

LAST MEETING MINUTES

**Chesapeake Station Homeowners Association, Inc.
Board of Directors Meeting Minutes
Monday, October 10, 2022
Microsoft Teams Virtual Meeting Platform**

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

MEMBERS ABSENT: Bruce Wahl, President

ALSO PRESENT: 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

Paul Doherty made a motion approve the August 30, 2022 Board meeting minutes and Executive Session meeting minutes and the September 12, 2022 meeting minutes as submitted, Carol OBrand seconded the motion and the vote carried unanimously.

Officers Reports

Treasurer's Report:

- Financial Summary through September 2022 were provided to the Board for review and full financial statements are available on the community portal.
- The non-routine expenses through September 2022: Website security - \$100.00. All other expenses were routine.

Committee Reports

- **Grounds Committee**
 - The following items were discussed:
 - Estimates for landscape management received from five landscape contractors. The Board reviewed the proposals and an analysis was prepared. Discussion to occur in new business.
- **Social Committee**
 - Upcoming Event:
 - Octoberfest scheduled for 4:00 p.m. on 10/22/22.
- **Yacht Club**
 - No Report
- **Architectural Committee**
 - Kim Brams made a motion to ratify approval of the architectural applications as follows:
 - 7732 C Street – Architectural applications received and approved to install storm door and replace siding.

- 4005 Band Shell – Architectural application received and approved for paver installation.

Paul Doherty seconded the motion and the vote carried unanimously.

Unfinished Business

- None

New Business

- Kim Brams made a motion to approve the year end 2021 draft audit. Paul Doherty seconded the motion and the vote carried unanimously.
- Discussion ensued concerning the landscape maintenance proposals received. Based on the analysis that was prepared and the information received, the Board has eliminated the highest and lowest bidder. The Board will develop follow up questions and request a discussion session with each of the remaining three contractors. Kim Brams and Carol Obrand will develop the initial questions and provide to the Board to prepare for the next step.

Open Forum:

- None

Adjournment:

With no further business to discuss, the chair entertained a motion to adjourn the meeting. Kim Brams made a motion to adjourn the meeting, Carol OBrand seconded the motion and the vote carried unanimously. The meeting was adjourned at 7:58 p.m. The next meeting is scheduled for Monday, November 14, 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.
- Financials, paid invoices, and accounts receivable available for review on the community portal.
- Prepared monthly report and provided to Board for 10/10 Board meeting.
- Sent text and email to Highlands (cc Board Pres. & Landscape Chair.) regarding items requiring attention in the community. Contacted contractor by phone.
- Notified 4007 Carousel & 4009 Band Shell of architectural application approval.
- Provided information to Bryan Cox regarding front door specifications.
- Notified 4000 Arcade of architectural approval for two window replacements. Advised owner that additional information required for front door replacement/modification.
- 4005 Band Shell – Architectural application received and approved for paver install. Notified owner.
- 7750 C Street – Architectural application submitted for siding replacement. Application approved and owner notified.
- Provided architectural application to contractor for unit owner window replacement.
- Sent requests for proposals for grounds maintenance to several contractors. Verified a pre-conference date with the Landscaping Chairperson which is scheduled for 9/20/22. Contractors advised to confirm attendance. Received 6 confirmations. Provided one additional SOW to Brightview Landscaping.
- Attended pre-conference with Landscape Committee chairpersons and landscape contractors.
- Prepared copies for Annual/Budget meeting.
- 4000 Arcade – Architectural applications received and approved for 2 replacement windows and front door modification. Owner advised that replacement windows approved and additional information required in order to review the front door.
- 4005 Band Shell – Architectural application received and approved for paver install.
- Received proposals from landscape maintenance contractors.
- 7732 C Street – Architectural application received and approved to install storm door.
- 4016 17th Street – Request received and submitted to update mailing address.
- Updated organizational information of Board of Directors.
- Prepared approved budget for budget/coupon mailing to unit owners.

Architectural Requests

- Approved Architectural Application:
 - a. 4007 Carousel Street – Architectural application submitted and approved for front door dome awning.
 - b. 4009 Band Shell – Architectural application submitted and approved for French drain.

- c. 4000 Arcade – Architectural application submitted and approved to replace two windows. Owner advised that additional information required in order to review the application for front door replacement/modification.
- d. 7750 C Street – Architectural application submitted for siding replacement. Application approved and owner notified.
- e. 4005 Band Shell – Architectural application submitted and approved for paver install. Owner notified. *Ratify in minutes*
- f. 7732 C Street – Architectural application received and approved to install front door. *Ratify in minutes.*
- Architectural Applications Requiring Review:
 - a. 7732 C Street – Architectural application received to replace siding. *Responses received from Paul, Kim, Carol, & Earl.*

Discussion/Decisions for Board Members

- SOW-Snow
- Landscape Maintenance proposals
- 2021 Draft Audit
- Electric Charging Station
- Mailbox Replacement

Accounts Receivable

- 5 accounts in arrears; 20 accounts past due parking fee. See attached report.
**Discussion to occur in Executive Session.

Closings

- 4000 Arcade Street, 7/14/22
- 4005 Band Shell, 6/28/22

Executive Session

- 5 accounts in arrears; 20 accounts 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	2022	1 year	2023
Kim Brahms	VP	2022	1 year	2023
Paul Doherty	Treasurer/Secretary	2022	1 year	2023
Carol OBrand	Director/Member at Large	2022	1 year	2023
Earl Lewis	Director/Member at Large	2022	1 year	2023