

MEETING MINUTES

**Chesapeake Station Homeowners Association, Inc.
Board of Directors Meeting Minutes
Wednesday, April 19, 2023
Microsoft Teams Virtual Meeting Platform**

MEETING MINUTES

Attendees:

Bruce Wahl, President
Kim Brams, Vice-President
Carol OBrand, Member at Large
Earl Lewis, Member at Large
Bryan Cox, Grounds Committee Chairperson
Heidi Daniels, Social Committee Chairperson
Terri Long, 4004 Arcade Court
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 7:09 p.m. Microsoft Teams virtual meeting platform was utilized.

Approval of the Meeting Minutes:

Kim Brams made a motion approve the March 13, 2023 Board meeting minutes as submitted, Carol OBrand 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 are \$17,590.00 to the mailbox supplier in February and \$3,986.00 to Olde Time in March for installation of mailboxes. Total of \$21,576.00 paid out of reserves.

Committee Reports/Architectural Review:

- **Grounds Committee, Bryan Cox**
 - Highlands has been working on Board approved projects.
 - Landscaping projects completed at 17th & C Street.
 - The beach clean up is planned for Friday, 4/21.
 - Proposal received from Highlands to clean up area between Rod-n-Reel and CSHOA.
 - Removal of the vines and dead trees at the community entrance near Rod-n-Reel and replacement with Green Giant trees has been completed.

- Board President reported that he has been communicating with Rod-n-Reel and the TOCB regarding the removal of two large dead trees in the critical area. Not prepared to move forward with this project.
- 4004 Arcade – Owner requested the following:
 - Removal of tree branches growing house.
 - Dead Silver Leaf Tree was removed and lights from garage now shine through window. Owner requested creation of a barrier.
 - Owner suggested that the Trumpet Creeper be reviewed as it will kill trees.
 - Board will work with owner concerning cleaning up the area between Rod-n-Reel and CSHOA.
- *Kim Brams made a motion to approve the contract submitted to clean up the beach and kayak area. Earl Lewis seconded the motion and the vote carried unanimously.*
- **Social Committee, Heidi Daniels**
 - Spring Social “Wine and cheese with a side of Bocci” event is scheduled for the afternoon/evening of April 29th. Crochet and Cornhole games will also be available. Information will be sent by eblast a week prior and a reminder two days prior.
 - Hole in ground noted in this area close to steps facing the bay. Heidi will identify for repair.
 - Next event Committee is planning is a Luau. Date to be determined.
- **Yacht Club**
 - No Report.
 - All rental fees are paid.
 - President to provide information for the owner of the inflatable fishing boat that is filled with water. Management will send notice informing owner to store in a manner that does not collect water.
- **Architectural Committee**
 - 7785 Denzel – Board unanimously approved architectural application received to rebuild deck and screened porch.
 - 7783 C Street – Board unanimously approved architectural application to widen driveway.

Manager’s Report:

- Written report provided to Board.

Unfinished Business:

- None

New Business:

- Complaint received regarding non-owner/vehicle parking on 17th Street parking lot. A notice will be drafted on letterhead for Board review and approval. Once approved, representative will placed on vehicle.

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 to review accounts receivable. Kim Brams made a motion to move into Executive Session to review accounts receivable, Carol OBrand seconded the motion and the vote carried unanimously. The meeting proceeded into Executive Session.

Action Items/Return to Open Meeting:

- Late fees and interest will be removed from one account.
- Board will continue to send reminder notices to owners with past due balances.

Adjournment:

Kim Brams made a motion to adjourn the meeting, Carol OBrand seconded the motion and the vote carried unanimously. The meeting was adjourned at 9:00 p.m. The next meeting is scheduled for Thursday, May 4, 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.
- 4006 Arcade – Architectural application submitted for tree removal that is obstructing bay view. Application approved with stipulation that the critical area requirements are met. Owner must contact TOCB. Owner notified. Owner advised that the tree is healthy and within the buffer area (1000 ft. from the water) and may not be removed. The tree service has been canceled. Owner will pursue tree trimming.
- Received signed agreement with Highlands for landscaping services.
- Confirmed monthly meeting day change with Board members and updated calendar information. Login information remains the same.
- Received 2023 beach application and request for payment. Application and payment will be mailed to the Calvert County Health Dept. Application and payment mailed to CC Health Dept.
- 4002 17th Street – Owner contacted to review account as requested.
- Processed invoices.
- 7785 Dentzell – Received architectural application to rebuild deck/screened in area and screen door. Requested picture/brochure of screen door.
- Please advise if further action is required of the Board.
- Received invoice (\$3,986) from Olde Tyme Craftsmen for Carousel concrete resurface, removal/disposal and installation of nine cluster mailboxes. Invoice submitted for payment processing.
- Received correspondence through CSHOA website from neighbor regarding a driveway extension at 7783 C Street. No architectural application has been received from 7783 C Street.
- 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

- 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. Project completed.

Future Items

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

Arrears/Collections Status

- 7 accounts in arrears; 3 of the past due accounts include past due parking fee.
- 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.

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- See attached Accounts Receivable Report.
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Board Meeting Dates

2023 Meeting Calendar: 1/9, 2/13, 3/13, 4/6, 5/4, 6/1, 7/6, 8/3, 9/9 (Annual/Budget), 10/5, 11/2, 12/7.

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