

MEETING MINUTES

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

MEETING MINUTES

Attendees:

Bruce Wahl, President
Paul Doherty, Secretary/Treasurer
Carol OBrand, Member at Large
Earl Lewis, Member at Large
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 7:05 p.m. Microsoft Teams virtual meeting platform was utilized.

Approval of the Meeting Minutes:

Carol OBrand made a motion approve the February 13, 2023 Board meeting minutes as submitted, Earl Lewis seconded the motion and the vote carried unanimously.

President's Report:

- Mailboxes have been shipped and are scheduled to be delivered to the Old Tyme Contractors at the end of the week. The contractor will coordinate replacement with the post office.
- Bruce Wahl is working with Highlands and to replace/repair signs and/or posts.

Treasurer's Report:

- Financial Summary, balance sheet & revenue/expense report through February 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 February.

Committee Reports/Architectural Review:

- **Grounds Committee**
 - Highlands has been working on the community clean up. Proposal provided for Board review. To be discussed under New Business.
 - The Board to follow up with Highlands on the Glen area clean up and address concerns brought forth from owner regarding invasive vines.
 - Carol made a motion to purchase eight Adirondack chairs at a cost of \$139.99 plus tax to replace the benches. There was no second and the motion died.

- **Social Committee**
 - No Report
 - Wine and cheese event is scheduled for the afternoon/evening of April 22nd, time to be determines. The Board will send out a save the date eblast to the owners.
- **Yacht Club**
 - No Report.
 - The inflatable fishing boat, approximately 12' with outboard motor, with expired tags appears to have been abandoned. The boat will be removed and disposed of if unable to determine the owner.
- **Architectural Committee**
 - 4006 Arcade Court – Architectural application received to remove large tree. The Board approved the architectural application with the stipulation that the critical area requirements are met. The owner must contact the Town of Chesapeake Beach to determine.

Manager's Report:

- Written report provided to Board.

Unfinished Business:

- None

New Business:

- *Carol OBrand made a motion to approve option 1 at a cost of \$1,112.00 to install 16 "Sargent" Junipers at the Overlook. Earl Lewis seconded the motion and the vote by majority with 1 abstention.*
- *Earl Lewis made a motion to approve to remove the overgrowing Junipers, ornamental grasses, grade area and oversee near 4012/4014 17th St. in the Overlook for a cost of \$1,675.00. Carol OBrand seconded the motion and the vote carried unanimously.*
- *Bruce Wahl made a motion to approve the removal of all dead Leyland Cypress trees, remove English Ivy ground cover and create a new plant bed for future trees at the entrance to the community for a cost of \$1,850.00. and to install 10 (7' -8') Green Giant trees for a cost of \$5,500.00. Earl Lewis seconded the motion and the vote carried unanimously.*
- *Bruce Wahl made a motion to approve the removal of the old, overgrowing Evergreen bushes, thin out the Hostas, replace bushes, and install 5 "Boxus Semp" Cone (36" - 42") for a total cost of \$595.00 near 7787C Street bed. Earl Lewis seconded the motion and the vote carried unanimously.*
- *Earl Lewis made a motion to approve the beach clean-up of log/debris removal for a cost between \$450.00 - \$500.00. Earl Lewis seconded the motion and the vote carried unanimously.*
- Upcoming project is clean up and removal of dead trees at the boat rack.

Owners Forum:

- No owner comments or concerns.

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, Earl Lewis 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:

Carol OBrand made a motion to adjourn the meeting, Paul Doherty seconded the motion and the vote carried unanimously. The meeting was adjourned at 8:25 p.m. The Board agreed to change the meeting date to the first Wednesday of the month. The next meeting is scheduled for Wednesday, April 5, 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.
- Sent inquiry to Alliance Association Bank for interest rates and recommendation for CD maturing on 3/8/23. Provided CD & MM rates for Sentry preferred financial institutions.
- 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. Owner provided a 3D picture of changes and forwarded to committee/board representative. A 30 page brochure of Aspect windows will be provided to Board member. Confirmed description of requested work, the window size will remain as existing, & the outside trim will match the siding within 2 shades. Application approved, signed by AC and provided to owner.
- Report received that two sections of post and rail fence on C Street are down. Appears to have been possibly hit by a vehicle. Post is damaged, but rails seem to be in good condition. Committee member determined that portion of fence was removed by owner in order to make repairs and will be re-installed.
- Beach Clean Up – Await a proposal from Highlands.
- Wine & cheese event – Possibly Earth Day, 4/22.
- Followed up on mailbox delivery. The order shipped on 3/6 with estimated arrival of 3/16.
- Prepared monthly report for Board meeting.
- Sent meeting reminder to committee chairpersons.

Architectural Requests

- Approved Architectural Applications:
 - a. No requests received

Discussion/Decisions for Board Members

- Maturing CD – 3/8/23 – Request submitted to re-invest CD for same term with financial institution with highest interest rate at time of maturity.
- Mailbox Replacement – Mailboxes on order to be delivered to Olde Tyme Craftsmen who will repair and prepare the concrete pads for mailbox installation, remove/dispose of old mailboxes, and install new mailboxes.

Future Items

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

Arrears/Collections Status

- 8 accounts in arrears; 4 of the past due accounts include past due parking fee. 1 past due parking account.
- See attached Accounts Receivable Report.
**Discussion to occur in Executive Session.

Closings

- None

Executive Session

Covenants, Legal and Collection issues will be discussed in Executive Session
Any opinions and recommendations made by your community association manager or management company are not a legal opinion. If your Board wishes a legal opinion then they should consult with the association's Attorney. The opinions and recommendations expressed by your manager and management company are based on their time and experience in the association management industry but do not constitute nor are they meant as legal opinions or advice.

- 8 accounts in arrears; 4 of the past due accounts include past due parking fee. 1 past due parking account.
- See attached Accounts Receivable 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 (Annual/Budget), 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