

**CSHOA Board of Directors Meeting Minutes January 4, 2021**  
**Virtual Meeting via Zoom**

- A. Call to Order & Approval of meeting Agenda:** Meeting called to order @7:00pm  
Board members in attendance were Bruce Wahl, Kim Brams, Paul Doherty, Charlie Pritchard, and Warren La Heist. Also attending were Committee members Dave Ferguson and Pam Johnson and owner Keith Pardieck.
- B. Approval of meeting minutes:** The minutes from the December 7, 2020 Board meeting were approved as presented.
- C. Treasurer's Report:** There was no report because Summit has not provided an updated financial statement.

**D. Committee Reports:**

**Grounds**

Bill Leebel led a walk-around of the development on December 30 to point out areas that he believes needs grounds work. Paul posted pictures on the HOA web site. Kim mentioned that she had emailed pictures to the Board on December 29 pointing out other areas that needed attention.

**Social**

The Social Committee conducted judging for the annual "Decorate Your Door and More" event on December 22. An email was sent announcing the awardees and honorable mentions in several categories.

**Architectural**

Penny Schmidt was not present and there was no report.

**Yacht Club**

Dave Ferguson reported that all but two kayak spaces in our boat racks are leased. He has mailed out forms to users for renewal of their leases in 2021 .

**E. Old Business**

**Sentry Management Contract**

- An on-line meeting has been set up for Bruce Wahl and Paul Doherty with Todd Wawrzeniak, VP at Sentry Management On January 6 to discuss the transition.
- Sentry is in the process of sending letters to all owners that introduce the company, provides information on setting up accounts and making assessment payments, and includes a payment booklet for owners who wish to mail their 2021 assessment payments.

**CSHOA Board of Directors Meeting Minutes February 1, 2021**  
**Virtual Meeting via Zoom**

- A. Call to Order & Approval of meeting Agenda:** Meeting called to order @7:06pm  
Board members in attendance were Bruce Wahl, Kim Brams, Paul Doherty, and Warren La Heist. Also attending were Committee members Bill Leebel, Pam Johnson and Penny Schmidt. Also attending was Todd Wawrzeniak, VP of Sentry Management.
- B. Approval of meeting minutes:** The minutes from the January 4, 2021 Board meeting were approved as presented.
- C. Treasurer's Report:** Attached.

**D. Committee Reports:**

**Grounds - Bill Leebel**

Highlands has made three visits to maintain common ground. Most of the work was in-contract. Kim Brahms pointed out there are cracks in the sidewalks at the Overlook. Bruce Wahl suggested conducting a tour with Bill to assess the condition of sidewalks in the development.

Sinkholes have developed in common ground at the end of Carousel Way (see previous minutes) and Bill suggested the problem may be the storm drains buried in the area. Since the storm drains are managing water flows from Town streets, Bruce proposed that the Board query the Town about taking responsibility for repairing the sink holes and any underlying problems in the storm drains that may exist. Todd Wawrzeniak said he would add that to his list.

**Social – Penny Schmidt**

There has been no activity by the Social Committee since the Decorate Your Door and More holiday event. Planning for future events is on hold due to the pandemic.

**Architectural – Penny Schmidt**

Penny has two Architectural Change Request Applications – one for replacement of entry doors on Arcade Ct. and the other for installation of a front door awning on Dentzel Ct.

Paul Doherty asked about progress of the repair activity on a home on Arcade Ct. Repairs approved by the Architecture Committee have been underway for several months but seems to have stalled recently. Penny stated she would look into it. Penny also stated she will be stepping down as Chair of the Architecture Committee. Several owners have been asked to take over the position but have declined. Paul said he would send out an email soliciting interest from owners/residents about

taking over. Penny said that although she planned to move from the area, she was willing to mentor and help transition a new person into the position. Penny has been researching new sources of vinyl siding that provide a look and colors compatible with our Architectural guidelines. Penny said she expects to receive a catalog of CertainTeed siding that she expects will fit the bill.

#### **Yacht Club – Bruce Wahl**

Dave Ferguson, Commodore, was not present but Bruce reported that boat rack rental leases for 2021 have gone out. Paul stated that a number of signed leases have been returned with rental checks.

### **E. Old Business**

#### **Sentry Management Contract Transition**

- Todd Wawrzeniak reported that closeout funds from Summit Management have been received by Sentry.
- Sherry Kennedy from Sentry will be coming on-board in the next 30-45 days as our Community Manager.

#### **Owner Complaint**

- An owner on C St. had complained earlier (see previous minutes) about obstruction of views of the Bay. Kim Brams said she would send a note to the owner that the Board was continuing to analyze and discuss the issue.

#### **Town Planning & Zoning Meeting on Short Term Rentals**

- The Town P&Z Commission held a meeting to discuss the prohibition in Town Ordinances against short term rentals (defined as 30 days or less). None of the Chesapeake Station Board members were able to attend but the Town later sent out an email to Town residents indicating that the prohibition will continue to stand. Bruce pointed out that our Governing documents are more restrictive (i.e. prohibits leasing for periods of less than 6 months) and takes precedence with HOA grounds.

### **F. New Business-**

#### **Owner Complaint**

- Residents at the Overlook have been complaining about tenants at one of the townhouses who has a lot of transient visitors, to the extent that space in the parking lot becomes unavailable to other residents.

### **G. Questions from Members- Open Forum**

- No questions or comments

## H. Adjournment and Next Meeting

- The meeting adjourned at 8:22PM. Next meeting is scheduled for March 1, 2021 @ 7:00PM via Zoom.

## February 2021 Treasurer's Report

### Financials

The Balance Sheet as of December 31, 2020 (last report received from Summit Management):

Operating Account - \$17,775

Reserve Money Market - \$113,909

Reserve CDs (4) - \$124,905

Other Assets (Assessments Receivable, Prepaid Insurance) - \$2,484

Liabilities (Accounts Payable, Accrued Expenses, Prepaid Assessments, Deferred Revenue, etc.) – (\$77,447)

### Year-End Status vs Budget

Income	99.0%
Variance	(\$890)
Expenses	83.8%
Variance	(\$9,891)

### November/December Cash Flow

#### *Invoices Received*

Summit	Nov/Dec Management Contract	\$1387.50
Summit	Copies/Postage/Late & Delinquent Notices	\$69.96
Highlands	Nov/Dec Maintenance Contract	\$4974.28
Highlands	Tree Maintenance	\$2,450
Highlands	Tree Maintenance	\$2,475 (Reserves)
HOA Member	Mailout of Ratified HOA Declaration	\$440.55
HOA Member	Copies & Holiday Decorating Contest	\$80.47
Elmore & Throop	Legal Fees	\$754.00
Total		\$12,631.76

#### *Income Accrued*

Assessments	\$14,374.40
Interest	\$287.61
Total	\$14,662.01

**CHESAPEAKE STATION HOMEOWNERS ASSOCIATION, INC.**

**GENERAL BOARD MEETING MINUTES**

**MARCH 1, 2021**

**7:00 P.M.**

**VIRTUAL MEETING VIA ZOOM**

- I. **Establish Quorum & Call to Order** – Bruce Wahl, Kim Brams, Charlie Pritchard, Warren Laheist were present. Paul Doherty joined at approximately 7:45 p.m. Those present constituted a quorum. David Ferguson, Bill Leebel, Christian Cardunto, Brian Cox and Todd Wawrzeniak with Sentry Management were also present. Bruce called the meeting to order at 7:05 p.m.
- II. **Approval of Previous Meeting Minutes** – Charlie made a **MOTION** to approve the February 1, 2021 General Meeting minutes as written. Kim seconded the motion and it passed unanimously 5-0.
- III. **President Report** – Bruce provided the President’s report.
- IV. **Landscaping Report** – Bill provided the Landscaping report. Spring clean-up and mulching has started. Extra contract work has also been completed.
- V. **Boat Rack Report** – 21 lease renewals, 2 empty spaces. 17 total lease renewals received.
- VI. **Financials Report** – Todd provided the Financial Report. (Attached)
- VII. **ARC Report** – Two approvals provided. 7790 Dentzell received approve for an awning and painting. 4003 Arcade received approved for a deck replacement.
- VIII. **Old Business** – None.
- IX. **New Business** – Christian Cardunto was unanimously appointed to serve as the ARC Committee Chair.
- X. **Resident Forum** – None
- XI. **Adjournment** – Charlie made a **MOTION** to adjourn the meeting. Warren seconded the motion, and the meeting adjourned without objection at 8:20 p.m.

