

# LAST MEETING MINUTES

**Chesapeake Station Homeowners Association, Inc.  
Board of Directors Meeting Minutes  
Monday, January 10, 2022  
Microsoft Teams Virtual Meeting Platform**

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

MEMBERS ABSENT: Earl Lewis, Member at Large

ALSO PRESENT: Bryan Cox, Grounds 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 at 7:03 p.m. Microsoft Teams virtual meeting platform was utilized.

## Minutes

*Paul Doherty made a motion approve the December 13, 2021 Board meeting minutes as submitted. Kim Brahms seconded the motion and the vote carried unanimously.*

## Officers Reports

### Treasurer's Report:

- Financial Summary through November 30, 2021 were provided to the Board for review and full financial statements are available on the community portal. Paul Doherty reported that the Association will end the year with approximately \$11,979 surplus.
- The non-routine expenses: Final installment paid to Olde Tyme -\$3,500, invoice for tree removal to Highlands - \$2,750, and Nationwide liability insurance invoice submitted for payment processing.

## Committee Reports

- **Grounds Committee**
  - The following items were discussed:
    - *An electronic vote was taken to approve the snow plowing contract with Highlands.*
    - The perimeter sidewalks in the parking areas and around the mailboxes were not cleared. Management will advise Grounds Committee Chairperson.
    - Several downed trees and branches throughout the community from the snow storm. Management will contact Committee Chairperson to determine if communication has occurred with Highlands. Is Highlands aware of all areas requiring attention and when will the contractor be able to complete the work. A large tree limb is dangling over the northern stairway.
    - 4004 Arcade – Two Board representatives met with the unit owner and reviewed the trees around the unit. The trees that require trimming or removal were marked with a red ribbon.
    - The Grounds Committee Chairperson is out of town. Bruce Wahl will contact Highlands regarding the storm clean up and the marked trees at 4004 Arcade.

- **Social Committee**
  - Currently seeking Chairperson.
- **Architectural Committee**
  - Currently seeking Chairperson. Two members currently serving on the committee.
  - Architectural applications approved since last meeting:
    - 7782 C Street – Architectural application approved to paint garage door and apply clear natural stain fence.
    - 7756 C Street – Architectural application approved to paint siding, window trim and other trim.
- **Yacht Club**
  - The Treasurer has received about half of the rental payments. The payments will be mailed to management.

#### **Unfinished Business**

- Comments have been received and submitted to the attorney for updating. The Board awaits the final draft.
- A game plan must be developed for landscaping the corner of C Street & 17<sup>th</sup> Street as well as the area where the grasses were removed in the landscape bed in the Overlook parking area.
- Would like to consider new community signage.

#### **New Business**

- Draft Annual minutes were submitted to the Board for review and revisions. Formal approval will occur at the next Annual meeting.
- Management will report the necessary fence repair on the south end of the alley to the shopping center management company.

#### **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 7:42 p.m. The meeting proceeded into Executive Session. The next meeting is scheduled for Monday, February 14, 2022.*

Meeting Minutes Prepared by: Sherri Kennedy, Sentry Management

# LAST MEETING MINUTES

**Chesapeake Station Homeowners Association, Inc.  
Board of Directors Meeting Minutes  
Monday, February 14, 2022  
Microsoft Teams Virtual Meeting Platform**

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

MEMBERS ABSENT:            Bruce Wahl, President

ALSO PRESENT:                Bob Brams, Grounds 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 at 7:03 p.m. Microsoft Teams virtual meeting platform was utilized.

## **Minutes**

*Paul Doherty made a motion approve the January 10, 2022 Board and Executive meeting minutes as submitted. Earl Lewis seconded the motion and the vote carried unanimously.*

## **Officers Reports**

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

- Financial Summary through December 2021 were provided to the Board for review and full financial statements are available on the community portal.
- The non-routine expenses: Attorney Elmore -\$115.00, Postage/copies - \$462-slightly higher due to approved budget/coupon mailing. Additional income: \$240.00 boat slip fees, \$552 – late/interest.

## **Committee Reports**

- **Grounds Committee**
  - The following items were discussed:
    - Discussion ensued concerning improving the landscaping around the entrances, 17<sup>th</sup> Street, and the Overlook area. Video of these areas were provided to the Board. Bob Brams and Bryan Cox will work with the Landscape Chairperson to determine a plan. Committee representatives will discuss ideas with Highlands as well as at least one other contractors for ideas and costs associated with a design or proposal.
- **Social Committee**
  - Bea Paddy is suggesting holding a community event in the Spring (perhaps May). Board would like to conduct a social event with a beach clean up.
- **Architectural Committee**
  - 7828 C Street – Owner received approval to install a bay window on second floor of unit in 2020, but was unable to locate a vendor to complete the work due to COVID 19 and is requesting permission to move forward with the previously approved work. The Board

agreed to notify the owner with the authorization to move forward with the design plans as previously outlined and approved.

