

LAST MEETING MINUTES

Chesapeake Station Homeowners Association, Inc. Board of Directors Meeting Minutes Monday, November 14, 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: Bryan Cox, Grounds Committee Chairperson
Sherri Kennedy, Sentry Management

Call to Order

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

Minutes

Paul Doherty made a motion approve the October 10, 2022 Board meeting minutes and Executive Session meeting minutes as submitted, Kim Brams seconded the motion and the vote carried unanimously.

Officers Reports

Treasurer's Report:

- Financial Summary through October 2022 were provided to the Board for review and full financial statements are available on the community portal.
- The non-routine expenses through October 2022: CPA for audit/taxes - \$1,782.00 and tax payment - \$185.00. All other expenses were routine.
- The Association is currently running approximately \$10,800.00 under budget.
- Management to complete a one time transfer from operating to reserves.

Committee Reports

- **Grounds Committee**
 - Bryan Cox brought forth the following items:
 - Correspondence provided by Eugene Fisher (DNR) regarding beach restoration information. Bryan Cox will request a formal write up and determine his availability to attend the December or upcoming Board meeting.
 - Bryan Cox has contacted BGE and submitted the appropriate request for review of the utility box to determine the possibility of replacement or painting.
 - Proposal from Highlands provided to the Board to complete bed renovation around BGE utility box bed area for a cost of \$1,745. Paul Doherty made a motion to approve the mulching portion of the proposal for a cost not to exceed \$200.00, Kim Brams seconded the motion and the vote carried unanimously.
 - Proposal from Highlands and provided to the Board for 17th & C Street bed renovation for a cost of \$3,245. After discussion, Kim Brams made a motion to approve the proposal with the stipulation that the plantings will be

warranted and if not, the work will be postponed until the Spring. Carol seconded the motion and the vote carried unanimously. Carol Obrand seconded the motion and the vote carried unanimously. The stumps in the bed will be ground. Bryan Cox will coordinate this service with Highlands.

- Discussion ensued regarding landscape management proposals. Kim Brams called references provided by contractors. The Board has narrowed down the selection to the top three contractors to Highlands, Blythewood, & Brightview. Further discussion will be discussed by the Board on 11/21/22.

- **Social Committee**

- Recent Event:
 - Oktoberfest occurred on 10/22/22.

- **Yacht Club**

- No Report

- **Architectural Committee**

- 4012 Carousel – Architectural application submitted to replace main entry door and left side panel, paint primary bedroom entry door and replace storm door, replace patio door window configuration with 3-panel sliding glass door, and replace main entry side upper right window with picture/slider window combination. Discussion ensued. Paul Doherty made a motion to approve all items as submitted in the architectural application except upper right window replacement with picture/slider combination. Carol Obrand seconded the motion and the vote carried.
- Paul Doherty made a motion to ratify approval of the architectural applications as follows:
 - 7789 Dentzell Street – Architectural applications received and approved to remove rear tree and install new tree as outlined.

Kim Brams 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.
- The scope of work for snow plowing/shoveling services was reviewed and approved. Management will solicit proposals from the top three grounds maintenance contractors.
- Kim Brams made a motion to approve the snow plow agreement with the Town of Chesapeake Beach. Carol OBrand seconded the motion and the vote carried unanimously. The Board agreed that Kim Brams will sign the agreement and it will be forwarded to the Town.

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, Earl Jones seconded the motion and the vote carried unanimously. The meeting was adjourned at 7:58 p.m. The next meeting is scheduled for Monday, December 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.
- Financials, paid invoices, and accounts receivable available for review in the Board Room on the community portal (www.sentrymgt.com).
- Prepared meeting minutes.
- Prepared monthly report and provided to Board for 11/14 Board meeting.
- 7732 C Street – Architectural application received and approved to install storm door. Owner notified.
- 7732 C Street – Architectural application submitted and approved to replace siding. Owner notified.
- P.O. Box renewal paid by Board Treasurer. Reimbursement issued.
- 2021 YE draft audit received, filed & provided to Board for review. Representation Letter provided to Treasurer for signature. Board and management signed Representation Letter submitted to CPA for final report. Advised CPA that bank confirmation would be sent by our Banking Dept.
- Bank confirmation requested by CPA and forwarded to Treasurer for signature. New signers required on the account. Request submitted to update to current Board Treasurer and President.
- Provided landscape maintenance proposals to Board for review. *Action Required*
- 4012 Carousel Way – Architectural application received through CSHOA website for replacement of main entry, primary bedroom & patio door and Board/Arch. Provided for review. *Action Required*.
- 4005 Band Shell – Architectural application received and approved for paver install. Owner notified.
- 7732 C Street – Architectural applications received and approved to install storm door and replace siding. Owner notified.
- Requested references from Brightview, Ray's Landscaping, & Blythewood. Received references and provided to Board.
- Provided landscape maintenance proposals to Board for review. *Action Required*
- 4012 Carousel Way – Architectural application received through CSHOA website for replacement of main entry, primary bedroom & patio door and Board/Arch. Provided for review. *Action Required*.
- 4004 Band Shell – Spoke to Board Secretary regarding architectural application. Advised that our office did not receive application. He will resend. Application received. Sent owner email informing that additional information required in order to review application. Owner wants to change specs and provided a picture of unit on C Street. Advised that architectural application must be re-submitted. Have not received re-submitted application.
- Received filed Amended & Restated Bylaws from attorney. Provided to Board Secretary

and submitted to update Re-sale. Prepared information to mail amended Bylaws to owners.

- Submitted request to bidders confirming specific maintenance items. Indicated that SOW would be added as an addendum to the awarded contract. Requested response by 10/31. Responses received and provided to Board.
- Sent email to committee to determine interest in serving as ACC Chairperson.
- 7789 Dentzell – Owner submitted architectural application for tree removal and replacement with a dwarf Japanese Maple tree. Application approved and owner notified. *Ratify in meeting minutes.*
- Submitted and processed request for committee members reimbursement for Oktoberfest.

Architectural Requests

- Approved Architectural Application:
 - a. 7732 C Street – Architectural applications received and approved to install storm door. and replace siding. Owner notified.
 - b. 7789 Dentzell – Architectural application received and approved to remove Cherry Tree in rear yard and replace with dwarf Japanese Maple Tree. Owner notified.
- Architectural Applications Requiring Review:
 - a. 4012 Carousel Way (10/12/22) – Architectural application received to replace main entry door and left side panel, paint primary bedroom entry door and replace storm door, replace current patio door/window configuration with 3-panel sliding glass door, replace upper right window with picture/slider window combination. *Action Required.*

Discussion/Decisions for Board Members

- Landscape Maintenance proposals
- SOW-Snow & Town Snow
- 17th & C Street & other landscape items
- Mailbox Replacement

Accounts Receivable

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

Closings

- None

Executive Session

- 18 accounts in arrears; 10 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