Respectfully Submitted by:  
Todd Wawrzeniak, Sentry Management

CHESAPEAKE STATION HOMEOWNERS ASSOCIATION INC  
B A L A N C E   S H E E T  
February 2021

	OPERATING	RESERVE	TOTAL
CURRENT ASSETS			
1015    UNION BANK - CHECKING - PRIMARY	18,740.20		18,740.20
1016    UNION BANK - CHECKING - RESERVE		3,294.70	3,294.70
1041    ALLIANCE ASSN BANK - CKG - OPER - PR MGT	10,975.28		10,975.28
1062    ALLIANCE ASSN BANK -CD-RSV-PR MGT 0.95%		31,656.07	31,656.07
1063    ALLIANCE BANK -CD-RSV-PR MGT 1.2% 3/7/21		31,163.26	31,163.26
1064    ALLIANCE BANK -CD-RSV-PR MGT 1.3% 3/7/24		31,442.49	31,442.49
1066    ALLIANCE BANK -CD-RSV-PR MGT 1.1% 3/8/23		30,879.86	30,879.86
1067    ALLIANCE ASSN BANK - MM - RSV - PR MGT		113,909.04	113,909.04
	-----	-----	-----
	29,715.48	242,345.42	272,060.90
ACCOUNTS RECEIVABLE			
1210    ASSESSMENTS	4,226.94		4,226.94
1220    PARKING ASSESSMENTS	130.00		130.00
1260    ALLOWANCE FOR DOUBTFUL ACCOUNTS	(41.70)		(41.70)
1281    DUE FROM RESERVE TO OPERATING	53,096.31		53,096.31
	-----	-----	-----
	57,411.55	0.00	57,411.55
PREPAID ASSETS			
1310    NATIONWIDE PKG INS 2/15/21-22 \$823.00	754.42		754.42
	-----	-----	-----
	754.42	0.00	754.42
	-----	-----	-----
TOTAL ASSETS	87,881.45	242,345.42	330,226.87
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CHESAPEAKE STATION HOMEOWNERS ASSOCIATION INC  
B A L A N C E   S H E E T  
February 2021

		OPERATING	RESERVE	TOTAL
CURRENT LIABILITIES				
2010	ACCOUNTS PAYABLE	5,835.56		5,835.56
2021	ACCRUED EXPENSES - PRIOR MGT LEGAL FEES	758.04		758.04
2030	DEFERRED QUARTERLY ASSESSMENT	6,660.00		6,660.00
2035	DEFERRED QUARTERLY PARKING ASSMT	208.00		208.00
2080	INCOME TAXES	(150.00)		(150.00)
2101	DUE TO OPERATING FROM RESERVE		53,096.31	53,096.31
2130	PREPAID ASSESSMENTS	10,970.98		10,970.98
2131	PREPAID PARKING ASSESSMENTS	315.00		315.00
		-----	-----	-----
		24,597.58	53,096.31	77,693.89
RESTRICTED EQUITY - RESERVES				
2206	RESERVES - TOWNHOMES		988.91	988.91
2215	RESERVES - INTEREST		236.74	236.74
2270	RESERVES - DEFERRED MAINTENANCE		188,023.46	188,023.46
	SPENT FROM RESERVES			
		-----	-----	-----
		0.00	189,249.11	189,249.11
OPERATING EQUITY				
2650	PRIOR YEAR SURPLUS (DEFICIT)	61,654.04		61,654.04
2670	CURRENT YEAR SURPLUS (DEFICIT)	1,629.83		1,629.83
		-----	-----	-----
		63,283.87	0.00	63,283.87
		-----	-----	-----
	TOTAL LIABILITIES & EQUITY	87,881.45	242,345.42	330,226.87
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**CHESAPEAKE STATIONS HOMEOWNERS ASSOCIATION, INC.  
MONTH ENDING - MARCH 2021 (UNRECONCILED)**

ASSETS		LIABILITIES	
Operating Cash on Hand	31,924.06	Accounts Payable	8,732.64
Reserve Cash on Hand	242,375.34	Accured Expenses - Prior Management	758.04
Assessments	532.54	Deferred Quarterly Assessment	0.00
Assessments- Parking	(13.00)	Deferred Quarterly Parking Assessment	0.00
Allowance for Doubtful Accounts	(62.53)	Income Tax	(150.00)
Due from Reserve to Operating	53,096.31	Due to Operating from Reserve	53,096.31
Prepaid- Insurance	761.86	Prepaid Assessments	10,970.98
		Prepaid Parking Assessments	315.00
		Reserves	189,279.03
		Operating Equity	65,612.58
<b>TOTAL ASSETS</b>	<b>328,614.58</b>	<b>TOTAL LIABILITIES</b>	<b>328,614.58</b>

	Current Period Actual	YTD Actual	YTD Budget	VARIANCE Over/(Under)
<b>TOTAL INCOME</b>	<b>7,423.77</b>	<b>21,118.76</b>	<b>21,120.75</b>	<b>(1.99)</b>
<b>EXPENSES:</b>				
<b>Building Maintenance</b>				
Contracted Lawn Service	7,461.42	7,461.42	7,999.97	(538.55)
Grounds Maintenance	0.00	0.00	37.50	(37.50)



## Financial Summary

Miscellaneous Repairs	0.00	0.00	124.97	(124.97)
Beach Maintenance	0.00	0.00	225.00	(225.00)
Snow Pushing	1,090.00	1,090.00	300.00	790.00
<b>Totals</b>	<b>8,551.42</b>	<b>8,551.42</b>	<b>8,687.44</b>	<b>(136.02)</b>
<b>Contracts:</b>				
Security Service Allocation	0.00	0.00	135.00	(135.00)
<b>Totals</b>	<b>0.00</b>	<b>0.00</b>	<b>135.00</b>	<b>(135.00)</b>
<b>Administrative:</b>				
Management Fee	1,200.00	3,600.00	4,000.03	(400.03)
Postage	2.75	88.29	124.97	(36.68)
Copies/Printing/Supplies	14.14	353.34	412.50	(59.16)
Website	0.00	0.00	46.22	(46.22)
CPA Services	0.00	0.00	450.00	(450.00)
Legal Expense	61.22	76.22	1,549.97	(1,473.75)
Legal Expense - Collections	120.00	120.00	0.00	120.00
Insurance	0.00	929.00	250.03	678.97
Permits/Licenses	0.00	0.00	34.97	(34.97)
Closing Fees	50.00	50.00	0.00	50.00
Social Committee	0.00	0.00	349.97	(349.97)

## Financial Summary

Contingency	0.00	20.00	137.53	(117.53)
Annual Corporate Report	77.25	77.25	0.00	77.25
<b>Totals</b>	<b>1,525.36</b>	<b>5,314.10</b>	<b>7,356.19</b>	<b>(2,042.09)</b>
Common Area	0.00	416.00	624.00	(208.00)
Deferred Maintenance	0.00	2,878.70	4,318.03	(1,439.33)
<b>TOTAL EXPENSES</b>	<b>10,076.78</b>	<b>17,160.22</b>	<b>21,120.66</b>	<b>(3,960.44)</b>
<b>SURPLUS/(DEFICIT)</b>	<b>(2,653.01)</b>	<b>3,958.54</b>	<b>0.09</b>	<b>(3,958.45)</b>

SMT P-05  
04/19

COMMENTS:

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### Chesapeake Station HOA April 5, 2021

#### Work Orders Issued

- NONE.

#### Community Property Review – 3.9.21

##### (Sentry Maintenance List)

- **Mailbox across from 4001 (Ban Shell or Arcade) - Cold patch, clean rust, sandblast & repaint**
- 4024 17<sup>th</sup> Street - Split rail fence repair (*supplies near Kayak Ramp*)
- Corner of Mears & C Street – Post & rail repair (*supplies near Kayak Ramp*)
- **Handrail painting**

##### (Inspection Results)

- 4012 17<sup>th</sup> Street – Re-locate child's slide to rear yard
- 4034 (wrong address) 17<sup>th</sup> Street – Rotted, faded siding, corner boards, trim & weed rear landscaping
- 4010 17<sup>th</sup> Street – Street, walkway, tree, landscape tie
- 4006 Carousel – Van w/expired tags in driveway, trash/recycling containers in driveway, planter boxes in driveway.
- 4004 Ban Shell – Inspect roof (sagging) between skylight (Todd reviewed w/owner)
- 4011 Ban Shell – Evergreen trees growing over deck causing structural damage.
- 4002 Arcade – Re-attach loose siding (elderly disabled owner), Replace/repair damaged screen, Paint/stain unit siding.
- 4008 Arcade – Replace rotted soffit above front door, replace rotted siding shakes and paint to match existing color.
- 7790 C Street – Rotted fence
- 7783 C Street – Remove generator from driveway (mailed by Cindy)
- C Street – Vehicle w/expired NC tags (Todd took picture)
- Proposal for sign in bed at corner of 17<sup>th</sup> & C Street
- **Bed at corner of 17<sup>th</sup> & C Street – Stump grind 2 stumps in bed, cut back bed, add grass & re-set pavers.**
- **Pathway – handrail on stairs, replenish stone path (not a priority)**
- **Beach off of Arcade – Concrete near steps – trip hazard**
- **Kayak Ramp – Remove Poison Ivy on hillside (runs to C Street)**

## Manager's Report

- **Evergreen bordering hotel – estimate to remove.**

### Recommendations

- BOD's develop a priority list on the common area items listed above (**BOLD**).

