

LAST MEETING MINUTES

Chesapeake Station Homeowners Association, Inc.

Board of Directors Meeting Minutes

Monday, July 11, 2022

Microsoft Teams Virtual Meeting Platform

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

MEMBERS ABSENT: Kim Brams, Vice-President

ALSO PRESENT: Bea Paddy, Yacht Club & Grounds Committee
Bill Lebeel, Grounds Committee
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 June 13, 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 June 2022 were provided to the Board for review and full financial statements are available on the community portal.
- The non-routine expenses through June 2022: Website Domain/Security Hosting - \$495.00 & Legal expense - \$1,047.00
- Association currently has \$287,844.00 in assets and of that \$37,709.00 is in Operating and the remainder is in the Reserve Account.

Committee Reports

- **Grounds Committee**

- Bill Lebeel reported the following items:
 - The Committee's concentration was to complete the sink hole and beach repairs.
 - A couple of volunteer trees in the Overlook section will be removed by Highlands as they will soon block the bay view. This will need to occur every couple of years since the roots are under the rocks.
 - Highlands will remove weeds from the rock area behind the Overlook.
 - Highlands will repair the fence along the C Street alley and the weeds removed from growing around the stop sign in the same alley.
 - Highlands will perform stump grinding as previously noted at 17th & C near the Overlook and behind the C Street alley. The alleyway stumps will be invoiced separately and half the cost will be billed to the shopping center.
 - An abandoned Volkswagen with no tags was reported.

- Discussion ensued regarding the current contract and the current services. It was noted that the two adjacent beds at the entrance to 17th & C require weeding and are not being properly maintained.
 - The area around/along the steps from the townhomes to the shopping center require mowing/edging. Proper maintenance of these areas will be discussed with Highlands.
- **Social Committee**
 - Due to COVID outbreak social events on hold.
- **Yacht Club**
 - Bea Paddy reported that spaces are still available. She is following up with one owner who still owes one half of assessment.
- **Architectural Committee**
 - Paul Doherty made a motion to ratify approval of the architectural applications as follows:
 - 7735 C Street – Architectural application received and approved to install handicap ramp.
 - 4009 Band Shell Court – Architectural application received and approved to install new roof, vents & chimney repair.
 - 4001 Band Shell Court – Architectural application received and approved to re-stain deck and Board received for reviewed.
 - 7758 C Street – Architectural application received and approved for deck repairs.
 - 7835 C Street – Architectural application received and approved for roof and gutter replacement.
 - Carol Obrand seconded the motion and the vote carried unanimously.
 - 7822 C Street – Owner was provided with the application that has been previously submitted providing the color of the existing siding. No further response received from owner regarding repair.

Unfinished Business

- Sink hole repairs and beach repairs have been completed. Contractor did a good job.
- The Town is inquiring about a map showing the drainage problem on Arcade Court. A response will be provided indicating that the storm drain on Arcade Court is blocked causing water to pool in the street.
- Mailboxes – Total mailboxes and sizes will need to be determined for pricing.

New Business

- The Bylaws Amendment Letter was approved. Paul Doherty will provide an updated letter with the proposed Bylaw amendment document for mailing to the community.
- Discussion ensued regarding the location of the Annual Meeting. The Board unanimously agreed that the Annual Meeting scheduled for September 10th would be held in a large meeting room at the community center. Masks will be made available.
- Paul Doherty made a motion to amend the proposed budget to reduce the quarterly assessment from \$175.00 to \$170.00 a quarter. This would be accomplished by reducing the Reserve contribution and transferring \$11,000.00 from the Operating Account to the Reserve Account in order to balance the budget. There was no second and the motion died.
- Management will provide 2023 draft proposed budget to Paul Doherty who will revise the 2023 proposed budget for a final email vote in order to mail prior to the next meeting.

- The Board will review the current Landscape Maintenance Scope of Work and provide any revisions. Management will provide a sample Scope of Work. The Board will provide their thoughts on additions or revisions to the scope in order to solicit grounds maintenance proposals.

Open Forum:

- None

Adjournment:

With no further business to discuss, the chair entertained a motion to adjourn the meeting. Carol Obrand made a motion to adjourn the meeting, Paul Doherty seconded the motion and the vote carried unanimously. The meeting was adjourned at 8:24 p.m. The meeting proceeded into Executive Session. The next meeting is scheduled for Monday, August 8, 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.
- 7758 C Street – Requested owner provide
- 7822 C Street – Owner provided sample picture of siding repair for approval. Requested owner provide physical sample or manufacturer/color for Board review. Provided owner with past approved architectural application outlining current siding. No further communication.
- 4034 17th Street – Pictures of maintenance items provided to owner previously. Owner followed up with messages about theft on property. Advised to contact Sheriff's Dept. Have been unable to verbally speak to owner. Threatening and accusatory voice mail messages.
- 4006 17th Street – Owner reported repairs completed.
- 4000 17th Street – Owner advised that received maintenance item and will tend to repair, but having trouble finding a handyman.

Architectural Requests

- Approved Architectural Application:
 - a. 4012 Band Shell Street – Architectural application received and approved to remove shrub hedge. Approved at June meeting
 - b. 4006 Band Shell Street – Architectural application received and approved to replace deck, siding, windows & fence. Approved at June meeting
 - c. 4012 17th Street – Architectural application received and approved to replace upper and lower front decks. Approved at June meeting.
 - d. 7736 C Street – Architectural application received and approved to replace roof, gutters, new front deck/porch, new windows, new doors, repair back & bottom decks, upgrade front & rear landscaping, regrade front area so water flows away from unit. *Ratify in minutes.*
 - e. 7735 C Street – Architectural application received and approved to install handicap ramp. *Ratify in minutes.*
 - f. 4009 Band Shell Court – Architectural application received and approved to install new roof, vents & chimney repair. *Ratify in minutes.*
 - g. 4001 Band Shell Court – Architectural application received to re-stain deck and Board received for reviewed. *Ratify in minutes.*
- Architectural Applications Requiring Review:
 - a. 7758 C Street – Owner submitted architectural application for deck repairs. Requested owner provide a color sample or manufacturer/color information. Information received and application forwarded for review (Approval rcvd. from Carol, Kim, & Earl).

Discussion/Decisions for Board Members

- Sink hole repairs
- Bylaw amendment cover letter
- Electric Charging Station
- Reserve Study – New Law (See attached summary)
- Mailbox Replacement

Accounts Receivable

- 5 accounts in arrears; 4 accounts include past due parking fee. See attached report.
**Discussion to occur in Executive Session.

Closings

- 4000 Arcade Street, re-sale ordered

Executive Session

- 5 accounts in arrears; 4 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