

Chesapeake Station Home Owners Association PO Box 967 Chesapeake Beach, MD 20732

August 4, 2020

Fellow Homeowner,

This is your official notice of the Chesapeake Station Homeowners Association Annual Meeting for 2020. The meeting will be held on Saturday, September 12, 2020 from 10:00AM to 12:00PM. Because of the on-going pandemic, the Northeast Community Center next to the Water Park, where our meetings are normally held, will likely be closed. Therefore, we plan to hold this year's meeting in the outdoor covered picnic area on Gordon Stinnett Ave. between the water park and Kellam's Field. The space will be open beginning at 9:30AM for registration. Because of the coronavirus hazard, we will not have coffee and pastries, as has been usual in the past. Bottled water will be available. Although bench seating is available in the picnic area, please bring a chair so we can maintain social distancing. And wear your mask! If the Community Center does open prior to the meeting date, we will try to hold the meeting in one of the upstairs meeting rooms of the Community Center instead.

Enclosed is a meeting agenda, draft minutes from the 2019 Annual Meeting, the 2021 budget proposal, list of current nominees for Board of Directors election, and a meeting proxy. If you have suggestions for items to be added to the agenda that would be of wide interest to the members, please email them to cshoa@comcast.net or send in writing by mail to CSHOA, PO Box 967, Chesapeake Beach, MD 20732 by September 3, 2020, and we will try to address them during the meeting as time permits.

Only complete the proxy if you cannot be present for the meeting. A quorum of owners is required at this meeting, either by proxy or physical presence, in order for us to conduct business. So, if you cannot attend, **please make sure** to fill out, sign, and return the proxy form. If you choose to designate another CSHOA member who will be attending the meeting to act as your proxy for voting purposes, then write his or her name in the blank space provided. Once completed, you may give the form to another HOA member to bring to the meeting or mail the form to CSHOA, c/o Krystl Henley, PO Box 967, Chesapeake Beach, MD 20732. Allow at least one week for the mail to reach us.

After much debate, the Board has decided for 2021 to change our management contractor and expand the range of services to be provided by the contractor. Presently, our management contract provides financial services to the Association that includes accounts receivable, accounts payable, general ledger, assessment management, and banking. The expanded contract will add services that assist the Board with managing property maintenance and enforcement of

covenants, as well as other services such as a 24-hour hot line for emergency requests and an online portal, which provides owners and the Board with instant access to various capabilities and information such as owner assessment accounts, payment of assessments, service requests, records of owner communications, vendor management, and access to Association governing documents. Enclosed is a brochure describing features of the portal. There will be an additional cost for these expanded services and will necessitate an increase in the 2021 owner assessment. However, the Board believes this change will provide significant benefits to members and residents and will be well worth it.

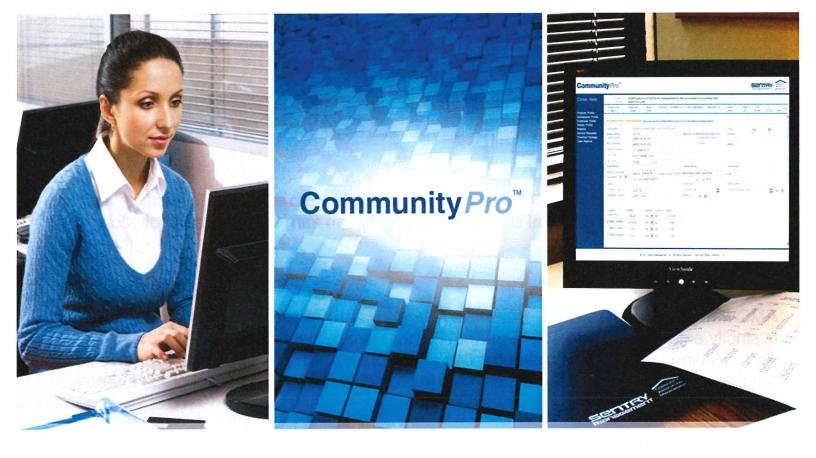
The health and well-being of an HOA relies on the participation of its members and we are continually looking for members to help maintain Chesapeake Station as a great place to live. If you can serve our community as a member of the Board of Directors or as a Committee member, please send a notice to cshoa@comcast.net or notify any current Board member.