### Insurance Renewal

- Renewal of insurance policy has been addressed. Regrettably, we failed to process payment to the insurance company in an adequate time frame and thus a cancellation notice was received. Payment in full was phoned to Nationwide on 3/26/21 along with ACH payments being submitted to avoid a re-occurrence.

# CHESAPEAKE STATION HOMEOWNERS ASSOCIATION, INC.

Sentry Management, Inc.  
2200 Defense Hwy., Ste. 405  
Crofton, Maryland 21114

Office (410) 721-7171  
Facsimile (410) 721-3842

## NOTIFICATION OF UPCOMING SPRING EVALUATION

Dear Homeowner(s):

Now that spring has arrived, it is time for the Board of Directors and Sentry Management to perform an annual evaluation of our community. The evaluation is performed in order to protect and enhance our property values, watch for safety and health hazards, and to maintain a pleasant and attractive community.

Although most of you monitor and maintain your homes, some oversights may occur. As such, these evaluations can be of great help. Some of the specific items we will be checking are listed on the next page.

This being the first formal community evaluation, the Board is aware that major repairs and/or replacement may require an extended time-frame to complete. Owners will be given this year in order to bring their homes up to a reasonable standard as outlined in the next page. Should homeowners elect to not address their routine home maintenance, Sentry Management will be tasked with enforcing the HOA Covenants in their entirety in fiscal 2022.

**Please remember that any changes or modifications which may include items such as decks, windows, storm doors and additions, including color changes to the exterior must be approved. The architectural change request application can be obtained by calling (410) 721-7171 or via email at [skennedy@sentrymgt.com](mailto:skennedy@sentrymgt.com). The application is also available on the Chesapeake Station website [www.chesapeakestationhoa.org](http://www.chesapeakestationhoa.org).**

We anticipate every homeowner will put forth the required effort it takes to make our community look its best. Please keep in mind when you receive your maintenance checklist the purpose of this process is to maintain and/or improve our property values. The governing documents require the rules set forth for maintaining our property are enforced. As always, we appreciate your continued support, and want to take this opportunity to thank you in advance for your cooperation and compliance. If we can be of any other assistance to you, please do not hesitate to contact Sentry Management at (410) 721-7171.

Respectfully,

Your Board of Directors

# CHESAPEAKE STATION HOMEOWNERS ASSOCIATION, INC.

Sentry Management, Inc.  
2200 Defense Hwy., Ste. 405  
Crofton, Maryland 21114

Office (410) 721-7171  
Facsimile (410) 721-3842

## GUIDELINES FOR SPRING EVALUATION

The following criteria has been established for the maintenance evaluations conducted by Sentry Management. The inspections are not designed to determine the structural soundness of any part of the buildings. No exterior changes may take place without the prior written approval of the Board of Directors or the Architectural Committee.

- **GUTTERS** – firmly affixed, intact, sealed, free of debris and clean.
- **SURFACE** – clean, painted, free of deteriorated material and intact as originally designed. This includes, but is not limited to; corner boards, gutter boards, soffits, fascia, peaks, window trim or molding, crown moldings, bay window surface, door trim etc.
- **SIDING** – firmly affixed, intact, no rot, uniformly attached, approved color, and clean.
- **SHUTTERS** – firmly affixed, correct size, painted the approved color, and clean.
- **AWNINGS** – clean, firmly affixed, approved color.
- **CHIMNEY CAPS** – firmly affixed, intact, clean and clear.
- **HOUSE NUMBERS AND PLAQUES** – firmly affixed, all numbers of the address, intact, painted, and clean.
- **EXTERIOR LAMPS** – firmly affixed, intact, approved size and style, in good condition and in working order.
- **STORM DOORS** – firmly affixed, intact and in working order, approved style, color, and clean.
- **SCREENS** – firmly affixed, intact and in good repair, and clean. All screens must be in the windows or all screens out.
- **FRONT DOORS** – firmly affixed, intact, approved style, painted the approved color, and clean.
- **DECKS** – firmly affixed, intact, approved size, color, style, clean, trash free, and storage free.
- **FENCES** – not allowed per governing documents.
- **FRONT AND REAR YARDS** – neat, mowed, free of weeds, debris and stored items.
- **TRASH/RECYCLING BINS** – properly stored.
- **COMMUNICATIONS/TELEVISION CABLING** – properly attached or buried.
- **DRIVEWAYS** – clean and free of weeds, pruned shrubbery, and no dead plants.
- **FLOWERS/SHRUBS/BEDS** – clean and free of weeds, pruned shrubbery and free of dead plants.

**\*\*PLEASE NOTE, SOME OF THE CRITERIA MAY NOT APPLY TO YOUR COMMUNITY\*\***

**Chesapeake Station Homeowners Association, Inc.**  
**Board of Directors Meeting Minutes**  
**Monday, June 14, 2021**  
**Microsoft Teams Virtual Meeting Platform**

MEMBERS PRESENT:        Bruce Wahl, Vice-President  
                                 Kim Brams, Secretary  
                                 Paul Doherty, Secretary/Treasurer  
                                 Charlie Pritchard, Member at Large  
                                 Warren LaHeist, Member at Large

MEMBERS ABSENT:        None

ALSO PRESENT:            Three owners represented virtually or by phone  
                                 Bill Leebel, 4001 Carousel Way, Grounds Committee Chairperson  
                                 Lisa Phelps, 4010 Carousel Way  
                                 Montego Parker, 4011 Band Shell Ct.  
                                 Sherri Kennedy, Sentry Management.

**Call to Order**

The Board of Directors meeting of the Chesapeake Station Homeowners Association, Inc. was called to order at 7:07 p.m. Microsoft Teams virtual meeting platform was utilized.

**Minutes**

The meeting minutes from the May meeting were tabled until the next meeting.

**Officers Reports**

**President's Report:**

- Bruce Wahl reported that Montego Parker has trimmed the top 1/3 of a tree located on his property as cited by the Board of Directors. The Board thanked the owner for his cooperation in this matter.
- Christian Cardnuto submitted a notice of resignation as the ACC Chairperson effective at the end of June. The Board is seeking chairpersons for the Architectural and Social Committees.
- Bruce Wahl was advised by the post master that the pedestal mailboxes are beyond repair and require replacement which is an Association expense. There may be an option to combine some mailboxes in an effort to reduce the expense.

**Treasurer's Report:**

- Full financial statements and Financial Summary through May 31 2021 were provided to the Board for review and are available for review on the community portal. Paul Doherty inquired about a CD that matured in March that was deposited into the Reserve account. The CD's were established in a ladder effect. Next 3 CD's mature 3/7/22, 3/8/23, and 3/7/24. Management to review and provide recommendation on reinvesting the funds from the matured CD.
- Approximately 10 accounts are past due. None are more than 1 quarter behind. Management to review the account of 7736 C Street as the unit is unoccupied.

### **Committee Reports**

- **Grounds Committee** – Bill Leebel reported that the grounds contractor is finishing up on the tree removal work that was previously approved.
  - Bill Leebel reviewed the steps to the overlook where the drain was installed and it appears to be working well.
  - Grounds contractor is working on weeding.
- **Social Committee**
  - Currently seeking Chairperson. Kim Brams and Bruce Wahl will meet to discuss.
- **Architectural Committee**
  - Currently seeking Chairperson. Kim Brams and Bruce Wahl will meet to discuss.
  - Paul Doherty will follow up with Christian Cardnuto regarding status of recent architectural applications.
- **Yacht Club**
  - Dave Ferguson unable to attend meeting. Bruce Wahl reported all slips are rented.

### **Unfinished Business**

- 7791 Denzel Ct. – The buyer met with Bruce Wahl and agreed to make all adjustments. Mr. Namvar has contacted management and his contact information has been provided to the ACC Chairperson.
- Kim Brams attempted to contact two representatives at the Town of Chesapeake Beach regarding sidewalk maintenance responsibility. Kim Wahl will provide the information to Bruce Wahl for follow up.
- Attorney proposals – Board President will speak to a principal representative from each law firm and interviews will be scheduled for the next Board meeting.

