

LAST MEETING MINUTES

Chesapeake Station Homeowners Association, Inc. Board of Directors Meeting Minutes Monday, January 9, 2023 Microsoft Teams Virtual Meeting Platform

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

MEMBERS ABSENT: Earl Lewis, Member at Large

ALSO PRESENT: Joyce Fife, Architectural Committee Representative
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 December 12, 2022 Board meeting minutes as submitted, Paul Doherty seconded the motion and the vote carried unanimously.

Officers Reports

Treasurer's Report:

- Financial Summary, balance sheet & revenue/expense report through December 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 December 2022.
- The Association ended the year with a \$14,214.56 surplus (approximately 17%) and there were no reserve expenses for the year.

Committee Reports

- **Grounds Committee**
 - Eugene Francis will be contacted for recommendations on contractors to review the beach for building a dune and replacing the stairs.
- **Social Committee**
 - No Report
- **Yacht Club**
 - Invoices sent to those owners currently renting boat rack space.
- **Architectural Committee**
 - No architectural applications open for review.
 - 1736 C Street – Board awaits response regarding correction of the white railings.

Unfinished Business

- None

New Business

- Bruce Wahl would like to propose replacement of all but two mailboxes (17th St. & Dentzell Ct.). Proposed information to be shared with the Board.

Open Forum:

- Owner inquired about a plan for overgrown trees that block views. Board advised that if a concern is received by an owner, thank the area is reviewed for appropriate action. Blanket clear cutting or topping of trees does not occur.
- Owner inquired about the vegetation growing in rip rap. If a concern is noted, it should be addressed with the Landscaping Committee Chairperson.

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 7:57 p.m. and proceeded into Executive Session.

Executive Session:

No action taken. *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 8:03 p.m. The next meeting is scheduled for Monday, February 13, 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).
- Communicated with owners regarding account information, architectural applications, re-sale information, maintenance.
- Prepared meeting minutes.
- Notified Highlands they were awarded the grounds & snow management contracts for 2023. Requested revised snow agreement for automatic disbursement.
- Prepared and sent notification to contractors thanking them for proposal submission and informing that contract awarded to another contractor.
- 1736 C Street - Sent notification of unapproved vinyl railings. Informed owner to complete architectural application and provide plan for rectifying violation. Provided color summary and replacement options.
- Submitted meeting room reservation request to NECC for 9/9/23. Reservation confirmed.

Architectural Requests

- Approved Architectural Applications:
 - a. None
- Architectural Applications Requiring Review:
 - a. None for review

Discussion/Decisions for Board Members

- 17th & C Street & other landscape items – Completed

Future Items

- Mailbox Replacement
- Community Signs
- Replacement benches
- Wheelchair access ramps to townhouse parking lot curbs
- Beach rehabilitation
- Pollination & Herb gardens

Accounts Receivable

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

Closings

- None

Executive Session

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

Board Meeting Dates

2023 Meeting Calendar: 1/9, 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