We look forward to seeing and talking to you at the meeting.

For the Board,

Marta Francis

President, CSHOA



Introducing CommunityPro[™]

The Community Association Management Industry's Most Useful Administrative Tool





Exclusive to Sentry Management



- CommunityPro[™] is proprietary administrative software built exclusively for Sentry Management. It integrates all vital community management functions.
- It processes and remembers every homeowner, board or vendor event to track and manage all aspects of a community.
- CommunityPro™ automates communicating with residents, maintaining association budgets, tracking accounts receivable, paying/managing vendors, reconciling accounts, initiating collection for non-payment and generating financial reports.
- Built-in features cross reference actions as a check and balance for accuracy. For example, it flags when insurance is expiring.
- CommunityPro[™] can be remotely accessed from any device connected to the internet.



Organized into Easy-to-use Administrative Sections





The financial package, available online through Board Room, makes the details of association finances available to Board members.

Employee
Profile
Vendor Profile
Reports
Service
Requests

 Employee and vendor profiles, internal service requests and reports support daily operations.

Property
Profile
Homeowner
Profile

 A wealth of detailed information is maintained on every property and homeowner in these two profiles.



Building Block of Administrative System



Homeowner Profile

Homeowner Search for SUNNYO SUNNYLAND ASSOCIATION INC

Homeowner # : Submit

Search in : Search by : Search for :

SUNNY0 ▼ Homeowner Last Name ▼ Beginning with ▼ First name (optional)

Search

Search results Assoc # SUNNY0 for Homeowner Last Name

Homeowner	# Name	Address Pho	ne Options
000103	ARBUCKLE,JON	123456789 123456789012345678901234567890 #123456 ANYWHERE MX 12345	Profile
000202	BARONE,RAYMOND & DEBORAH	210 MAGNOLIA RD #202 ANYWHERE MX 12345	Profile
000214	BING, CHANDLER	210 MAGNOLIA RD #214 ANYWHERE MX 12345	Profile
000204	BRENNAN,TEMPERANCE	210 MAGNOLIA RD #204 ANYWHERE MX 12345	Profile
000104	BUFFAY,PHOEBE	210 MAGNOLIA RD #104 ANYWHERE MX 12345	Profile
000206	BUNDY & MARGE SIMPSON, ALBERT	210 MAGNOLIA RD #206 ANYWHERE MX 12345	Profile
000102	CRICKETT, JIMINY	210 MAGNOLIA RD #102 ANYWHERE MX 12345	Profile
000208	DAVID,ZIVA	210 MAGNOLIA RD #208 ANYWHERE MX 12345	Profile
000205	FOREMAN, RED & KITTY	210 MAGNOLIA RD #205 ANYWHERE MX 12345	Profile
000207	GIBBS,LEROY JETHRO	210 MAGNOLIA RD #207 ANYWHERE MX 12345	Profile

Homeowner Profiles provide current data and information.





Detailed mariagement

Information Available on Each Homeowner



SUNNY0 SUNNYLAND ASSOCIATION INC	
ARBUCKLE,JON Position PRES Address 711 MAPLE ST	
Isiling Address 711 MAPLE ST	
THINK CE SI	
City, State ANYWHERE USA	
ATT WHERE GOA	
tip Code 12345 Country	
Vork Phone Home Phone Cell Phone	
Property Address Street # 123456789 Street name 12345678901234567890 Unit #	
Resident? No City, State ANYWHERE MX Zip Code 12345	
egal Addi Assn Addi Acct#	
Closing Type QCD-SD Closing Date Closing Update/Label?	No
Collection Activity ATTY-TC-FC Print? No	

Community Managers can quickly find important data relevant to any homeowner.





are Logged for Follow-up and Resolution





Print this!