### **New Business**

- Attorney's proposals provided to the Board. An invitation will be extended to attend the next Board meeting.

### **Open Forum:**

- None

### **Adjournment:**

*With no further business to discuss Charlie Pritchard made a motion to adjourn the meeting, Warren LaHeist seconded the motion and the vote carried unanimously. The meeting was adjourned at 8:09 p.m. The next Board of Directors meeting is scheduled for Monday, July 12, 2021.*

Meeting Minutes Prepared by:  
Sherri Kennedy  
Sentry Management





# Financial Summary

CHESAPEAKE STATIONS HOMEOWNERS ASSOCIATION, INC.

MONTH ENDING - MAY 2021

ASSETS		LIABILITIES	
Operating Cash on Hand	23,507.76	Accounts Payable	0.00
Reserve Cash on Hand	247,606.76	Accrued Expenses - Prior Management	758.04
Assessments - Receivable	4,508.58	Deferred Quarterly Assessment	6,660.00
Assessments- Parking-Receivable	178.42	Deferred Quarterly Parking Assessment	0.00
Allowance for Doubtful Accounts	(104.19)	Income Tax	(150.00)
Due From Nationwide Insurance	823.00	Due to Operating from Reserve	53,096.31
Due from Reserve to Operating	53,096.31	Prepaid Assessments	9,617.79
Prepaid- Insurance	548.64	Prepaid Parking Assessments	263.00
		Reserves	194,510.45
		Operating Equity	65,409.69
<b>TOTAL ASSETS</b>	<b>330,165.28</b>	<b>TOTAL LIABILITIES</b>	<b>330,165.28</b>

	Current Period Actual	YTD Actual	YTD Budget	VARIANCE Over/(Under)	Annual Budget
<b>TOTAL INCOME</b>	<b>6,613.75</b>	<b>35,642.57</b>	<b>35,201.25</b>	<b>441.32</b>	<b>339,194.11</b>
<b>EXPENSES:</b>					
<b>Building Maintenance</b>					
Contracted Lawn Service	2,487.14	12,435.70	13,333.31	(897.61)	32,000.00
Grounds Maintenance	0.00	2,795.00	62.50	2,732.50	150.00
Miscellaneous Repairs	0.00	0.00	208.31	(208.31)	500.00
Beach Maintenance	0.00	0.00	375.00	(375.00)	900.00
Snow Pushing	0.00	1,090.00	500.00	590.00	1,200.00
<b>Totals</b>	<b>2,487.14</b>	<b>16,320.70</b>	<b>14,479.12</b>	<b>1,841.58</b>	<b>34,750.00</b>
<b>Contracts:</b>					

## Financial Summary

Security Service Allocation	0.00	0.00	225.00	(225.00)	540.00
<b>Totals</b>	<b>0.00</b>	<b>0.00</b>	<b>225.00</b>	<b>(225.00)</b>	<b>540.00</b>
<b>Administrative:</b>					
Management Fee	1,200.00	6,000.00	6,666.69	(666.69)	16,000.00
Postage	12.24	100.53	208.31	(107.78)	500.00
Copies/Printing/Supplies	70.30	425.14	687.50	(262.36)	1,650.00
Website	21.17	21.17	77.06	(55.89)	185.00
CPA Services	0.00	0.00	750.00	(750.00)	1,800.00
Legal Expense	0.00	76.22	2,583.31	(2,507.09)	6,200.00
Legal Expense - Collections	0.00	120.00	0.00	120.00	0.00
Insurance	68.58	319.22	416.69	(97.47)	1,000.00
Permits/Licenses	140.00	140.00	58.31	81.69	140.00
Social Committee	0.00	0.00	583.31	(583.31)	1,400.00
Contingency	0.00	20.00	229.19	(209.19)	550.00
Annual Corporate Report	30.00	107.25	0.00	107.25	0.00
<b>Totals</b>	<b>1,542.29</b>	<b>7,329.53</b>	<b>12,260.37</b>	<b>(4,930.84)</b>	<b>29,425.00</b>
<b>Restricted Transfers To Reserves</b>					
Common Area	208.00	1,040.00	1,040.00	0.00	2,496.00
Deferred Maintenance	1,439.33	7,196.69	7,196.69	0.00	17,272.00
<b>Totals</b>	<b>1,647.33</b>	<b>8,236.69</b>	<b>8,236.69</b>	<b>0.00</b>	<b>19,768.00</b>
<b>TOTAL EXPENSES</b>	<b>5,676.76</b>	<b>31,886.92</b>	<b>35,201.18</b>	<b>(3,314.26)</b>	<b>84,483.00</b>
<b>SURPLUS/(DEFICIT)</b>	<b>936.99</b>	<b>3,755.65</b>	<b>0.07</b>	<b>(3,755.58)</b>	

## Chesapeake Station Homeowner's Association, Inc.

Board of Director's Meeting

Monday, June 14, 2021

Microsoft Teams Virtual Meeting Platform

### Transfer of Ownership:

- 7734 C Street – Re-sale ordered

### Action Items:

- Mail monthly reminders to owners with past due balances.
- Worked with Board and buyer with agreement.
- Emailed/mailed community evaluation notice.
- Requested proposal from landscape contractor for various items.
- 4004 Arcade Ct. – Owner inquiring about trimming of common area tree to remove limbs that are over the roof.
- Beach permit processed and mailed via certified mail.
- Obtained account statements from Alliance Association Bank.
- Provided Board President and TOCB with unit owner report.
- Solicited attorney proposals and provided to Board for review. *Action Required*
- Re-secured fallen fence rail on C St. fence.
- 4010 17<sup>th</sup> Street – Inquired about removing tree. Provided architectural application. Owner advised that due to critical area location and replacement requirements, would like to trim tree. Owner advised by TOCB that a permit is not required to trim the trees. Owner submitted pictures and information on trimming. Included in report. *Action Required*.

### Community Property Review – 4.12.21

(Sentry Maintenance List)

- **Mailbox across from 4001 (Band Shell or Arcade) - Cold patch, clean rust, sandblast & repaint**
- **Handrail painting**

(Initial Community Review Results)

- 4012 17<sup>th</sup> Street – Re-locate child's slide to rear yard
- 4034 (wrong address) 17<sup>th</sup> Street – Rotted, faded siding, corner boards, trim & weed rear landscaping
- 4010 17<sup>th</sup> Street – Street, walkway, tree, landscape tie
- 4006 Carousel – Van w/expired tags in driveway, trash/recycling containers in driveway, planter boxes in driveway.
- 4004 Band Shell – Inspect roof (sagging) between skylight (Todd reviewed w/owner)
- 4011 Band Shell – Evergreen trees growing over deck causing structural damage.
- 4002 Arcade – Re-attach loose siding (elderly disabled owner), Replace/repair damaged screen, Paint/stain unit siding.
- 4008 Arcade – Replace rotted soffit above front door, replace rotted siding shakes and paint to match existing color.
- 7790 C Street – Rotted fence
- 7783 C Street – Remove generator from driveway (mailed by Cindy)
- C Street – Vehicle w/expired NC tags (Todd took picture)

## Manager's Report

- Proposal for sign in bed at corner of 17<sup>th</sup> & C Street
- **Bed at corner of 17<sup>th</sup> & C Street – Stump grind 2 stumps in bed, cut back bed, add grass & re-set pavers.**
- **Pathway – handrail on stairs, replenish stone path (not a priority)**
- **Beach off of Arcade – Concrete near steps – trip hazard**
- **Kayak Ramp – Remove Poison Ivy on hillside (runs to C Street)**
- **Evergreen bordering hotel – estimate to remove.**

### Recommendations

- BOD's develop a priority list on the common area items listed above (**BOLD**).

### Proposals/Projects:

- Attorney Proposals

### Architectural Applications:

- 7784 C Street – Architectural application received to replace wooden entry stoop.
- 7830 C Street – Architectural application received for roof top solar panels.
- 4010 Carousel Way – Architectural application received to replace siding, windows, gutters, and front door.

### Misc:

- None

### 2021 Board Meeting Dates:

7/12, 8/9, 9/13

### Included:

Meeting Minutes – Awaiting Copy

Financial – Balance Sheet & Income Statement, Financial Summary

(Full financial provided electronically & may be viewed on community portal)

Attorney Proposals

Unit Owner Correspondence

Architectural Applications

Management Report

Accounts Receivable Report

**Chesapeake Station Homeowners Association, Inc.**  
**Board of Directors Meeting Minutes**  
**Monday, July 14, 2021**  
**Microsoft Teams Virtual Meeting Platform**

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

MEMBERS ABSENT:       Charlie Pritchard, Member at Large

ALSO PRESENT:         Three owners represented virtually or by phone  
                                  David Ferguson, 7785 Dentzell Ct.  
                                  Santiago Roldan, 7758 C St.  
                                  Owner, 443-396-1946  
                                  George Perry, The Lawn Firm of Gregory Alexandridies, 7:30 p.m. – 7:47 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 7:03 p.m. Microsoft Teams virtual meeting platform was utilized.