- **Yacht Club**
  - No Report

**Unfinished Business**

- Proposed Bylaw amendment approved by the Board. The proposed amendment will be provided to the members in July or August and added to the Annual Meeting agenda for a formal vote of the members.

**New Business**

- *A 12 month CD with Alliance Bank will mature on 3/7/22. Paul Doherty made a motion to roll over the CD for the same term, Kim Brams seconded the motion and the vote carried unanimously.*

**Open Forum:**

- No comments raised.

**Adjournment:**

*With no further business to discuss Kim Brams made a motion to adjourn the meeting, Paul Doherty seconded the motion and the vote carried unanimously. The meeting was adjourned at 7:54 p.m. The meeting proceeded into Executive Session. The next meeting is scheduled for Monday, March 14, 2022.*

Meeting Minutes Prepared by: Sherri Kennedy, Sentry Management

## LAST MEETING MINUTES

**Chesapeake Station Homeowners Association, Inc.**  
**Board of Directors Meeting Minutes**  
**Monday, March 14, 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, Grounds Committee Chairperson  
Bob Brams, Grounds Committee Representative  
Bryan Cox, Grounds 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 at 7:03 p.m. Microsoft Teams virtual meeting platform was utilized.

### **Minutes**

*Paul Doherty made a motion approve the February 14, 2022 Board and Executive meeting minutes as submitted. Kim Brams seconded the motion and the vote carried unanimously.*

### **Officers Reports**

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

- Financial Summary through January 2022 were provided to the Board for review and full financial statements are available on the community portal.
- The non-routine expenses for February: Highlands, Snow - \$1,440.00, Beach Permit - \$140.00. No non-routine expenses so far during the month of March.

### **Committee Reports**

- **Grounds Committee**

- The following items were discussed:
  - Would like to schedule a spring walk around with grounds contractor and committee representatives.
  - Bob Brams and Bryan Cox are working on landscaping ideas for the area at the corner of 17<sup>th</sup> and C Street.
  - Board to develop a plan to present to the community to install new community signs and develop a landscape plan.
  - Need to ensure that the following areas are maintained: C/17<sup>th</sup> Street corner, Arcade between houses and fence, and the South end alley on other side of fence.

- **Social Committee**
  - Bea Paddy is suggesting holding a community event in the Spring (perhaps May). Kim Brams and Carol OBrand will coordinate with Bea Paddy to get something organized.
- **Yacht Club**
  - Bea Paddy provided additional payments for all but four individuals. Bea Paddy will continue to contact those four individuals for payment.
- **Architectural Committee**
  - 7840 C Street – Architectural application submitted and approved to paint the deck and fence the color submitted by owner in order to correct the incorrect color.
  - 7834 C Street – Architectural application submitted and approved to install vertical slats on the exterior of the fence to rectify the fence style.
  - 4000 Arcade Court – Architectural application submitted and approved to repair siding, partially rebuild rear deck and stain front, rear, and side decks.

**Unfinished Business**

- Onsite meeting scheduled for 3/17/22 to review those units in the community requiring immediate repairs.

**New Business**

- None

**Open Forum:**

- No comments raised.

**Adjournment:**

*With no further business to discuss Kim Brams made a motion to adjourn the meeting, Paul Doherty seconded the motion and the vote carried unanimously. The meeting was adjourned at 7:59 p.m. The meeting proceeded into Executive Session. The next meeting is scheduled for Monday, April 11, 2022.*

Meeting Minutes Prepared by: Sherri Kennedy, Sentry Management

## LAST MEETING MINUTES

**Chesapeake Station Homeowners Association, Inc.  
Board of Directors Meeting Minutes  
Monday, April 11, 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: Sherri Kennedy, Sentry Management

### Call to Order

The Board of Directors meeting of the Chesapeake Station Homeowners Association, Inc. was called to order at 7:04 p.m. Microsoft Teams virtual meeting platform was utilized.

### Minutes

*Kim Brams made a motion approve the March 14, 2022 Board and Executive meeting minutes as submitted. Paul Doherty seconded the motion and the vote carried unanimously.*

### Officers Reports

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

- Financial Summary through March 2022 were provided to the Board for review and full financial statements are available on the community portal.
- The non-routine expenses through March 2022: Duck Blind Renewal for 3 years - \$60.00
- Association is in good shape. Approximately 3 ½ thousand dollars under budget through the end of March.