Association SUNNY0 SUNNYLAND ASSOCIATION INC Homeowner 000103 ARBUCKLE.JON

 From date
 To date

 05/10/2010
 □
 06/14/2011
 □
 Most recent first ▼
 Search
 Clear

Add new note

Search results from 06/14/2011 to 05/10/2010

User Div/Dept	Date	Notes	Options
JJG AD	06/14/2011	T/C FR H/O RE: MONTHLY PYMTS; P/A MAILED TO H/O FOR SIGNATURE	Edit Delete
SEB AD	05/10/2010	T/C FR H/O THAT SHE DOES NOT HAVE CODE FOR POOL GATE; GAVE CODE BUT EXPLAINED THAT LTR WAS RECENTLY SENT ADVISING CODE HAS CHANGED	Edit Delete

All important telephone calls logged and dated to allow the Manager to quickly remember conversations and outcomes.

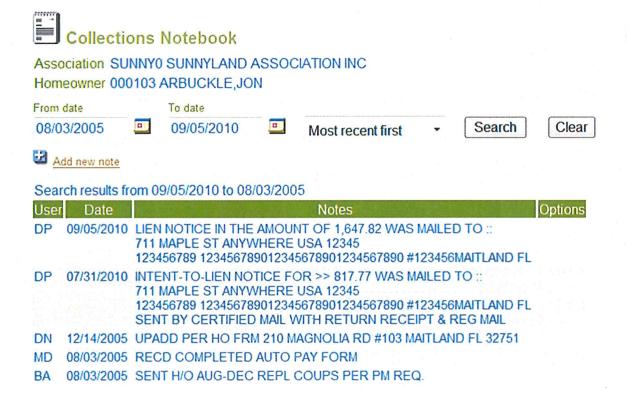




with Each Property Owner is Maintained



Print this!



CommunityPro™ lets the Manager, aided by the A/R and Collections Department, effectively manage collections by noting every property owner interaction.



Violation Letters are Automatically Generated



SUNNYLAND ASSOCIATION INC 2180 West SR 434 Suite 5000 Longwood FL 32779-5044 (407)788-6700 Ext: 240

REQUEST FOR ACTION

CM 01 SUNNY0 000103 JON ARBUCKLE 711 MAPLE ST ANYWHERE USA 12345 VIA email pqueen@sentrymgt.com

DATE: 06/21/2011

OWNER ID 000103

REFERENCE: 123456789 123456789012345678901234567890 Unit# 123456 MAITLAND FL 32751

On behalf of your association's Board of Directors, we are writing to request your attention to the community needs and the referenced property as follows:

Pressure wash or chemically clean your driveway and sidewalk.

In order to protect both the aesthetic and financial value of your home and community, please consider this notice as a reminder of your obligation to honor the association deed restrictions. It is possible that you have already planned to address the matter and, if so, your prompt action is appreciated. Otherwise, please review this notice and proceed accordingly as soon as possible. The governing documents both authorize and obligate the Board to enforce the deed restrictions to the community's benefit, whenever possible, and cooperation from the membership is necessary.

Your anticipated cooperation is very much appreciated. It may also be helpful to communicate with our office to maintain lines of open communication so that the Board is aware of the steps you are taking to resolve the matter. Should you have any questions or require additional information, please feel free to contact me at the address or phone number listed above.

On Behalf of the Board of Directors,

JOHN SUNSHINE Community Association Manager jsunshine@sentrymgt.com

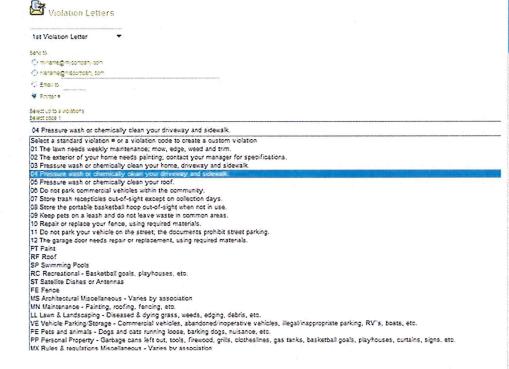
Automated violation letters request the homeowner to abide by community governing documents.