**Agenda**

*Warren LaHeist made a motion to approve the agenda with the addition of two items. Kim Brams seconded the motion and the vote carried unanimously.*

**Minutes**

*Warren LaHeist made a motion approve the June 14, 2021 Board meeting minutes as submitted. Kim Brams seconded the motion and the vote carried unanimously.*

**Officers Reports**

**President's Report:**

- None

**Treasurer's Report:**

- Full financial statements and Financial Summary through June 30, 2021 were provided to the Board for review and are available for review on the community portal. Paul Doherty prepared a treasurer's summary of year end 2020 expenses and current expenses for Board review. Paul Doherty reported that the Association has been under budget the past 2 years and may consider a reduction in assessments in 2022. Paul Doherty will prepare a proposed 2022 budget. A request will be sent to the Committee/Board members for projects/items that they would like to see included in the 2022 proposed budget. *Warren LaHeist made a motion to approve the Treasurer's Report, Kim Brams seconded the motion and the vote carried unanimously.*

### **Committee Reports**

- **Grounds Committee** – Committee Chairperson not in attendance. The Board discussed the landscape maintenance of the community and the consideration of including additional services to the contract to improve the community appearance. The current contract expires at the end of 2022. Dave Ferguson had a conversation with the Committee Chairperson concerning the grounds and reminded the Board that the current contractor is completing the services outlined in the contract. In the past, additional services had been provided by community volunteers and perhaps these items could become part of the future grounds maintenance contract.
- **Social Committee**
  - Currently seeking Chairperson. A community representative has been approached about heading this committee and the Board is waiting on a response.
- **Architectural Committee**
  - Currently seeking Chairperson. A couple of members have been contacted. Kim Brams will follow up on this matter.
  - Bruce Wahl, Kim Brams, & Warren LaHeist will meet at 1:30 p.m. on Friday, July 16<sup>th</sup> to review the four outstanding architectural applications.
- **Yacht Club**
  - Dave Ferguson reported all slips are rented. One owner confused about payment.

### **Attorney Interview**

- George Perry of the Law Offices of Gregory Alexandridies was in attendance and provided background information on the firm. He reported that their firm exclusively works with HOA's & condominium associations. George Perry explained the different service and billing options. The firm's response time depends on the item requiring attention. If an issue requires immediate attention, it will be handled expeditiously. There is no opposition in working with more than one attorney on HOA issues.
- Board discussion: There has been some restructuring of the Association's current attorney's firm. The Board has not been satisfied with the response time of the current attorney who has been tasked to re-write the Association's Bylaws. The Board felt it was in their best interest for the current attorney to continue with this task. The Board will consider another attorney for collection and other business items.
- Michael Neall will be asked to attend the next Board meeting.

### **Unfinished Business**

- 7791 Denzel Ct. – The buyer met with Bruce Wahl and agreed to make all adjustments. Mr. Namvar has contacted management and is attempting to contact the Architectural Committee to discuss the architectural modifications required to his unit. A response to the owner is required.
- Kim Brams made contact with the Town of Chesapeake Beach representative, Holly Wahl, regarding sidewalk maintenance responsibility South of the fence along 17<sup>th</sup> Street. Paul Doherty will provide a copy of the plat which clearly identifies the ownership by the Town and therefore their responsibility to maintain. Kim Brams will follow up with Holly Wahl.
- Bruce Wahl has performed a review of the community mailboxes. The mailbox located on Arcade is in the worse condition. The mailboxes were installed by the builder and therefore the replacement responsibility is an Association expense. There are approximately 7 or 8 boxes requiring replacement at a cost of almost \$2,000.00 each box.

### **New Business**

- Discussion ensued regarding concrete stair replacement and metal handrail replacement. The Board and management will research for contractors to perform this service.

- Annual Meeting – Meeting and Budget Notice samples will be provided to Paul Doherty for review. Annual Meeting is scheduled for September 11, 2021. Information must be mailed 30 days in advance. A meeting room at NECC has been reserved.

**Open Forum:**

- None

**Adjournment:**

*With no further business to discuss Warren LaHeist made a motion to adjourn the meeting, Paul Doherty seconded the motion and the vote carried unanimously.* The meeting was adjourned at 8:35 p.m. The next Board of Directors meeting is scheduled for Monday, August 9, 2021.

Meeting Minutes Prepared by:  
Sherri Kennedy  
Sentry Management

**CHESAPEAKE STATIONS HOMEOWNERS ASSOCIATION, INC.**  
**MONTH ENDING - JUNE 2021**

ASSETS		LIABILITIES	
Operating Cash on Hand	24,404.24	Accounts Payable	0.00
Reserve Cash on Hand	249,341.36	Accured Expenses - Prior Management	758.04
Assessments - Receivable	2,532.58	Income Tax	(150.00)
Assessments- Parking-Receivable	52.02	Prepaid Assessments	13,929.76
Allowance for Doubtful Accounts	(125.02)	Prepaid Parking Assessments	341.00
Prepaid- Insurance	480.06	Reserves	249,341.36
		Operating Equity	12,465.08
<b>TOTAL ASSETS</b>	<b>276,685.24</b>	<b>TOTAL LIABILITIES</b>	<b>276,685.24</b>

	Current Period Actual	YTD Actual	YTD Budget	VARIANCE Over/(Under)	Annual Budget
<b>TOTAL INCOME</b>	<b>6,639.68</b>	<b>42,282.25</b>	<b>42,241.50</b>	<b>40.75</b>	<b>84,483.00</b>
<b>EXPENSES:</b>					
<b>Building Maintenance</b>					
Contracted Lawn Service	2,487.14	14,922.84	15,999.98	(1,077.14)	32,000.00
Grounds Maintenance	0.00	2,795.00	75.00	2,720.00	150.00
Miscellaneous Repairs	0.00	0.00	249.98	(249.98)	500.00
Beach Maintenance	0.00	0.00	450.00	(450.00)	900.00
Snow Pushing	0.00	1,090.00	600.00	490.00	1,200.00
<b>Totals</b>	<b>2,487.14</b>	<b>18,807.84</b>	<b>17,374.96</b>	<b>1,432.88</b>	<b>34,750.00</b>
<b>Contracts:</b>					
Security Service Allocation	0.00	0.00	270.00	(270.00)	540.00
<b>Totals</b>	<b>0.00</b>	<b>0.00</b>	<b>270.00</b>	<b>(270.00)</b>	<b>540.00</b>
<b>Administrative:</b>					
Management Fee	1,200.00	7,200.00	8,000.02	(800.02)	16,000.00
Postage	37.46	137.99	249.98	(111.99)	500.00
Copies/Printing/Supplies	129.47	554.61	825.00	(270.39)	1,650.00
Website	0.00	21.17	92.48	(71.31)	185.00
CPA Services	95.00	95.00	900.00	(805.00)	1,800.00
Legal Expense	0.00	76.22	3,099.98	(3,023.76)	6,200.00
Legal Expense - Collections	0.00	120.00	0.00	120.00	0.00
Insurance	68.58	387.80	500.02	(112.22)	1,000.00
Permits/Licenses	0.00	140.00	69.98	70.02	140.00
Social Committee	0.00	0.00	699.98	(699.98)	1,400.00
Contingency	0.00	20.00	275.02	(255.02)	550.00
Annual Corporate Report	0.00	107.25	0.00	107.25	0.00
<b>Totals</b>	<b>1,530.51</b>	<b>8,860.04</b>	<b>14,712.46</b>	<b>(5,852.42)</b>	<b>29,425.00</b>
<b>Restricted Transfers To Reserves</b>					
Common Area	208.00	1,248.00	1,248.00	0.00	2,496.00
Deferred Maintenance	1,439.33	8,636.02	8,636.02	0.00	17,272.00
<b>Totals</b>	<b>1,647.33</b>	<b>9,884.02</b>	<b>9,884.02</b>	<b>0.00</b>	<b>19,768.00</b>
<b>TOTAL EXPENSES</b>	<b>5,664.98</b>	<b>37,551.90</b>	<b>42,241.44</b>	<b>(4,689.54)</b>	<b>84,483.00</b>
<b>SURPLUS/(DEFICIT)</b>	<b>974.70</b>	<b>4,730.35</b>	<b>0.06</b>	<b>(4,730.29)</b>	



## Chesapeake Station Homeowner's Association, Inc.

### Board of Director's Meeting

Monday, July 12, 2021, 7:00 p.m.