### Committee Reports

- **Grounds Committee – Report submitted by Bill Lebeel, Grounds Committee Chairperson**
  - The following items were discussed:
    - Cleanup of the berm area next to the R&R fence. This is an ongoing eyesore in the community and directly affects the 3 adjacent homeowners' property and safety. This usually gets pushed to the bottom of the list.
    - Removal of dead tree on the beach adjacent to R&R fence. This is a priority. If the tree falls it may damage the fence.
    - Cleanup of the beach. Jose usually charges a standard \$450 fee for the cleanup and we get it done just prior to Memorial Day. With the storms this winter there is an excessive amount of debris and may be more costly.
    - Remove/replace arbor vitae along the alley fence. The planting should wait until fall.
    - Removal of dead trees, bushes and debris in the glen area. This is another issue that gets placed at the bottom of the list.
    - Trim bushes on the hill adjacent to the Overlook.
    - Improvement at 17th and C.
    - Improvement to the bed at C St at the north end of the parking lot entrance.

- Upgrade/modernize signage at the entrances.
- Plantings around the electrical box at the Overlook.

Sherri and I spoke last week and she may have some items to add to the list. As the board prioritizes the list I would suggest that they look at maintenance items vs improvement items.

I spoke to Jose this morning. He will be providing a bid for improvement at 17 and C. His idea is to incorporate red buds trees (25' - 30' mature) some hollies and knockout roses and reducing the size of the bed. In addition he will providing a copy of the stump grinding he proposed last year (and I lost). Grinding includes the stumps at 17th and C and the ones adjacent the shopping center road. He will be looking at the beach debris removal also.

Respectfully,  
Bill Leebel

- Kim Brams made a motion to move forward with the first 5 items on the list submitted by the Landscape Chairperson. Carol Obrand seconded the motion and the vote carried unanimously.
- Further clarification is required concerning items 5, 8, and 10.
  
- **Social Committee**
  - Bea Paddy is suggesting holding a community event in the Spring (perhaps May). Kim Brams and Carol OBrand will coordinate with Bea Paddy to get something organized. Perhaps a Community Fest on the beach. Attendance in the past has been about ¼ of the owners.
  
- **Yacht Club**
  - Bea Paddy provided additional payments to the Treasurer. A couple of individuals must pay and Bea Paddy will continue to contact those individuals for payment.
  
- **Architectural Committee**
  - 7840 C Street – Revised Architectural application submitted and approved for fence modification and to stain the deck, stairs, and fence.
  - 4003 Band Shell – Architectural application submitted and approved for fence repairs/sand and repaint and address numbers.
  - 7790 Dentzell Court – Architectural application submitted and approved to extend landscape border, paint front interior railing and yard decoration.

**Unfinished Business**

- Kim Brams made a motion to solicit proposals for two, possibly three entrance signs. Paul Doherty seconded the motion and the motion carried unanimously.

**New Business**

- None

**Open Forum:**

- No comments raised.



**Adjournment:**

*With no further business to discuss, the chair entertained a motion to adjourn the meeting. Paul Doherty made a motion to adjourn the meeting, Kim Brams seconded the motion and the vote carried unanimously.* The meeting was adjourned at 8:21 p.m. The meeting proceeded into Executive Session. The next meeting is scheduled for Monday, May 9, 2022.

Meeting Minutes Prepared by: Sherri Kennedy, Sentry Management

## 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 Byan 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

## LAST MEETING MINUTES

**Chesapeake Station Homeowners Association, Inc.  
Board of Directors Meeting Minutes  
Monday, June 13, 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: Doug Lodge, 7740 C Street  
David Oshea, 7736 C Street  
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.

### **Minutes**

*Kim Brams made a motion approve the May 9, 2022 Board and Executive Session meeting minutes as submitted, Paul Doherty seconded the motion and the vote carried unanimously.*

### **Officers Reports**

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

- Financial Summary through May 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 - \$150.00
- Association is approximately 18% under budget.

### **Committee Reports**

- **Grounds Committee**
  - The following items were discussed:
    - Discussion ensued regarding the current contract and the current services. It was noted that the two adjacent beds at the entrance to 17<sup>th</sup> & C require weeding and are not being properly maintained.
    - Two owners present informed the Board that the grass area near the fence behind the 17<sup>th</sup> street townhomes and along the stairs is not being mowed or edged. The Board requested that the owners submit their concerns in writing, so they can be properly filed and addressed.
    - Carol provided the design plan that she developed for Board review. At this time the 17<sup>th</sup> and C Street entrance beds require weeding and mulching. Planting should not occur until the Fall. The 3 large stumps and additional 5 stumps along the alleyway require stump grinding.
    - After discussion, Bruce Wahl, Carol OBrand, & Bryan Cox will meet with Jose Andino on Wednesday at 8:30 a.m. to review and discuss areas requiring attention.