Violation Letters Easily Administered





Email & Print Letters

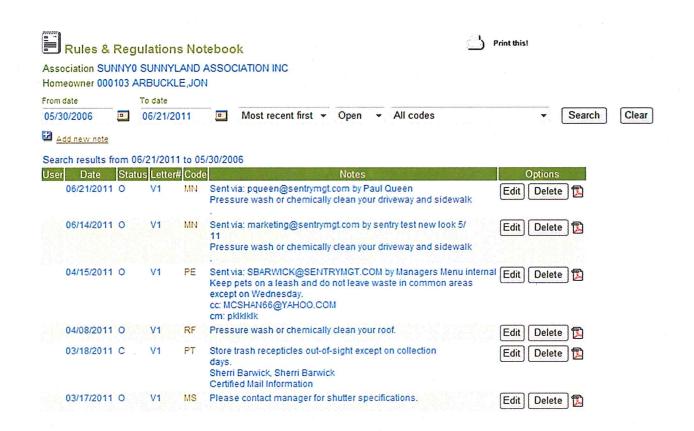
 First violation and reminder letters can be instantly printed or emailed to the violator, each containing non-compliance details. Shifting to electronic notifications reduces community expenditures.





Notebook Helps Manage Rules & Regulations





A notebook is created on each property to save a record of efforts to enforce community standards.

Managers can remotely access this information while on location.





Ledger Card Contains Complete Payment History



Homeowner Ledger Card for 000103 ARBUCKLE, JON

SUNNYO SUNNYLAND ASSOCIATION INC

Searon by	From care	(enter as mmody) o	according on suppositing assurance from
By date	•		Search

Search results

ATTY-TC-FC

Date Description	Trans	# Form	MONTHLY	SPEC	Other Assess	Other Assess	Legal	Balance
08/30/2009 BALANCE FORWARD AS OF 6/30/09	1	01	-228.00					-228.00
07/01/2009 JULY ASSESSMENT	2	00	228 00					0.00
08/01/2009 AUGUST ASSESSMENT	3	00	228.00					228.00
08/09/2009 CASH REC'D CHK#1053 ARBUCKLE	4	04	-228,00					0.00
09/01/2009 SEPTEMBER ASSESSMENT	5	00	228.00					228.00
09/08/2009 CASH REC'D AUTO-PAY	6	04	-228.00					0.00
10/01/2009 OCTOBER ASSESSMENT	7	00	228.00					228.00
10/03/2009 CASH REC'D AUTO-PAY	8	04	-228.00					0.00
11/01/2009 NOVEMBER ASSESSMENT	9	00	228.00					228.00
11/03/2009 CASH REC D AUTO-PAY	10	04	-228.00					0.00
12/01/2009 DECEMBER ASSESSMENT	11	00	228.00					228.00
12/05/2009 CASH REC'D AUTO-PAY	12	04	-228.00					0.00
01/01/2010 JANUARY ASSESSMENT	13	00	251.00					251.00
01/03/2010 CASH REC'D AUTO-PAY	14	04	-251.00					0.00
02/01/2010 FEBRUARY ASSESSMENT	15	90	251.00					251.00
02/03/2010 CASH REC'D AUTO-PAY	15	04	-251.00					0.00
03/01/2010 MARCH ASSESSMENT	17	00	251.00					251.00
03/03/2010 CASH REC'D AUTO-PAY	18	04	-251,00					0.00
04/01/2010 APRIL ASSESSMENT	19	00	251.00					251.00
04/03/2010 CASH REC'D AUTO-PAY	20	04	-251.00					0.00
05/01/2010 MAY ASSESSMENT	21	00	251.00					251.00
05/03/2010 CASH REC D AUTO-PAY	22	04	-251.00					0.00
08/01/2010 JUNE ASSESSMENT	23	00	251.00					251,00
05/05/2010 CASH REC'D AUTO-PAY	24	04	-251.00					0.00
07/01/2010 JULY ASSESSMENT	25	00	251.00					251.00
07/01/2010 SPECIAL ASSESSMENT	28	20		1 878 00				1,909,00