### Microsoft Teams Virtual Meeting Platform

#### Transfer of Ownership:

- 7791 Dentzell – 6/1/21
- 7734 C Street – Re-sale ordered, settled 6/14/22

#### Action Items:

- Mail monthly reminders to owners with past due balances.
- Scheduled Board meeting through Microsoft Teams.
- Prepared meeting minutes.
- Requested attendance of two attorneys to attend the July Board meeting. Attendance confirmed by both. Michael Neal (Michael S. Neall & Assoc.) 7:15 – 7:30 p.m., George Perry (Law offices of Gregory Alexandridies) 7:35 – 7:50 p.m.
- Follow up on requested proposal from landscape contractor for various items.
- 4004 Arcade Ct. – Owner inquiring about trimming of common area tree to remove limbs that are over the roof. *Grounds Committee to review.*
- 4009 Carousel Way – Met with owner and representative information received and account updated. Architectural application provided to owner.
- Performed community review.
- Followed up with CPA regarding 2020 audit.
- 7736 C Street – Mailing address updated per estate information.
- 7791 Denzel Court – New owner attempted to contact ACC Chairperson. Owner contacted management regarding required exterior repairs. Management forwarded information to ACC Chairperson. *Action required.*
- 7734 C Street – Updated owner contact information and provided payment and community information.
- 4004 Band Shell Ct. – Correspondence received regarding plant removal and exposed section of fence requiring painting.
- Email from 7732 C Street provided to Board regarding music at Traders.
- 4010 17<sup>th</sup> Street – Owner inquired about tree trimming. *Grounds Committee to review.*

#### Community Property Review – 4.12.21

##### (Sentry Maintenance List)

- Mailbox across from 4001 (Band Shell or Arcade) - Cold patch, clean rust, sandblast & repaint
- Handrail painting

##### (Initial Community Review Results) – BOD develop a priority list on the common area items listed above.

- Proposal for sign in bed at corner of 17<sup>th</sup> & C Street
- Bed at corner of 17<sup>th</sup> & C Street – Stump grind 2 stumps in bed, cut back bed, add grass & re-set pavers.
- Pathway – handrail on stairs, replenish stone path (not a priority)
- Beach off of Arcade – Concrete near steps – trip hazard
- Kayak Ramp – Remove Poison Ivy on hillside (runs to C Street)
- Evergreen bordering hotel – estimate to remove.

## Manager's Report

### Proposals/Projects:

- Attorney Proposals

### Architectural Applications:

- 7784 C Street – Architectural application received to replace wooden entry stoop. Approved. Formal notification provided to owner.
- 7830 C Street – Architectural application received for roof top solar panels. Pg. 2 of the document has not been received.
- 4010 Carousel Way – Architectural application received to replace siding, windows, gutters, and front door. Update Required.
- 7739 C Street – Architectural application received to add awning over window above front door.
- 7758 C Street – Architectural application received to replace siding.

### Misc:

- None

### 2021 Board Meeting Dates:

7/12, 8/9, 9/13

### Included:

Meeting Minutes

Financial – Balance Sheet & Income Statement, Financial Summary

(Full financial provided electronically & may be viewed on community portal)

Attorney Proposals/Information

Management Information

Accounts Receivable Report

Attorney Status Report

**Chesapeake Station Homeowners Association, Inc.**  
**Board of Directors Meeting Minutes**  
**Monday, August 9, 2021**  
**Microsoft Teams Virtual Meeting Platform**

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

MEMBERS ABSENT:       Charlie Pritchard, Member at Large

ALSO PRESENT:         Michael Neall, Michael S. Neall & Assoc., 7:13 p.m. – 7:33 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 7:06 p.m. Microsoft Teams virtual meeting platform was utilized.

**Minutes**

*Warren LaHeist made a motion approve the July 14, 2021 Board meeting minutes as submitted. Paul Doherty seconded the motion and the vote carried unanimously.*

**Officers Reports**

**Treasurer's Report:**

- Full financial statements and Financial Summary through June 30, 2021 were provided to the Board for review and are available for review on the community portal. Paul Doherty prepared a treasurer's report through 7/31/31 and financial summary provided by management. See attached report. *Warren LaHeist made a motion to approve the Treasurer's Report, Kim Brams seconded the motion and the vote carried unanimously.*

**Attorney Interview**

- Michael Neall of Michael Neall & Assoc was in attendance and provided background information on himself and the firm. He reported that their firm exclusively works with HOA's & condominium associations and provides collection services on delinquent accounts as well as covenant enforcement. Michael Neall further explained the two types of covenant enforcement issues as maintenance violations and use restriction violations. Michael Neall advised the Board that they may sign an agreement in order to test their services and may discontinue service at any time.
- Board discussion: Attorney rates seemed slightly higher than The Law Offices of Gregory Alexandridies. After consideration, *Kim Brahms made a motion to proceed with engaging services with Michael S. Neall & Associates, Warren LaHeist seconded the motion and the vote carried with 3 in favor and Paul Doherty abstaining.*

**Committee Reports**

- **Grounds Committee**
  - Committee Chairperson not in attendance. See attached Grounds Committee Report. *Warren LaHeist made a motion to approve the work outlined in the report at the Overlook entrance for the cost of \$800.00 and the service outlined in the report in front of 4010 17<sup>th</sup> Street for the cost of \$950.00. Paul Doherty seconded the motion and the vote carried unanimously.*
  - These services will be completed in preparation for future landscape design plan.

- **Social Committee**
  - Currently seeking Chairperson.
- **Architectural Committee**
  - Currently seeking Chairperson.
  - See attached report: Architectural applications approved: 7784 C Street, 7830 C Street, 4010 Carousel Street, 7739 C Street, 4008 17<sup>th</sup> Street, 7758 C Street, 7783 Dentzell Ct., 4005 Band Shell, 4026 17<sup>th</sup> Street, 4024 17<sup>th</sup> Street.
  - Bruce Wahl, Kim Brams, & Warren LaHeist will review the four outstanding architectural applications: 7788 Dentzell Ct. and 4009 Band Shell Ct.
- **Yacht Club**
  - None

#### **Unfinished Business**

- 7791 Denzel Ct. – The letter outlining items of concern and requiring adjustment upon the purchase of the unit was provided to the unit owner. The owner is not willing to sign the letter and advised that he will complete the adjustments agreed upon during a verbal meeting with President, Bruce Wahl. The iron fence gate has been removed. The fence must be restored to its full height as a modification was made by the previous owner without approval.
- Through the efforts of Kim Brams in working with the Town of Chesapeake Beach, the repairs have been completed and the Crepe Myrtle removed.
- Bruce Wahl will put together a list of the mailboxes requiring replacement. He believes that all mailboxes except for 2 require replacement. The replacement cost varies between \$2,300.00 and \$2,500.00.
- A proposal was received from Olde Tyme Craftsmen, Inc. to complete concrete stairs repairs and railing replacement and painting for a cost of \$9,921.00. *Warren LaHeist made a motion to accept the proposal as submitted contingent upon final review from Paul Doherty. Paul Doherty seconded the motion and the vote carried unanimously.*

#### **New Business**

- *The Board unanimously voted to accept the proposal from the CPA Daly, Hamad, & Associates to provide tax and audit services.* An engagement letter has been provided to the CPA.
- Annual Meeting – the 2022 proposed budget and the annual meeting information has been emailed and mailed to the membership.
- 7840 C Street – Incorrect fence has been installed. A Board representative will review the deck color. A formal violation notice will be forwarded to the unit owner once reviewed by Board.

#### **Open Forum:**

- None

#### **Adjournment:**

*With no further business to discuss Warren LaHeist made a motion to adjourn the meeting, Kim Brams seconded the motion and the vote carried unanimously.* The meeting was adjourned at 9:04 p.m. The next meeting is the Annual meeting which is scheduled for Saturday, September 11, 2021.

