

## LAST MEETING MINUTES

**Chesapeake Station Homeowners Association, Inc.  
Board of Directors Meeting Minutes  
Monday, June 13, 2022  
Microsoft Teams Virtual Meeting Platform**

MEMBERS PRESENT: Bruce Wahl, President  
Kim Brams, Vice-President  
Paul Doherty, Secretary/Treasurer  
Earl Lewis, Member at Large  
Carol OBrand, Member at Large

MEMBERS ABSENT: None

ALSO PRESENT: Doug Lodge, 7740 C Street  
David Oshea, 7736 C Street  
Sherri Kennedy, Sentry Management

### **Call to Order**

The Board of Directors meeting of the Chesapeake Station Homeowners Association, Inc. was called to order by President Bruce Wahl at 7:05 p.m. Microsoft Teams virtual meeting platform was utilized.

### **Minutes**

*Kim Brams made a motion approve the May 9, 2022 Board and Executive Session meeting minutes as submitted, Paul Doherty seconded the motion and the vote carried unanimously.*

### **Officers Reports**

#### **Treasurer's Report:**

- Financial Summary through May 2022 were provided to the Board for review and full financial statements are available on the community portal.
- The non-routine expenses through April 2022: Legal expense - \$150.00
- Association is approximately 18% under budget.

### **Committee Reports**

- **Grounds Committee**
  - The following items were discussed:
    - Discussion ensued regarding the current contract and the current services. It was noted that the two adjacent beds at the entrance to 17<sup>th</sup> & C require weeding and are not being properly maintained.
    - Two owners present informed the Board that the grass area near the fence behind the 17<sup>th</sup> street townhomes and along the stairs is not being mowed or edged. The Board requested that the owners submit their concerns in writing, so they can be properly filed and addressed.
    - Carol provided the design plan that she developed for Board review. At this time the 17<sup>th</sup> and C Street entrance beds require weeding and mulching. Planting should not occur until the Fall. The 3 large stumps and additional 5 stumps along the alleyway require stump grinding.
    - After discussion, Bruce Wahl, Carol OBrand, & Bryan Cox will meet with Jose Andino on Wednesday at 8:30 a.m. to review and discuss areas requiring attention.

- **Social Committee**
  - Due to COVID outbreak social events on hold.
- **Yacht Club**
  - Area surrounding canoe racks is weeds and mud.
- **Architectural Committee**
  - Kim Brams made a motion to ratify approval of the architectural application submitted for 4030 17<sup>th</sup> Street for a warranty replacement patio door and 4009 Band Shell Drive to install a sump pump, Carol OBrand seconded the motion and the vote carried unanimously.
  - Kim Brams made a motion to approve the architectural application submitted for 4012 Band Shell to remove shrub hedge, Carol OBrand seconded the motion and the vote carried unanimously.
  - Kim Brams made a motion to approve the architectural applications submitted for 4006 Band Shell to replace deck, siding, windows and fence, Carol OBrand seconded the motion and the vote carried unanimously.
  - Kim Brams made a motion to approve the architectural applications submitted for 4012 17<sup>th</sup> Street to front upper and lower decks, Carol OBrand seconded the motion and the vote carried unanimously.
  - 7822 C Street – Owner provided picture of sample siding for approval in order to make maintenance repair. Management will advise owner that sample siding does not appear to match existing and will request a hard sample or manufacturer name and color for an in person review.

#### **Unfinished Business**

- Mailboxes – Total mailboxes and sizes will need to be determined for pricing.
- Discussion ensued concerning tracking the number of rentals in the community. Paul Doherty provided the Board a list of rental units for review in order to determine a baseline. Bruce Wahl also developed a contact list of owners based on GIS.

#### **New Business**

- July 3<sup>rd</sup>/9<sup>th</sup> Town of Chesapeake Beach firework celebration – Board is working on getting a commitment from the Town to close off C Street during the event. Paul Doherty has been in contact with the Sheriff's Dept. to coordinate off duty officers for the event.
- Sink holes – Areas of concern were reviewed in an attempt to determine appropriate repairs. Kim Brams and Bruce Wahl to discuss and the Town will be contacted to inform that the Arcade storm drain is backed up and causing sink holes. Carol OBrand also had a conversation with a resident on Arcade concerning these drainage issues and an area of sidewalk that is lifted.
- Additional sand will be required for the wash out on the beach.
- Carol OBrand would like to formally thank Terri Lang, 4004 Arcade) for the removal, bagging, & disposal of all the poison ivy from the canoe racks. Kim Brams will draft a thank you letter to be sent to the owner.
- Discussion ensued regarding the community maintenance notice. Request made by owner to not include a compliance date. Board will discuss.

#### **Open Forum:**

- None

**Adjournment:**

*With no further business to discuss, the chair entertained a motion to adjourn the meeting. Paul Doherty made a motion to adjourn the meeting, Kim Brams seconded the motion and the vote carried unanimously.* The meeting was adjourned at 8:20 p.m. The meeting proceeded into Executive Session. The next meeting is scheduled for Monday, July 11, 2022.

Meeting Minutes Prepared by: Sherri Kennedy, Sentry Management

# MANAGER'S REPORT

## Completed Actions

- Mail monthly reminders to owners with past due balances.
- Scheduled Board meeting through Microsoft Teams – login information recurring.
- Prepared meeting minutes.
- Communicated with owners concerning: architectural applications, resale information, account balances, account updates, unit maintenance.
- Provided Board President with updated owner information.
- 7736 C Street – Owner received maintenance items and will be working toward completion.
- 7822 C Street – Pictures of maintenance item provided. Owner indicated storm damage and would take care of.
- 4014 17<sup>th</sup> Street – Owner contacted office to advise received maintenance items and will be working on completion.
- 7822 C Street – Provided picture of area requiring maintenance.
- 4013 Carousel – Pictures of maintenance items provided as requested.
- 4034 C Street – Pictures of maintenance items provided to owner.
- 4007 Carousel – Owner advised that maintenance items completed.
- 7736 C Street – New owners. They are aware of the maintenance items and will be working on completion. Provided owner with architectural application.

## Architectural Requests

- Approved Architectural Application:
  - a. 4030 17<sup>th</sup> Street – Architectural application received and approved to replace slider under warranty. No change in item. *Ratify in minutes.*
  - b. 4009 Band Shell Street – Architectural application received and approved to install sump pump. *Ratify in minutes.*
- Architectural Applications Requiring Review:
  - a. None

## Discussion/Decisions for Board Members

- July 4<sup>th</sup> plans
- Sink hole repairs
- Mailbox Replacement

## Accounts Receivable

- 10 accounts in arrears; 6 accounts include past due parking fee. See attached report.  
\*\*Discussion to occur in Executive Session.

## Closings

- 7736 C Street, 5/26/22

## Executive Session

- 8 accounts in arrears; 5 accounts include past due parking fee. See attached report.  
\*\*Discussion to occur in Executive Session.

## Board Meeting Dates

1/10, 2/14, 3/14, 4/11, 5/9, 6/13, 7/11, 8/8, 9/10, 10/10, 11/14, 12/12

## Current Board Terms

Director	Position	Year Elected Appointed	Term	Seat Exp.
Bruce Wahl	President	2021	1 year	2022
Kim Brahms	VP	2021	1 year	2022
Paul Doherty	Treasurer/Secretary	2021	1 year	2022
Carol OBrand	Director/Member at Large	2021	1 year	2022
Earl Lewis	Director/Member at Large	2021	1 year	2022