Homeowner Assessment & Fees

- Ledger information is easy to view, email or print
- Homeowners can view personal account through their Sentryprovided community web site





Complete Tool Provided for Managing Vendors



Profile

Profile

Profile

Profile

Profile

Vendor Profile

Vendor #:

014386

Vendor Search for SUNNYO SUNNYLAND ASSOCIATION INC

Submit

AMARO TREE SERVICES INC

AMERICAN REPROGRAPHICS

BECKER & POLIAKOFF PA

014666 BRAISHFIELD ASSOCIATES INC

009372 BRIGHT HOUSE NETWORKS

Search in	Search by :	Search for				
SUNNY	0 Vendor Name •	D III.	Search			
Search r	results Assoc # SUNNY0 for Ven	dor Name		2		
Vendor #	Name	Address	Phone	Last invoice	Last check/fax/draft	Options
003023	A&H SPRINKLERS INC	530 SUSAN B BRITT CT #2 WINTER GARDEN FL 3478		0 09/25/2011	10/29/2011	Profile
006540	ACME STAMP & SIGN CO INC	822 N MILLS AVE ORLANDO FL 32803	407898555	0 08/23/2009	08/26/2009	Profile
016517	AFTERMATH INC	P.O. BOX 6255 AURORA IL 60598-0255	800366992	3 09/21/2011	09/21/2011	Profile
ALCINT.	ALLOCATE INTEREST			06/01/2011		Profile

2014 DAMON AVE

750 CLAY ST

PO BOX 9057

PO BOX 621268

KISSIMMEE FL 34744

WINTER PARK FL 32789

ORLANDO FL 32862-1268 PO BOX 628070

ORLANDO FL 328628070

FT LAUDERDALE FL 33310-9057

CommunityPro™ keeps track of every vendor, invoice and date of payment.

4075954955 06/26/2010 06/30/2010

4076445366 11/28/2011 11/30/2011

8004327712 09/18/2011 09/21/2011

8883336616 06/13/2010 06/13/2010

4072912500 06/05/2011 08/08/2011





Process for Every Step of Vendor Management



DBA/AKA/FKA						
Vendor Name FRICK & FI DBA/AKA/FKA 587 GREEI Mailing Address 587 GREEI City, State ORLANDO Zip Code 555554444 Phone 407-779-81	NSBOURGH WA'					·
DBA/AKA/FKA	NSBOURGH WA'					,
Mailing Address 587 GREEI City, State ORLANDO Zip Code 555554444 Phone 407-779-81	FL	Y				
City, State ORLANDO Zip Code 555554444 Phone 407-779-81	FL	Y				
Zip Code 555554444 Phone 407-779-81						
Phone 407-779-81						
407-773-01	81					
Soc Sec#						
		Federal Id#	59-5675678	1099 Required? N		
Start Date 01/01/2011		Liability Ins Exp Date	12/31/2012	Workers Comp Exp Date	12/31/2012	
Insur. Required? N		Vendor COA				
	water of					
Last Purchase 06/01/201	Balance at 1 Total Due 0.00					
	O Current 0.00					
	0 Over 30 0.00					

- · Vendor invoices are coded, dated and marked as paid.
- Verifies Liability Insurance and **Workers Compensation in place.**





Financial & Accounting Activity Transparent



Board Member Exclusive Access

- Board members can obtain comprehensive financial reports that can be downloaded into pdf or Excel formats
- 24/7 availability—obtain information when it is most convenient
- Real-time data—current as of the time the board member downloads the information, no need to wait for month end

Nine Standard Financial Reports

- Balance Sheet
- Revenue & Expense Budget Comparison Report
- Monthly Transaction Register
- Check Register
- Accounts Receivable Report
- Closing Report
- Accounts Payable Report
- Sorted Accounts Payable Purchase Journal
- General Ledger



