

LAST MEETING MINUTES

Chesapeake Station Homeowners Association, Inc. Board of Directors Meeting Minutes Monday, August 30, 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: Bryan Cox, 4018 17th 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 7:02 p.m. Microsoft Teams virtual meeting platform was utilized.

Minutes

Paul Doherty made a motion approve the July 11, 2022 Board meeting minutes as amended and Executive Session meeting minutes as submitted, Carol OBrand 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 August 2022: Off duty police officers for July 4th - \$425.00 & Income tax from 2020 - \$83.66
- Association currently has \$42,365.89 in Operating and \$252,737.98 in the Reserve Account.

Earl Lewis made a motion to approve the report, Carol OBrand seconded the motion and the vote carried unanimously.

Committee Reports

- **Grounds Committee**
 - The following items were discussed:
 - Paul Doherty made a motion to remove three trees on the slope area going down from the Overlook will be removed as they are blocking bay view. Carol OBrand seconded the motion and the vote carried unanimously. Management will contact Highlands.
 - It was reported that the Overlook sign is in disrepair and is falling apart. Management will contact Highlands to request removal.
 - Earl Lewis made a motion to approve the final grounds maintenance scope of work, Paul Doherty seconded the motion and the vote carried unanimously. Management will send out requests to identified contractors for proposals due by 9/30/22 and Board decision no later than November.
 - Management will follow up with Highlands concerning stump removal as previously identified at 17th & C near the Overlook and behind the C Street

alley. The alleyway stumps must be invoiced separately and half the cost will be billed to the shopping center.

- **Social Committee**

- Two non Board sponsored events upcoming:
 - Community yard sale scheduled for 9/17/22
 - Resident David Brown, 7791 Denzell, presented open invitation to community residents for a BBQ on 9/4/22.

- **Yacht Club**

- No Report

- **Architectural Committee**

- Paul Doherty made a motion to ratify approval of the architectural applications as follows:
 - 4028 17th Street – Architectural application received and approved for to replace deck boards and rails and front stoop rails.
 - 7750 C Street – Architectural application received and approved to replace siding.
 - 4007 Carousel – Architectural application received and approved for front door dome awning.Earl Lewis seconded the motion and the vote carried unanimously.
- 4009 Band Shell – Paul Doherty made a motion to approve the architectural application submitted to install a French drain, Carol OBrand seconded the motion and the vote carried unanimously.

Unfinished Business

- None

New Business

- Owner of 4018 17th Street requested use of a parking space for POD storage for 6 to 8 weeks. The Board approved this request with the use of a parking space on the south side of the parking lot.
- A report was received about broken glass on Carousel near the sidewalk on the cul-de-sac. Management will advise Highlands to clean up when on site.
- Annual Meeting details discussed. Treasurer to provide Financial Report and 50 copies will be brought to meeting. In addition, 20 copies of the annual meeting minutes and the proposed bylaw amendment will be brought to the meeting.

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, Carol OBrand seconded the motion and the vote carried unanimously. The meeting was adjourned at 8:08 p.m. The meeting proceeded into Executive Session. The next meeting is scheduled for Monday, September 12, 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.
- Sent follow up email to Holly Wahl with TOCB regarding maintenance of area on south side of fence along 17th Street. Town communicating with Kim Brams. Maintenance completed by the TOCB.
- Sent follow up email to Holly Wahl with TOCB regarding drainage issue. TOCB advised that the area reported is private property and that there are issues with the line are potentially due to tidal surges. The Town is undertaking a Coastal Resiliency study in Town and adding this area as a concern as we are including private and public property in this study. Their study will prepare recommendations on how to address these issues and will engage the HOA. There is a steering committee for this effort that is citizen-led. *If there is a member of the Chesapeake Station HOA that would like to join this volunteer committee, please contact Holly.*
- Mailed Bylaws amendment and information to owners.
- Prepared landscape maintenance sample scope of work and provided to Board for review. Revised based on Board/Committee comments.
- Prepared 2023 draft proposed budget and provided to Treasurer. Worked with Treasurer to finalize 2023 draft proposed budget.
- Mailed Annual and Budget meeting notice and information to be mailed to owners.
- 7732 C Street – Provided Resolution 3 and architectural application to owner.
- 7734 C Street – Corresponded about inconvenience of neighbor's renovations (7736). Used deck and parking in front of the sidewalk in front of home.
- 7731 C Street – Owner reported nest of bees in rocks in common area near deck. Forwarded to Landscape Chair for action.

Architectural Requests

- Approved Architectural Application:
 - a. 7758 C Street – Architectural application submitted and approved for deck repairs.
 - b. 7758 C Street – Architectural application submitted and approved for roof and gutter replacement.
 - c. 4028 17th Street – Architectural application submitted and approved to replace deck boards and rails and to replace front stoop and rails. *Ratify in minutes.*
- Architectural Applications Requiring Review:
 - a. 7750 C Street – Architectural application submitted to replace siding. Requested additional information for specific color and material (estimate with description). Application forwarded for review. Action Required.

Discussion/Decisions for Board Members

- SOW-Landscape & Snow
- Electric Charging Station
- Mailbox Replacement

Accounts Receivable

- 13 accounts in arrears; 8 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 |