

MEETING MINUTES

**Chesapeake Station Homeowners Association, Inc.
Board of Directors Meeting Minutes
Monday, February 13, 2023
Microsoft Teams Virtual Meeting Platform**

Attendees:

Bruce Wahl, President
Kim Brams, Vice-President
Paul Doherty, Secretary/Treasurer
Carol OBrand, Member at Large
Earl Lewis, Member at Large
Bryan Cox, Grounds Committee Chairperson
Monica Brecka, 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 7:04 p.m. Microsoft Teams virtual meeting platform was utilized.

Approval of the Meeting Minutes:

Kim Brams made a motion approve the January 9, 2023 Board meeting minutes as submitted, Carol OBrand seconded the motion and the vote carried unanimously.

President's Report:

- Mailbox project to be discussed under new business.

Treasurer's Report:

- Financial Summary, balance sheet & revenue/expense report through January 2023 were provided to the Board for review and full financial statements are available on the community portal.
- The only non-routine expenses through for the month of January was \$3,795.00 for two Overlook bed renovations.

Committee Reports/Architectural Review:

- **Grounds Committee**
 - Eugene Francis was contacted for recommendations on contractors to review the beach for building a dune and replacing the stairs. No response received.
 - Recommend coordinating a beach clean up this year.
 - Bryan Cox has been in touch with the Town of Chesapeake beach regarding the maintenance of C Street and will continue to communicate with them.
 - Highlands has been working on the community clean up, grasses have been cut back and working on cleaning up the edging.
 - Bryan Cox will work with Highlands to clean up the Glen area and address concerns brought forth from owner regarding invasive vines.
 - Bruce Wahl has reviewed the community with Highlands and noted several faded signs and replacing rotted posts and perform painting as directed. Bruce Wahl will instruct Highlands to replace the rotted posts. The Board will work with the Town of Chesapeake Beach to repair and replace the traffic signs and posts that require repair and replacement. The Board will conduct a review of the community

- **Social Committee**
 - No Report
 - Suggestion from Board member to coordinate a “Spring Fling” event with Grounds Committee. Bryan Cox contact Social Committee Chairperson.
- **Yacht Club**
 - Paul Doherty received payment from Committee Chairperson and forwarded to management for deposit.
 - Fishing boat, approximately 12’, with expired tags appears to have been abandoned.
- **Architectural Committee**
 - 4007 Carousel Street – Architectural application received and approved by the Architectural Committee for window replacement. Kim Brams made a motion to approve the decision of the Architectural Committee. Earl Lewis seconded the motion and the vote carried unanimously.

Manager’s Report:

- Written report provided to Board.

Unfinished Business:

- None

New Business:

- *Earl Lewis made a motion to reinvest the money from the CD maturing on 3/8/23 with a financial institution with the highest interest rate.*
- Bruce Wahl provided a review of the community mailboxes requiring replacement and provided a report to the Board. Kim Brams made a motion to purchase and replace all mailboxes with 16 mail compartments and 2 oversized compartments in the color bronze contingent upon approval from the Postmaster who will install the mailboxes. Paul Doherty seconded the motion and the vote carried unanimously. A special is running through February offering a 10% discount and free shipping.

Owners 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.

Executive Session:

With no further business to discuss, the chair entertained a motion to move into Executive Session. Carol OBrand made a motion to move into Executive Session to review accounts receivable, Paul Doherty seconded the motion and the vote carried unanimously. The meeting proceeded into Executive Session.

Action Items/Return to Open Meeting:

Board will continue to send reminder notices to owners with past due balances.

Adjournment:

Paul Doherty made a motion to adjourn the meeting, Carol Obrand seconded the motion and the vote carried unanimously. The meeting was adjourned at 8:57 p.m. The next meeting is scheduled for Monday, March 13, 2023.

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.
- Processed invoices.
- Prepared meeting minutes.
- Email sent to Mr. Francis inquiring on recommendations for contractors to review building a dune and replacing the beach stairs.
- Information received from Board President with mailbox information.
- Received community eblast regarding leash law.
- Sent email to Monica & Joyce regarding interest in serving as co-chairperson of Architectural Committee. Provided follow up email to Monica with responsibilities. Monica agreed to serve as co-chairperson with Joyce for the Architectural Committee.
- Received and processed invoice for insurance policy.
- 4007 Carousel – Architectural application received through website to replace windows and provided to Architectural Chairpersons for recommendation to the Board. ACC co-chairperson requested additional information in order to complete the review. Notification sent to owner for requested information. Contractor provided material list and color. Responded to contractor requesting brochure/cut sheet of windows, pictures of windows from exterior including two on either side of fireplace, and inquired about drawing/design plan of proposed project at completion.
- Prepared monthly report for Board meeting.
- Sent meeting reminder to committee chairpersons.

Architectural Requests

- Approved Architectural Applications:
 - a. None
- Architectural Applications Requiring Review:
 - a. 4007 Carousel – Architectural application received for window replacement.
Action required.

Discussion/Decisions for Board Members

- Maturing CD – 3/8/23

Future Items

- Mailbox Replacement – Information provided by Board President
- Community Signs
- Replacement benches

- Wheelchair access ramps to townhouse parking lot curbs
- Beach rehabilitation
- Pollination & Herb gardens

Accounts Receivable

- 18 accounts in arrears; 8 accounts past due parking fee. See attached report.
**Discussion to occur in Executive Session.

Closings

- None

Executive Session

- 18 accounts in arrears; 8 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