- **Social Committee**
  - Due to COVID outbreak social events on hold.
- **Yacht Club**
  - Area surrounding canoe racks is weeds and mud.
- **Architectural Committee**
  - Kim Brams made a motion to ratify approval of the architectural application submitted for 4030 17<sup>th</sup> Street for a warranty replacement patio door and 4009 Band Shell Drive to install a sump pump, Carol OBrand seconded the motion and the vote carried unanimously.
  - Kim Brams made a motion to approve the architectural application submitted for 4012 Band Shell to remove shrub hedge, Carol OBrand seconded the motion and the vote carried unanimously.
  - Kim Brams made a motion to approve the architectural applications submitted for 4006 Band Shell to replace deck, siding, windows and fence, Carol OBrand seconded the motion and the vote carried unanimously.
  - Kim Brams made a motion to approve the architectural applications submitted for 4012 17<sup>th</sup> Street to front upper and lower decks, Carol OBrand seconded the motion and the vote carried unanimously.
  - 7822 C Street – Owner provided picture of sample siding for approval in order to make maintenance repair. Management will advise owner that sample siding does not appear to match existing and will request a hard sample or manufacturer name and color for an in person review.

#### **Unfinished Business**

- Mailboxes – Total mailboxes and sizes will need to be determined for pricing.
- Discussion ensued concerning tracking the number of rentals in the community. Paul Doherty provided the Board a list of rental units for review in order to determine a baseline. Bruce Wahl also developed a contact list of owners based on GIS.

#### **New Business**

- July 3<sup>rd</sup>/9<sup>th</sup> Town of Chesapeake Beach firework celebration – Board is working on getting a commitment from the Town to close off C Street during the event. Paul Doherty has been in contact with the Sheriff’s Dept. to coordinate off duty officers for the event.
- Sink holes – Areas of concern were reviewed in an attempt to determine appropriate repairs. Kim Brams and Bruce Wahl to discuss and the Town will be contacted to inform that the Arcade storm drain is backed up and causing sink holes. Carol OBrand also had a conversation with a resident on Arcade concerning these drainage issues and an area of sidewalk that is lifted.
- Additional sand will be required for the wash out on the beach.
- Carol OBrand would like to formally thank Terri Lang, 4004 Arcade) for the removal, bagging, & disposal of all the poison ivy from the canoe racks. Kim Brams will draft a thank you letter to be sent to the owner.
- Discussion ensued regarding the community maintenance notice. Request made by owner to not include a compliance date. Board will discuss.

#### **Open Forum:**

- None

**Adjournment:**

*With no further business to discuss, the chair entertained a motion to adjourn the meeting. Paul Doherty made a motion to adjourn the meeting, Kim Brams seconded the motion and the vote carried unanimously. The meeting was adjourned at 8:20 p.m. The meeting proceeded into Executive Session. The next meeting is scheduled for Monday, July 11, 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.
- Prepared meeting minutes.
- Communicated with owners concerning: architectural applications, resale information, account balances, account updates, unit maintenance.
- Provided Board President with updated owner information.
- 7736 C Street – Owner received maintenance items and will be working toward completion.
- 7822 C Street – Pictures of maintenance item provided. Owner indicated storm damage and would take care of.
- 4014 17<sup>th</sup> Street – Owner contacted office to advise received maintenance items and will be working on completion.
- 7822 C Street – Provided picture of area requiring maintenance.
- 4013 Carousel – Pictures of maintenance items provided as requested.
- 4034 C Street – Pictures of maintenance items provided to owner.
- 4007 Carousel – Owner advised that maintenance items completed.
- 7736 C Street – New owners. They are aware of the maintenance items and will be working on completion. Provided owner with architectural application.

## Architectural Requests

- Approved Architectural Application:
  - a. 4030 17<sup>th</sup> Street – Architectural application received and approved to replace slider under warranty. No change in item. *Ratify in minutes.*
  - b. 4009 Band Shell Street – Architectural application received and approved to install sump pump. *Ratify in minutes.*
- Architectural Applications Requiring Review:
  - a. None

## Discussion/Decisions for Board Members

- July 4<sup>th</sup> plans
- Sink hole repairs
- Mailbox Replacement

## Accounts Receivable

- 10 accounts in arrears; 6 accounts include past due parking fee. See attached report.  
\*\*Discussion to occur in Executive Session.

## Closings

- 7736 C Street, 5/26/22



## Executive Session

- 8 accounts in arrears; 5 accounts include past due parking fee. See attached report.  
\*\*Discussion to occur in Executive Session.

## 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

## Current Board Terms

Director	Position	Year Elected Appointed	Term	Seat Exp.
Bruce Wahl	President	2021	1 year	2022
Kim Brahms	VP	2021	1 year	2022
Paul Doherty	Treasurer/Secretary	2021	1 year	2022
Carol OBrand	Director/Member at Large	2021	1 year	2022
Earl Lewis	Director/Member at Large	2021	1 year	2022

## LAST MEETING MINUTES

**Chesapeake Station Homeowners Association, Inc.  
Board of Directors Meeting Minutes  
Monday, July 11, 2022  
Microsoft Teams Virtual Meeting Platform**

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

MEMBERS ABSENT: Kim Brams, Vice-President

ALSO PRESENT: Bea Paddy, Yacht Club & Grounds Committee  
Bill Lebeel, Grounds Committee  
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.