Meeting Minutes Prepared by:  
 Sherri Kennedy  
 Sentry Management

**August 2021  
Treasurer's Report**

Financials

The Balance Sheet as of July 31, 2021:

Operating Account - \$33,198

Reserve Checking - \$149,116

Reserve CDs (3) - \$94,296

YTD Status as of July 31 (58% of a year) vs Year End Budget

Income	58.7%
Expenses	47.7%
YTD Variance	(\$9,271)

July Cash Flow

*Accounts Payable*

Sentry	Management Contract	\$1200.00
Sentry	Copies/Postage	\$85.44
Sentry	Resale Closing Fees	\$50.00
Highlands	Maintenance Contract	\$2487.14
Highlands	Tree Removal/Beach Cleanup/Drainage/Hole Fill	\$4,750.00
		(\$4,275.00 is Reserve expense)
Nationwide	Liability Insurance (Allocated)	<u>\$68.58</u>
	Total	\$8641.16

*Accounts Receivable*

Assessments	\$7284.00
Late Fees	(\$29.70)
Resale Closing Fees	\$50.00
Allowance for Doubtful Accounts	(\$20.83)
Interest	<u>\$32.41</u>
Total	\$7283.95

## **Grounds Report**

### **Aug 9 2021**

In speaking with Paul, he indicated that there were some residual funds available for some out-of-contract grounds work in this budget cycle. I also spoke with Jose on Wednesday August 4 regarding landscaping concerns and a list from the Sherri. Here is what I recommend.

4000 Arcade - dead maple. Highlands is working on a bid to remove in fall.

4004 Arcade - trim overhanging limbs. Will get bid to remove in the fall. Spoke to Terri Long about the trimming so she knows.

4005 Band Shell - dying tree. Jose and I walked the area and did not observe any sick trees in the area. Resident will have to point out what they are referring to.

4010 17th St. - Overgrown grasses and crepe myrtle in the common area in front of the address blocking view. We have a previous bid from Highlands (\$950.00) to remove grasses and plant grass seed in the area. Jose indicated that he would like to start that early in the fall so as to give the grass seed an opportunity to germinate prior to winter.

Overlook entrance - Overgrown grasses. We have a bid from Highlands (\$800.00) to remove the grasses in front of the sign and plant grass seed around the area.

Stump grinding - We need 2 pine tree stumps ground at C and 17th. This should be done in preparation to rework that area. There are also 3 stumps that need to be ground behind the first row of townhomes adjacent to the shopping center road. this may be done later and placed into next year's budget if necessary.

Other stuff

Weeds growing out of the stone revetment - Highlands will cut down the weeds but the roots are imbedded deep into the rocks. Using a herbicide may be the only way to get rid of the weeds permanently. Not ideal that close to the bay.

Complaint that Highlands cut down some flowers at 7750 C St. That is across the street from me. Knocked on the door- no response. I looked around the outside and did see that an overgrown weed was cut back. I would not consider this a flower if that is what she is talking about. Will check with homeowner.

\*\*\* Wedding on the beach. I would like to have a wedding on our beach (my son) Saturday, August 21. Will set up starting at 3:45pm and have everything removed by 5:30 pm.

**Chesapeake Station Homeowners Association, Inc.**  
**Board of Directors Meeting Minutes**  
**Monday, November 8, 2021**  
**Microsoft Teams Virtual Meeting Platform**

MEMBERS PRESENT:       Bruce Wahl, President  
                                  Kim Brams, Vice-President  
                                  Paul Doherty, Secretary/Treasurer  
                                  Carol OBrand  
                                  Earl Lewis

MEMBERS ABSENT:       None

ALSO PRESENT:           Bea Paddy, Yacht Committee Chairperson  
                                  Sherri Kennedy, Sentry Management.

**Call to Order**

The Board of Directors meeting of the Chesapeake Station Homeowners Association, Inc. was called to order at 7:03 p.m. Bruce Wahl welcomed the two new Board members. Microsoft Teams virtual meeting platform was utilized.

**Minutes**

*Paul Doherty made a motion approve the August 9, 2021 Board meeting minutes as submitted. Kim Brams seconded the motion and the vote carried unanimously.*

**Officers Reports**

**Treasurer's Report:**

- Full financial statements and Financial Summary through September 30, 2021 were provided to the Board for review and are available for review on the community portal. Paul Doherty reported on the non routine expenses: Partial payment to Old Tyme -\$3,316, Highlands - \$450, CPA - \$1,700 & Elmore/Thrupe - \$90.
- Paul Doherty made a motion to invest \$100,000.00 from the Reserve Checking account and place in Union Bank Money Market, Carol OBrand seconded the motion and the vote carried unanimously.

**Committee Reports**

- **Grounds Committee**
  - Committee Chairperson not in attendance. Report submitted indicated the following:
    - Highlands is done with grass cutting for the season.
    - Highlands will be working on stump removal adjacent to the shopping center and bush removal in the Overlook.
    - Chairperson indicated that will be scheduling meeting on 11/22. Chair advised that many members will not be available. Committee meeting will be scheduled in the near future.
    - 4009 Band Shell inquired about trimming a tree in yard facing the bay. Owner will be advised to submit an architectural application for review.



- **Social Committee**
  - Currently seeking Chairperson.
- **Architectural Committee**
  - Currently seeking Chairperson.
  - Architectural applications approved since last meeting:
    - 4024 17<sup>th</sup> Street – Gutter leaf filter
    - 4026 17<sup>th</sup> Street – Replace front door
    - 4005 Band Shell – Replace main door, slide doors and windows
    - 4009 Band Shell – Install vinyl siding, replace entry door, gutters, windows & sliders
    - 7758 C Street – Vinyl siding
    - 4009 Band Shell – Replace siding, windows, doors, deck/handrails & roof/shed shingles
    - 7783 Dentzell – Replace main door, storm door & small steps next to garage and paint doors on side of garage.
    - 7785 Dentzell – vinyl wrap front door frame and touch up exterior wood trim color
    - 7788 Dentzell – Roof replacement
  - Action taken on received Architectural applications:
    - 7834 C Street – Architectural application for a fence was not approved as fence style is incorrect.
    - 7754 C Street – Architectural application for deck flooring was approved.
    - 7736 C Street – Architectural application for roof replacement was approved.
    - 7736 C Street – Architectural application to repair/replace fence & gate was approved.
    - 7736 C Street – Architectural application submitted to paint gutter/window trim. Management will inform owner to submit a color sample of the requested paint color and a picture of unit with current colors.
- **Yacht Club – Bea Paddy**
  - Bea Paddy is working on renewal applications in order to send out next month.

### **Unfinished Business**

- 7791 Denzel Ct. – A notice will be sent to the unit owner advising that the metal gate must be removed. If a replacement gate is planned to be installed, an architectural application must be submitted for review prior to installation.
- 7840 C Street – The incorrect style fence has been installed and the deck has been stained an incorrect color with out the submission of an architectural application. A violation notice will be sent to the unit owners.
- The Old Tyme Craftsman is in the process of completing the stair and railing project. Once a Board member has confirmed that the concrete has been installed, the second payment installment may be paid.
- Bruce Wahl will continue working on the mailboxes that require replacement.

### **New Business**

- *Paul Doherty made a motion to approve the 2022 Proposed Budget as prepared and presented to the membership at the Budget Meeting on 10/9.21, Kim Brams seconded the motion and the vote carried unanimously*
- The Board approved the draft audit. The Representation Letter has been signed and will be forwarded to the auditor for final copy.
- Earl Lewis made a motion that the members will serve in the following Board positions, Carol OBrand seconded the motion and vote carried unanimously:
  - President – Bruce Wahl
  - Vice President – Kim Brams

- Treasurer/Secretary – Paul Doherty
- Member at Large – Earl Lewis
- Member at Large – Carol OBrand
- Draft Revised Bylaws – The Association’s attorney provided draft revised Bylaws for Board review. Paul Doherty prepared a summary and provided to the Board. The Board will review and reply all with any comments by the beginning of December so that discussion can occur at the next meeting. Once the review process is completed by the Board, the revised document will be provided to owners for review and vote.

**Open Forum:**

- With the last storm, the beach could use some clean up. Several signs require replacement. Carol OBrand will review and advise the Board.
- Discussion ensued regarding possible necessary improvements. Carol OBrand will take on sanding and painting 4 benches along the waterfront.
- Could be an issue with the storm sewer off of Arcade. This will be reviewed.
- The Board will develop a plan for replacing and sprucing up the community sign areas.

**Adjournment:**

*With no further business to discuss Carol OBrand made a motion to adjourn the meeting, Earl Lewis seconded the motion and the vote carried unanimously.* The meeting was adjourned at 8:24 p.m. The next meeting is scheduled for Monday, December 13, 2021.

Meeting Minutes Prepared by:  
 Sherri Kennedy  
 Sentry Management

## LAST MEETING MINUTES

**Chesapeake Station Homeowners Association, Inc.  
Board of Directors Meeting Minutes  
Monday, December 13, 2021  
Microsoft Teams Virtual Meeting Platform**

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

MEMBERS ABSENT: None

ALSO PRESENT: Bill Leebel, Grounds Committee Chairperson  
Sherri Kennedy, Sentry Management.

