

## LAST MEETING MINUTES

### Chesapeake Station Homeowners Association, Inc. Board of Directors Meeting Minutes Monday, December 12, 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: Bryan Cox, Grounds Committee Chairperson  
Earl Francis, Grounds Committee Representative (7:06 – 7:40 p.m.)  
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 7:06 p.m. Microsoft Teams virtual meeting platform was utilized.

#### Minutes

*Kim Brams made a motion approve the November 14, 2022 Board meeting minutes as submitted, Carol OBrand seconded the motion and the vote carried unanimously.*

The meeting Agenda was amended to accommodate the Grounds Committee Representative's report on the CSHOA Beach Initiative.

- **Grounds Committee**
  - Eugene Francis, Committee Representative presented his report on the beach restoration and repairs. Eugene Francis solicited information from a DNR representative and a beach erosion specialist from St. Mary's County. See attached report. Eugene Francis left the meeting at 7:40 p.m.

#### 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.
- There were no non-routine expenses through November 2022. Postage and copies expenses were higher this month due to approved Bylaw mailing.
- The Association is currently running approximately \$13,300.00 under budget. Anticipate that will end the year with similar surplus.
- A request has been submitted for a one time transfer from operating to reserves.

#### Committee Reports

- **Grounds Committee**
  - Bryan Cox brought forth the following items:
    - The 17<sup>th</sup> & C Street bed renovations have been completed. for a cost of \$3,245.

- **Social Committee**
    - No Report
  - **Yacht Club**
    - No Report
  - **Architectural Committee**
    - Paul Doherty made a motion to ratify approval of the architectural applications as follows:
      - 4014 17<sup>th</sup> Street – Architectural application received and approved to install rooftop solar panels.
- Kim Brams seconded the motion and the vote carried unanimously.

#### **Unfinished Business**

- Discussion ensued regarding the landscape maintenance proposals submitted. Paul Doherty made a motion to accept the proposal submitted by Highlands Landscape & Design for the 2023 season, Earl Lewis seconded the motion and the vote carried 3 – 2.
- Kim Brams made a motion to accept the snow agreement with Highlands Landscape & Design with the modification to the contract for automatic disbursement at 3” and automatic ice treatment at the contractor’s discretion, Paul Doherty seconded the motion and the vote carried unanimously.
- 4004 Dentzell – The owner has not resubmitted a revised architectural application for deck railing changes. A follow up notification will be sent to the unit owner.

#### **New Business**

- 7736 C Street – Owner previously received approval for deck replacement and/or modification. Vinyl railings were not part of the approved application. A notification will be sent, including architectural specifications, to the unit owner requesting a railing correction.

#### **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 Lewis seconded the motion and the vote carried unanimously. The meeting was adjourned at 8:37 p.m. The next meeting is scheduled for Monday, January 9, 2023.*

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.
- Financials, paid invoices, and accounts receivable available for review in the Board Room on the community portal ([www.sentrymgt.com](http://www.sentrymgt.com)).
- Communicated with owners regarding account information, architectural applications, re-sale information, maintenance.
- Prepared meeting minutes.
- Provided converted proposal from Highlands for holly bed renovation.
- Provided Paul Doherty with picture provided for architectural application from 4004 Band Shell.
- Confirmed with Social Committee Chairperson that reimbursement request has been submitted for all committee members and payment processed.
- Provided snow SOW and requested proposal from Blythewood, Brightview & Highlands. Received proposals from Blythewood & Brightview. Received proposals and provided to Board. *Action Required.*
- Sent request to Blythewood concerning pricing confirmation/understanding. Await response. Received response and revised proposal. Provided to Board for review. Updated revised proposal received 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. Application approved for all items except the relocation of the window to the front façade. Application provided to owner.
- Received revised landscaping agreements and forwarded for signature. Signed agreements received and provided to Highlands, cc LCC.
- Submitted snow agreement for signature. Signed agreement received.
- Requested COI to include TOCB as certificate holder. Followed up with insurance company. Received requested COI.
- Signed snow agreement and COI provide to Holly Wahl at TOCB. Confirmed with TOCB that required documents received.
- Scheduled meeting for 11/21 through Teams. Board President unavailable for meeting. Meeting cancelled.
- 4014 17<sup>th</sup> Street – Architectural application received for rooftop solar panels and forwarded to the Board. Application approved and owner notified. *Ratify in meeting minutes.*

## Architectural Requests

- Approved Architectural Applications:
  - a. 4012 Carousel Way – Architectural application approved to replace main entry door/left side panel, paint primary bedroom entry door/replace storm door, and replace current patio door/window configuration with 3-panel sliding glass door.

Replacement of front upper right window with picture/slider was disapproved.  
Owner notified.

- b. 4104 17<sup>th</sup> Street – Architectural application received for rooftop solar panels and forwarded to the Board for review. Application approved and owner notified.  
*Ratify in meeting minutes.*

- Architectural Applications Requiring Review:
  - a. None

## Discussion/Decisions for Board Members

- Landscape Maintenance proposals
- 17<sup>th</sup> & C Street & other landscape items
- Mailbox Replacement
- Wheelchair access ramps to townhouse parking lot curbs
- Beach rehabilitation
- Pollination & Herb gardens

## Accounts Receivable

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

## Closings

- None

## Executive Session

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

## Board Meeting Dates

2023 Meeting Calendar: 1/, 2/13, 3/13, 4/10, 5/8, 6/12, 7/10, 8/14, 9/9, 10/9, 11/13, 12/11

## 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