### Minutes

*Kim Brams made a motion approve the June 13, 2022 Board and Executive Session meeting minutes as submitted, Paul Doherty seconded the motion and the vote carried unanimously.*

### Officers Reports

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

- Financial Summary through June 2022 were provided to the Board for review and full financial statements are available on the community portal.
- The non-routine expenses through June 2022: Website Domain/Security Hosting - \$495.00 & Legal expense - \$1,047.00
- Association currently has \$287,844.00 in assets and of that \$37,709.00 is in Operating and the remainder is in the Reserve Account.

### Committee Reports

- **Grounds Committee**
  - Bill Lebeel reported the following items:
    - The Committee's concentration was to complete the sink hole and beach repairs.
    - A couple of volunteer trees in the Overlook section will be removed by Highlands as they will soon block the bay view. This will need to occur every couple of years since the roots are under the rocks.
    - Highlands will remove weeds from the rock area behind the Overlook.
    - Highlands will repair the fence along the C Street alley and the weeds removed from growing around the stop sign in the same alley.
    - Highlands will perform stump grinding as previously noted at 17<sup>th</sup> & C near the Overlook and behind the C Street alley. The alleyway stumps will be invoiced separately and half the cost will be billed to the shopping center.
    - An abandoned Volkswagen with no tags was reported.

- Discussion ensued regarding the current contract and the current services. It was noted that the two adjacent beds at the entrance to 17<sup>th</sup> & C require weeding and are not being properly maintained.
  - The area around/along the steps from the townhomes to the shopping center require mowing/edging. Proper maintenance of these areas will be discussed with Highlands.
- **Social Committee**
  - Due to COVID outbreak social events on hold.
- **Yacht Club**
  - Bea Paddy reported that spaces are still available. She is following up with one owner who still owes one half of assessment.
- **Architectural Committee**
  - Paul Doherty made a motion to ratify approval of the architectural applications as follows:
    - 7735 C Street – Architectural application received and approved to install handicap ramp.
    - 4009 Band Shell Court – Architectural application received and approved to install new roof, vents & chimney repair.
    - 4001 Band Shell Court – Architectural application received and approved to re-stain deck and Board received for reviewed.
    - 7758 C Street – Architectural application received and approved for deck repairs.
    - 7835 C Street – Architectural application received and approved for roof and gutter replacement.
  - Carol Obrand seconded the motion and the vote carried unanimously.
  - 7822 C Street – Owner was provided with the application that has been previously submitted providing the color of the existing siding. No further response received from owner regarding repair.

### **Unfinished Business**

- Sink hole repairs and beach repairs have been completed. Contractor did a good job.
- The Town is inquiring about a map showing the drainage problem on Arcade Court. A response will be provided indicating that the storm drain on Arcade Court is blocked causing water to pool in the street.
- Mailboxes – Total mailboxes and sizes will need to be determined for pricing.

### **New Business**

- The Bylaws Amendment Letter was approved. Paul Doherty will provide an updated letter with the proposed Bylaw amendment document for mailing to the community.
- Discussion ensued regarding the location of the Annual Meeting. The Board unanimously agreed that the Annual Meeting scheduled for September 10<sup>th</sup> would be held in a large meeting room at the community center. Masks will be made available.
- Paul Doherty made a motion to amend the proposed budget to reduce the quarterly assessment from \$175.00 to \$170.00 a quarter. This would be accomplished by reducing the Reserve contribution and transferring \$11,000.00 from the Operating Account to the Reserve Account in order to balance the budget. There was no second and the motion died.
- Management will provide 2023 draft proposed budget to Paul Doherty who will revise the 2023 proposed budget for a final email vote in order to mail prior to the next meeting.

- The Board will review the current Landscape Maintenance Scope of Work and provide any revisions. Management will provide a sample Scope of Work. The Board will provide their thoughts on additions or revisions to the scope in order to solicit grounds maintenance proposals.

**Open Forum:**

- None

**Adjournment:**

*With no further business to discuss, the chair entertained a motion to adjourn the meeting. Carol Obrand made a motion to adjourn the meeting, Paul Doherty seconded the motion and the vote carried unanimously. The meeting was adjourned at 8:24 p.m. The meeting proceeded into Executive Session. The next meeting is scheduled for Monday, August 8, 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.
- Prepared meeting minutes.
- Communicated with owners concerning: architectural applications, resale information, account balances, account updates, unit maintenance.
- 7758 C Street – Requested owner provide
- 7822 C Street – Owner provided sample picture of siding repair for approval. Requested owner provide physical sample or manufacturer/color for Board review. Provided owner with past approved architectural application outlining current siding. No further communication.
- 4034 17th Street – Pictures of maintenance items provided to owner previously. Owner followed up with messages about theft on property. Advised to contact Sheriff's Dept. Have been unable to verbally speak to owner. Threatening and accusatory voice mail messages.
- 4006 17<sup>th</sup> Street – Owner reported repairs completed.
- 4000 17<sup>th</sup> Street – Owner advised that received maintenance item and will tend to repair, but having trouble finding a handyman.

