- a. **Grounds-**Bill reported on his discussion with Jose the landscaper about the purchase of the arborvitae to replace the row at the back of the townhomes between the shopping center. The original pricing for the bushes was for 6-8-foot sizing. Jose has found some that would be 4-6-foot size and would save \$60 a bush. Also Jose will set up the watering and will haul away trash resulting from the new planting. Those were all questions that had been asked. Bill said he would discuss with Jose the trimming of the crepe myrtle trees this spring
  - b. **Social-**Cathy Diggle was not present to make a report.
  - c. **Architectural-**Penny Schmidt was not present to make a report
  - d. **Yacht Club-**nothing to report
- E. Old Business-**Charlie was asked about the status of the purchase of new benches and he said it was all taken care of and they would be there in the spring. Paul sent along an update on the shopping center property transfer/easement issue. The board comments on 9/22 on sharing costs 50/50 were sent to Kathleen Elmore back on 11/7 and there has been no response. Update of Governing Documents-committee met and made recommended changes. Report pending.
- Letter was sent to the owner of the pickup truck that had been parked in the townhome parking lot and at this writing, the owner is taking care of the problem.

Rod and Reel parking update-as per letter sent along by Paul-he had several contacts with Holly Wahl on the No Parking signs around that had been put up by the Stop sign at the Mears intersection. Holly was to pass on information to the Sheriff's office.

- F. **New Business**-Bill brought in a copy of the rough draft RFP for concrete step replacement to show the board the scope of the work. Paul had written that he was concerned that the scope of the work was more than he had anticipated and stated that he had understood that the work would only be to "repair" and "replace" the steps. The board agreed that we would look at the bids as submitted and that there was one set of stairs leading down from the townhomes that was of major concern.  
Also Keith Pardieck had requested an outside light be installed at the back of the townhomes. Dave had done research and found a solar controlled light that could be placed on a pole and was reasonably priced to try for effectiveness. Motion for solar light and pole was made and seconded for purchase.  
Paul also submitted the proposed dates for meetings in the year 2019.
- G. **Questions from Members**-Pam Johnson stated that she had noticed many of the signs on the walkways are falling down. Bill said he would walk the area and check the conditions of all the signs.
- H. **Date and location of next meeting**- next meeting is January 7<sup>th</sup> @7:pm at the Northeast Community Center
- I. **The meeting was adjourned @ 7:48pm**