### **Call to Order**

The Board of Directors meeting of the Chesapeake Station Homeowners Association, Inc. was called to order at 7:06 p.m. Bruce Wahl welcomed the two new Board members. Microsoft Teams virtual meeting platform was utilized.

### **Minutes**

*Paul Doherty made a motion approve the November 8, 2021 Board meeting minutes as submitted. Carol OBrand seconded the motion and the vote carried unanimously.*

### **Officers Reports**

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

- Financial Summary through October 31, 2021 were provided to the Board for review and full financial statements are available on the community portal. Paul Doherty reported on the non-routine expenses: Second installment paid to Olde Tyme -\$3,316 and Elmore Law Group - \$960.
- Continue to run a surplus of just over \$11,000.00 for 2021. Anticipate ending the year with close to this surplus amount.

### **Committee Reports**

- **Grounds Committee**

- Bill Leebel reported the following:
  - Highlands is done with routine maintenance items for the season.
  - Highlands was on site a couple of weeks ago to take care of a couple of items as directed by Chairperson.
  - Highlands completed stump removal adjacent to the shopping center and bush removal in the Overlook.
  - Chairperson hoping to schedule a committee meeting sometime in mid-January.
  - Highlands will return in late Feb. – March to begin Spring clean-up.
  - Representatives reported that debris clean-up of the beach is required. The Chairperson will contact Highlands to discuss. Discussion ensued about the possibility of having volunteers assist in beach clean-up. Concern raised regarding liability issues. If necessary, the attorney could be contacted to draft an indemnification agreement for volunteers.

- A dead tree was noted on C street in the glen area. A proposal will be requested from Highlands.
- **Social Committee**
  - Currently seeking Chairperson.
- **Architectural Committee**
  - Currently seeking Chairperson. Two members currently serving on the committee.
  - Architectural applications approved since last meeting:
    - 7787 Dentzell – Replace deck & patio with Trex composite, awning, and screen in porch.
    - 4003 Arcade – Repair foundation and remove tree.
    - 4009 Band Shell – Tree trimming
  - Action taken on received Architectural applications:
    - 4007 Band Shell – Architectural application approved to install propane tank for fireplace. A separate application will be received for the fence.
    - 7782 C Street – Architectural application received to paint garage door and stain fence. Await clarification regarding request for fence. No action taken.
    - 7756 C Street – Architectural application to paint siding, window trim and other trim. Board will review prior correspondence and provide a response. No action taken.
- **Yacht Club**
  - The Chairperson has sent renewal applications to those owners currently renting boat rack space.

#### **Unfinished Business**

- 7791 Denzel Ct. – A notice was sent to the unit owner advising that the metal gate must be removed or replaced. The owner was advised that if a replacement gate is planned to be installed, an architectural application must be submitted for review prior to installation. Owner responded that they are willing to swap out the gate provided that the Association abides by its commitments. The owner wants the ability to rent the unit should the rental cap be exceeded. A response will be provided indicating that no prior commitments were made with the Board and that the gate must be removed or replaced as informed.
- 7840 C Street – The incorrect style fence has been installed and the deck has been stained an incorrect color with out the submission of an architectural application. A violation notice was sent to the unit owner advising to submit their plans on how to rectify these violations.
- 7834 C Street – Owner submitted architectural application to install a fence. A fence with the incorrect style was installed prior to receiving approval. The owner was provided a denial notification advising to submit their plans on how to rectify these violations.
- The attorney submitted a draft of the proposed revised Bylaws. Several members have reviewed and provided comments. Once all comments are received, the revisions will be submitted to the attorney for updating. The next step will be to provide the proposed changes to the membership for review and vote.

#### **New Business**

- Draft Annual minutes will be provided to the Board.
- Management will research figures in Operating Equity.

#### **Open Forum:**

- No comments raised.

**Adjournment:**

*With no further business to discuss Paul Doherty made a motion to adjourn the meeting, Carol OBrand seconded the motion and the vote carried unanimously.* The meeting was adjourned at 8:24 p.m. The next meeting is scheduled for Monday, January 10, 2022.

Meeting Minutes Prepared by: Sherri Kennedy, Sentry Management

## Chesapeake Station Homeowner's Association, Inc.

### Board of Director's Meeting

Monday, December 13, 2021, 7:00 p.m.

Microsoft Teams Virtual Meeting Platform

#### Transfer of Ownership:

- 4009 Carousel Street – 10/27/21
- 7785 Dentzell – 11/1/21

#### Action Items:

- Mail monthly reminders to owners with past due balances.
- Scheduled Board meeting through Microsoft Teams.
- Prepared meeting minutes.
- Sent email to JBG Smith regarding alley fence repairs. Response received indicating that arrangements have been made to repair fence and a follow up email will be provided once repairs are completed.
- Continuous follow up with Olde Tyme Craftsmen for a status update on the stair repairs. Response received advising that the crew is on site today (11/8) and the second railing has been removed and the new railing will be installed in a couple of days. The old concrete is being broken up today and the new concrete will be poured tomorrow. Contractor requesting partial payment. Contractor constructing the railing set was behind schedule. Hoping they will be installed by Monday.
- 7834 C Street – Owner advised that installed fence style is not an approved style and must contact management for plan to resolve.
- 7791 Dentzell – Notice sent to owner advising the metal gate must be removed or replaced. Advised that an architectural application must be submitted for replacement gate.
- 7840 – Notice sent to owner advising that fence style and deck paint color are not approved. Advised to submit plan on how this will be resolved.
- Requested transfer of \$100,000.00 to money market account.
- Communicated with owners concerning: architectural applications, resale information, account balances, account updates, unit maintenance...

#### Proposals/Projects:

- Proposed By-laws Revisions

#### Architectural Applications:

- Approved Architectural Application:
  - a. 4009 Band Shell – Architectural application received and approved for tree trimming.
  - b. 4003 Arcade – Architectural application received and approved for foundation repairs and tree removal.
  - c. 7787 Dentzell – Architectural application received and approved to replace deck & patio w/trek composite, awning, and screen in porch.
- Architectural Applications Requiring Review:
  - a. 7782 C Street – Architectural application received to paint garage door & fence. Garage door color approved, but require additional information on fence color.
  - b. 4007 Band Shell – Architectural application received to install gas fireplace propane tank and possible fence. Additional information required concerning location/screening of tank and additional information if planning on installing fence.
  - c. 7756 C Street – Architectural application received to paint siding, window trim and other trim.



## Manager's Report

### **Misc:**

- None

### **2022 Board Meeting Dates:**

1/10, 2/14, 3/14, 4/11, 5/9, 6/13, 7/11, 8/8, 9/10, 10/10, 11/14, 12/12

### **Included:**

Meeting Minutes

Financial Summary (Full financial may be viewed on community portal)

Management Information

Accounts Receivable Report

#### Owner Complaints

- An owner on C St. has complained about obstruction of views of the Bay. Charlie Pritchard will visit the area and report back to the Board with specifics of the issue.
- An owner has complained about the railing on the steps from the C St. townhouses to the PNC bank. The railing is low and difficult for individuals with mobility problems to navigate. The Board decided to defer the issue until Sentry Management is in place and seek advice from Sentry on a solution.

#### Rod & Reel Site Plan Changes

- The Rod & Reel owners presented a revised site plan for the resort expansion to the Town Planning & Zoning Commission on December 15. Bruce Wahl and Paul Doherty attended. Both agreed that the plan is an improvement over the original plan in that the changes will make the new structure visually less obtrusive as seen from Chesapeake Station.

### **F. New Business-**

#### Town Survey and Planning & Zoning Meeting on Short Term Rentals

- Paul Doherty suggested that at least one person from the Board should attend the Town Planning & Zoning meeting on January 27, where short term rentals will be discussed. Bruce said that he expects to attend.

#### Reserve Plan

- Paul Doherty provided an overview of the purpose and structure of the Reserve plan. The Reserve Plan provides a projection of the cost of HOA Capital property maintenance and a plan for how much to contribute to the reserve fund each year to meet the projected costs.

#### Grounds Work Approval Process

- Paul Doherty described the process for identifying and approving out-of-contract grounds work tasks. The process can take several months and a discussion opened on approaches to improving the process.
- The Board agreed by vote that it is not necessary for every work task to go before the entire Board for approval and that the President, in coordination with the Treasurer, can approve individual out-of-contract grounds tasks costing not more than \$3,000 per task. The entire Board will be informed at a subsequent scheduled Board meeting of any tasks that have been approved since the last meeting.

### **G. Questions from Members- Open Forum**

- No questions or comments



**H. Date and Location of Next Meeting**

Next meeting scheduled for February 1, 2021 @ 7:00PM via Zoom.