## Architectural Requests

- Approved Architectural Application:
  - a. 4012 Band Shell Street – Architectural application received and approved to remove shrub hedge. Approved at June meeting
  - b. 4006 Band Shell Street – Architectural application received and approved to replace deck, siding, windows & fence. Approved at June meeting
  - c. 4012 17<sup>th</sup> Street – Architectural application received and approved to replace upper and lower front decks. Approved at June meeting.
  - d. 7736 C Street – Architectural application received and approved to replace roof, gutters, new front deck/porch, new windows, new doors, repair back & bottom decks, upgrade front & rear landscaping, regrade front area so water flows away from unit. *Ratify in minutes.*
  - e. 7735 C Street – Architectural application received and approved to install handicap ramp. *Ratify in minutes.*
  - f. 4009 Band Shell Court – Architectural application received and approved to install new roof, vents & chimney repair. *Ratify in minutes.*
  - g. 4001 Band Shell Court – Architectural application received to re-stain deck and Board received for reviewed. *Ratify in minutes.*
- Architectural Applications Requiring Review:
  - a. 7758 C Street – Owner submitted architectural application for deck repairs. Requested owner provide a color sample or manufacturer/color information. Information received and application forwarded for review (Approval rcvd. from Carol, Kim, & Earl).

## Discussion/Decisions for Board Members

- Sink hole repairs
- Bylaw amendment cover letter
- Electric Charging Station
- Reserve Study – New Law (See attached summary)
- Mailbox Replacement

## Accounts Receivable

- 5 accounts in arrears; 4 accounts include past due parking fee. See attached report.  
\*\*Discussion to occur in Executive Session.

## Closings

- 4000 Arcade Street, re-sale ordered

## Executive Session

- 5 accounts in arrears; 4 accounts include past due parking fee. See attached report.  
\*\*Discussion to occur in Executive Session.

## 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

## Current Board Terms

Director	Position	Year Elected Appointed	Term	Seat Exp.
Bruce Wahl	President	2021	1 year	2022
Kim Brahms	VP	2021	1 year	2022
Paul Doherty	Treasurer/Secretary	2021	1 year	2022
Carol OBrand	Director/Member at Large	2021	1 year	2022
Earl Lewis	Director/Member at Large	2021	1 year	2022

## LAST MEETING MINUTES

**Chesapeake Station Homeowners Association, Inc.  
Board of Directors Meeting Minutes  
Monday, August 30, 2022  
Microsoft Teams Virtual Meeting Platform**

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

MEMBERS ABSENT: Kim Brams, Vice-President

ALSO PRESENT: Bryan Cox, 4018 17<sup>th</sup> Street  
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 7:02 p.m. Microsoft Teams virtual meeting platform was utilized.

### Minutes

*Paul Doherty made a motion approve the July 11, 2022 Board meeting minutes as amended and Executive Session meeting minutes as submitted, Carol OBrand seconded the motion and the vote carried unanimously.*

### Officers Reports

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

- Financial Summary through June 2022 were provided to the Board for review and full financial statements are available on the community portal.
- The non-routine expenses through August 2022: Off duty police officers for July 4<sup>th</sup> - \$425.00 & Income tax from 2020 - \$83.66
- Association currently has \$42,365.89 is in Operating and \$252,737.98 in the Reserve Account.

Earl Lewis made a motion to approve the report, Carol OBrand seconded the motion and the vote carried unanimously.

### Committee Reports

- **Grounds Committee**

- The following items were discussed:
  - Paul Doherty made a motion to remove three trees on the slope area going down from the Overlook will be removed as they are blocking bay view. Carol OBrand seconded the motion and the vote carried unanimously. Management will contact Highlands.
  - It was reported that the Overlook sign is in disrepair and is falling apart. Management will contact Highlands to request removal.
  - Earl Lewis made a motion to approve the final grounds maintenance scope of work, Paul Doherty seconded the motion and the vote carried unanimously. Management will send out requests to identified contractors for proposals due by 9/30/22 and Board decision no later than November.
  - Management will follow up with Highlands concerning stump removal as previously identified at 17<sup>th</sup> & C near the Overlook and behind the C Street

alley. The alleyway stumps must be invoiced separately and half the cost will be billed to the shopping center.

- **Social Committee**
  - Two non Board sponsored events upcoming:
    - Community yard sale scheduled for 9/17/22
    - Resident David Brown, 7791 Denzell, presented open invitation to community residents for a BBQ on 9/4/22.
  
