

## LAST MEETING MINUTES

### Chesapeake Station Homeowners Association, Inc. Board of Directors Meeting Minutes Monday, May 9, 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: Bill Lebeel, Landscape Committee Chairperson (7:12 p.m. – 8:02 p.m.)  
Bob Brams, Landscape Committee  
Tyrone Aiken, 7822 C Street (7:54 p.m.-8:26 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 at 7:08 p.m. Microsoft Teams virtual meeting platform was utilized.

#### Minutes

*Kim Brams made a motion approve the April 11, 2022 Board meeting minutes as submitted, Carol Obrand seconded the motion and the vote carried unanimously. Kim Brams made a motion to approve the April 11 and April 14, 2022 Executive Session meeting minutes as submitted, Paul Doherty seconded the motion and the vote carried unanimously.*

#### Officers Reports

##### **Treasurer's Report:**

- Financial Summary through April 2022 were provided to the Board for review and full financial statements are available on the community portal.
- The non-routine expenses through April 2022: Legal expense - \$593.00
- Association is approximately 4,771.00 dollars under budget through the end of April.

#### Committee Reports

- **Grounds Committee – Report provided by Bill Lebeel, Grounds Committee Chairperson**

- The following items were discussed:
  - Cleanup of the beach began approximately 1 ½ weeks ago. Has been visiting the beach each visit to perform clean up efforts rather than clean up all at once.
  - Jose submitted proposal with landscape suggestions for the two Overlook area beds. Two options were provided depending on availability of supplier. Unable to provide watering services. Discussion ensued. Carol has developed a design plan which will be tweaked and provided to the Committee for review. Once finalized a copy will be provided to the Board. Carol OBrand would like to consider purchasing the plant material and having Jose or another contractor provide the labor for planting.

Carol OBrand excused at 7:35 p.m.

- Discussion ensued regarding the current contract and services that could be added. It was noted that the beds near the Overlook require weeding as well as two beds at the bottom of the concrete stairs from the Overlook which have not been edged or weeded. Jose will be asked for an estimate for additional weeding services to be conducted every two weeks.

Tyrone Aiken arrived at 7:54 p.m.

- Paul Doherty will forward the Statement of Work that was previously prepared for the Board to review as a starting point in preparation for the 2022 request for landscape proposals. Other samples will be provided by management for review.
- Committee representation from the townhome and single family areas and will consist of Bill Lebeel as Chairperson, Carol OBrand for single family area, Bob Brams and Bryan Cox for the Overlook, and Bill Lebeel will seek a volunteer from the C Street townhomes with Earl Lewis as back up.

Bill Lebel excused at 8:02 p.m.

- **Social Committee**

- Carol OBrand is happy to assist in organizing an event, but does not feel comfortable with the new COVID outbreak. This will be deferred.

- **Yacht Club**

- A couple of individuals must pay and Bea Paddy will continue to contact those individuals for payment.

- **Architectural Committee**

- Kim Brams made a motion to ratify approval of the Architectural application submitted for 7844 C Street to replace siding, decking, two rear doors, replace fence and repair front door, Earl Lewis seconded the motion and the vote carried unanimously.

### **Unfinished Business**

- Discussion ensued concerning tracking the number of rentals in the community. Paul Doherty will provide to the Board a list of rental units for review in order to determine a baseline. Management has two leases on file.
- Mailboxes – The post office will not purchase the mailboxes, but will install. Total mailboxes and sizes will need to be determined for pricing.

### **New Business**

- None

### **Open Forum:**

- Tyrone Aiken, 7822 C Street - Received maintenance letter and requested that future letters be more specific. Advised that a picture will be provided for clarification.
- Owner advised the Board of a run in that occurred on the beach last summer with a tenant that approached him stating that he didn't recognize Mr. Aiken. The tenant acted inappropriately and feels owners must take responsibility for their tenants.
- Advised that individuals from the casino are trespassing on private property performing illegal activity. Board advised owner to contact the Sheriff's Dept. in the future.

### **Adjournment:**

*With no further business to discuss, the chair entertained a motion to adjourn the meeting. Kim Brams made a motion to adjourn the meeting, Earl Lewis seconded the motion and the vote carried*

*unanimously.* The meeting was adjourned at 8:26 p.m. The meeting proceeded into Executive Session. The next meeting is scheduled for Monday, June 13, 2022.

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.
- Processed invoices.
- Prepared meeting minutes.
- Re-scheduled April Board meeting and re-sent invitation to Board and provided notification to Committee members.
- 4001 Arcade – Resale information requested.
- 4003 Arcade – Architectural application submitted for window replacement and provided to ACC. *Action Required.*
- 7783 C Street – Architectural application received from Board President and provided to Board for widening driveway along with correspondence from the neighbor. Application included in meeting information. Application approved 4/19 Board meeting.
- 4018 7<sup>th</sup> Street – Architectural application received for front door painting and provided to ACC. Application provided to ACC and included in meeting information. Application withdrawn and will be resubmitted once plans are finalized.
- 4024 17<sup>th</sup> Street – Owner submitted email to the Board regarding non resident parking. Provided login information for 4/6/23 Board meeting.
- 7785 Dentzell – Received architectural application to rebuild deck/screened in area and screen door. Requested picture/brochure of screen door. Information for screen door received and application forwarded for review. Application approved at 4/19 Board meeting.
- 4032 17<sup>th</sup> St. – Notice sent to owner regarding regular weeding & neat appearance.
- 4003 Arcade – Architectural application submitted for window replacement and provided to ACC. *Action Required.*
- 7783 C Street – Architectural application received from Board President and provided to Board for widening driveway along with correspondence from the neighbor. Application included in meeting information. Application approved 4/19 Board meeting and submitted for signature. Received signed document and owner was notified.
- 4000 17<sup>th</sup> Street – Await confirmation on the architectural application for pergola. Received architectural application for pergola sent through CSHOA post office. *Action Required.*
- 7785 Dentzell – Received architectural application to rebuild deck/screened in area and screen door. Requested picture/brochure of screen door. Information for screen door received and application forwarded for review. Application approved at 4/19 Board meeting and forwarded for signature. Received signed application and owner was notified.
- Submitted agreement for landscape clean up items for signature. Received signed document and provided to contractor.
- 7786 C Street – Spoke to owner regarding credit on account. Researched account and

determined that owner had been making monthly payments with past management rather than quarterly creating an account credit. Contacted owner to provide update.

- Drafted non resident vehicle notice and provided to Board for review. Notice approved and provided to place on vehicle windshield.
- Paid fidelity bond renewal and submitted request for reimbursement.
- 4010 Band Shell – Owner inquired about resale documents. Provided instruction to order closing documents.
- 4018 7<sup>th</sup> Street – Architectural application received for front door painting and provided to ACC. Application provided to ACC and included in meeting information. Application withdrawn and will be resubmitted once plans are finalized. Received revised application to paint front door and forwarded for review. Received picture and submitted for review. *Action Required.*
- 7790 Dentzel – Architectural application submitted to replace roof and provided to Board and ACC. Received approval responses from Kim, Earl, & Bruce. *Action Required.*

## Architectural Requests

- Approved Architectural Applications:
  - a. No new requests received

## Discussion/Decisions for Board Members

- Outstanding Architectural Applications

## Future Items

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

## Arrears/Collections Status

- 5 accounts more than 2 quarters in arrears; 12 accounts 1 quarter in arrears, 8 parking fee accounts in arrears.
- See attached Accounts Receivable Report.  
\*\*Discussion to occur in Executive Session.

## Closings

- None