Example of Report Board Member Can View Online



SUNNYO SUNNYLAND ASSOCIATION INC

Revenue & Expense Budget Comparison Report
JUNE 2011

			IC ZVII				
CANADA SE EL MANTE DE CANADA DE	Current Period	Monthly Budget	Monthly Variance	6 Month Period	Y-T-D Budget	Y-T-D Variance	Annual Budgel
NCOME							
4020 ASSESSMENTS - EARNED - MONTHLY	11,288.00	11,288.00	0.00	67,728.00	67,728.00	0.00	135,456
4060 LATE CHARGES	11.84	2.50	9.34	59.95	15.00	44.95	30
4100 INTEREST - OPERATING ACCOUNTS	22.80	25 00	- 2.20	136.28	150 00	- 13.72	300
4200 LAUNDRY INCOME	0.00	41.67	- 41.67	241.54	249.98	- 8.44	500
4340 INTEREST-RESERVES	21.01	103.00	-81.99	117.70	613.00	-500.30	1,236
4350 INTEREST ALLOC TO RESERVES	- 21.01	-103.00	81.99	-117.70	-518.00	500.30	- 1,236
4970	11,322.64	11,357.17	- 34.53	68,165.77	68,142.93	22.79	136,286
4980 TOTAL INCOME	11,322.64	11,357.17	- 34.53	68,165.77	68,142.98	22.79	136,286
EXPENSES							
BUILDING MAINTENANCE 5010 BUILDING MAINTENANCE	1,160.00	583.33	576.67	8,319.00	3,500.02	4,818.98	7,000
5060 PLUMBING REPAIRS	0.00	25.08	- 25.08	0.00	150.52	-150.52	301
5080 ELECTRICAL REPAIRS	129.00	0.00	129.00	129.00	0.00	129.00	0
5180 TERMITE BOND	78.83	212.00	-133.17	473.02	1,272.00	-798.98	2,544
5209 JANITORIAL CLEANING	0.00	416.67	-418.67	2,600.00	2,499.98	100.02	5,000
5250 EXTERIOR PEST CONTROL	300.00	125.00	175.00	1,014.98	750.00	264.96	1,500
5260 WATER AND SEWER	557.05	583.33	- 26.28	3,342 30	3,500.02	-157.72	7,000
5280 TRASH REMOVAL	379.76	333.33	46.43	2,288.56	2,000.02	288.54	4,000
5300 ELECTRIC POWER	403.24	500.00	- 96.76	2,549.61	3,000.00	-450.39	6,000
5341 FIRE EXTINGUISHERS	0.00	0.00	0 00	333.88	0.00	333.88	0
5400 CABLE SERVICE	786.78	684.17	102.61	4,719.21	4,104.98	614.23	8,210
5990	3,794.66	3,462.91	331.75	25,769.54	20,777.54	4,992.00	41,555
GROUNDS MAINTENANCE	-		400000000000000000000000000000000000000		-		
6040 CONTRACTED LAWN SERVICE	638.76	833.33	-198.57	3,865.58	5,000.02	-1,134.48	10,000
6120 IRRIGATION REPAIR	144.09	250.00	-105.91	1,318.91	1,500.00	-181.09	3,000
6140 WATER-IRRIGATION	63.29	166.67	-103.38	624.74	999.98	-375.24	2,000
6240 TREE TRIM & REMOVAL	0.00	185.67	-185.67	0.00	1,113.98	-1,113.98	2,228
6650 STREET MAINTENANCE	253.00	166.67	86.33	703.00	999.98	-296,98	2,000
6990	1,097.14	1,602.34	-505.20	6,512.21	9,613.96	-3,101.75	19,228



How CommunityPro™ Helps Your Association

Managing Lendors



Automates all duties related to day-to-day operations, including budgeting.

Payments, violations and interactions.

Provides flawless administration of vendors and contractors.

Includes a suite of financial reports for Board Members.





at contry and

CommunityPro™ to Work for Your Association



- Only Sentry has CommunityPro
 [™]—the more
 comprehensive and functional alternative to off the-shelf software.
- The one administrative system robust enough to manage your community according to exacting professional standards.
- CommunityPro[™] contains the industry's only <u>real</u> time online financial reports for Board Members