- **Yacht Club**
  - No Report
  
- **Architectural Committee**
  - Paul Doherty made a motion to ratify approval of the architectural applications as follows:
    - 4028 17<sup>th</sup> Street – Architectural application received and approved for to replace deck boards and rails and front stoop rails.
    - 7750 C Street – Architectural application received and approved to replace siding.
    - 4007 Carousel – Architectural application received and approved for front door dome awning.Earl Lewis seconded the motion and the vote carried unanimously.
  - 4009 Band Shell – Paul Doherty made a motion to approve the architectural application submitted to install a French drain, Carol OBrand seconded the motion and the vote carried unanimously.

#### **Unfinished Business**

- None

#### **New Business**

- Owner of 4018 17<sup>th</sup> Street requested use of a parking space for POD storage for 6 to 8 weeks. The Board approved this request with the use of a parking space on the south side of the parking lot.
- A report was received about broken glass on Carousel near the sidewalk on the cul-de-sac. Management will advise Highlands to clean up when on site.
- Annual Meeting details discussed. Treasurer to provide Financial Report and 50 copies will be brought to meeting. In addition, 20 copies of the annual meeting minutes and the proposed bylaw amendment will be brought to the meeting.

#### **Open Forum:**

- None

#### **Adjournment:**

*With no further business to discuss, the chair entertained a motion to adjourn the meeting. Paul Doherty made a motion to adjourn the meeting, Carol OBrand seconded the motion and the vote carried unanimously. The meeting was adjourned at 8:08 p.m. The meeting proceeded into Executive Session. The next meeting is scheduled for Monday, September 12, 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.
- Prepared meeting minutes.
- Communicated with owners concerning: architectural applications, resale information, account balances, account updates, unit maintenance.
- Sent follow up email to Holly Wahl with TOCB regarding maintenance of area on south side of fence along 17<sup>th</sup> Street. Town communicating with Kim Brams. Maintenance completed by the TOCB.
- Sent follow up email to Holly Wahl with TOCB regarding drainage issue. TOCB advised that the area reported is private property and that there are issues with the line are potentially due to tidal surges. The Town is undertaking a Coastal Resiliency study in Town and adding this area as a concern as we are including private and public property in this study. Their study will prepare recommendations on how to address these issues and will engage the HOA. There is a steering committee for this effort that is citizen-led. *If there is a member of the Chesapeake Station HOA that would like to join this volunteer committee, please contact Holly.*
- Mailed Bylaws amendment and information to owners.
- Prepared landscape maintenance sample scope of work and provided to Board for review. Revised based on Board/Committee comments.
- Prepared 2023 draft proposed budget and provided to Treasurer. Worked with Treasurer to finalize 2023 draft proposed budget.
- Mailed Annual and Budget meeting notice and information to be mailed to owners.
- 7732 C Street – Provided Resolution 3 and architectural application to owner.
- 7734 C Street – Corresponded about inconvenience of neighbor's renovations (7736). Used deck and parking in front of the sidewalk in front of home.
- 7731 C Street – Owner reported next of bees in rocks in common area near deck. Forwarded to Landscape Chair for action.

## Architectural Requests

- Approved Architectural Application:
  - a. 7758 C Street – Architectural application submitted and approved for deck repairs.
  - b. 7758 C Street – Architectural application submitted and approved for roof and gutter replacement.
  - c. 4028 17<sup>th</sup> Street – Architectural application submitted and approved to replace deck boards and rails and to replace front stoop and rails. *Ratify in minutes.*
- Architectural Applications Requiring Review:
  - a. 7750 C Street – Architectural application submitted to replace siding. Requested additional information for specific color and material (estimate with description). Application forwarded for review. Action Required.

## Discussion/Decisions for Board Members

- SOW-Landscape & Snow
- Electric Charging Station
- Mailbox Replacement

## Accounts Receivable

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

## Closings

- 4000 Arcade Street, re-sale ordered

## Executive Session

- 5 accounts in arrears; 4 accounts include past due parking fee. See attached report.  
\*\*Discussion to occur in Executive Session.

## 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

## Current Board Terms

Director	Position	Year Elected Appointed	Term	Seat Exp.
Bruce Wahl	President	2021	1 year	2022
Kim Brahms	VP	2021	1 year	2022
Paul Doherty	Treasurer/Secretary	2021	1 year	2022
Carol OBrand	Director/Member at Large	2021	1 year	2022
Earl Lewis	Director/Member at Large	2021	1 year	2022

**Chesapeake Station Homeowners Association, Inc.**  
**Board of Directors Meeting Minutes**  
**Monday, September 12, 2022**  
**Microsoft Teams Virtual Meeting Platform**

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

MEMBERS ABSENT: Kim Brams, Vice-President

ALSO PRESENT: Sherri Kennedy, Sentry Management

**Call to Order**

The Board of Directors meeting of the Chesapeake Station Homeowners Association, Inc. was called to order by President Bruce Wahl at 7:04 p.m. Microsoft Teams virtual meeting platform was utilized.

**Minutes**

*The last Board meeting minutes were tabled until the next Board meeting.*

Carol OBrand made a motion that the members continue to serve in the previous year's Board positions for a one year term as follows:

Bruce Wahl	President
Kim Brams	Vice President
Paul Doherty	Secretary/Treasurer
Earl Lewis	Member at Large
Carol Obrand	Member at Large

Earl Lewis seconded and the vote carried unanimously.

**Committee Reports**

- **Architectural Committee**
  - Architectural application received from 4005 Band Shell Court to install pavers. A response will be provided by the Board President in order to complete the electronic vote.
  - Architectural application received from 4000 Arcade Court to replace two windows. The Board voted to approve this request. The owner will be notified.
  - Architectural application received from 4000 Arcade Court for front door modification/replacement. Additional information is required in order to complete the review process. The owner will be contacted requesting door and alteration specifications (including color) and advise that the application must be re-submitted with this additional information in order to perform a formal review.

**Unfinished Business**

- None

**New Business**

- Several members volunteered to serve on the Architectural, Social, Grounds and Yacht Club committees. The goal is that balance the number of individuals on each committee and attempt to

- have geographic diversity and agreed to appoint all those members interested in serving on a committee.

**Open Forum:**

- None

**Adjournment:**

*With no further business to discuss, the chair entertained a motion to adjourn the meeting. Carol OBrand made a motion to adjourn the meeting, Earl Lewis seconded the motion and the vote carried unanimously. The meeting was adjourned at 7:45 p.m. The next meeting is scheduled for Monday, October 10, 2022.*

Meeting Minutes Prepared by: Sherri Kennedy, Sentry Management

## LAST MEETING MINUTES

**Chesapeake Station Homeowners Association, Inc.  
Board of Directors Meeting Minutes  
Monday, October 10, 2022  
Microsoft Teams Virtual Meeting Platform**

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

MEMBERS ABSENT: Bruce Wahl, President

ALSO PRESENT: 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.

### **Minutes**

*Paul Doherty made a motion approve the August 30, 2022 Board meeting minutes and Executive Session meeting minutes and the September 12, 2022 meeting minutes as submitted, Carol OBrand seconded the motion and the vote carried unanimously.*

### **Officers Reports**

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

- Financial Summary through September 2022 were provided to the Board for review and full financial statements are available on the community portal.
- The non-routine expenses through September 2022: Website security - \$100.00. All other expenses were routine.

### **Committee Reports**

- **Grounds Committee**
  - The following items were discussed:
    - Estimates for landscape management received from five landscape contractors. The Board reviewed the proposals and an analysis was prepared. Discussion to occur in new business.
- **Social Committee**
  - Upcoming Event:
    - Octoberfest scheduled for 4:00 p.m. on 10/22/22.
- **Yacht Club**
  - No Report
- **Architectural Committee**
  - Kim Brams made a motion to ratify approval of the architectural applications as follows:
    - 7732 C Street – Architectural applications received and approved to install storm door and replace siding.

- 4005 Band Shell – Architectural application received and approved for paver installation.

Paul Doherty seconded the motion and the vote carried unanimously.

### **Unfinished Business**

- None

### **New Business**

- Kim Brams made a motion to approve the year end 2021 draft audit. Paul Doherty seconded the motion and the vote carried unanimously.
- Discussion ensued concerning the landscape maintenance proposals received. Based on the analysis that was prepared and the information received, the Board has eliminated the highest and lowest bidder. The Board will develop follow up questions and request a discussion session with each of the remaining three contractors. Kim Brams and Carol Obrand will develop the initial questions and provide to the Board to prepare for the next step.

### **Open Forum:**

- None

### **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, Carol OBrand seconded the motion and the vote carried unanimously. The meeting was adjourned at 7:58 p.m. The next meeting is scheduled for Monday, November 14, 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.
- Prepared meeting minutes.
- Communicated with owners concerning: architectural applications, resale information, account balances, account updates, unit maintenance.
- Financials, paid invoices, and accounts receivable available for review on the community portal.
- Prepared monthly report and provided to Board for 10/10 Board meeting.
- Sent text and email to Highlands (cc Board Pres. & Landscape Chair.) regarding items requiring attention in the community. Contacted contractor by phone.
- Notified 4007 Carousel & 4009 Band Shell of architectural application approval.
- Provided information to Bryan Cox regarding front door specifications.
- Notified 4000 Arcade of architectural approval for two window replacements. Advised owner that additional information required for front door replacement/modification.
- 4005 Band Shell – Architectural application received and approved for paver install. Notified owner.
- 7750 C Street – Architectural application submitted for siding replacement. Application approved and owner notified.
- Provided architectural application to contractor for unit owner window replacement.
- Sent requests for proposals for grounds maintenance to several contractors. Verified a pre-conference date with the Landscaping Chairperson which is scheduled for 9/20/22. Contractors advised to confirm attendance. Received 6 confirmations. Provided one additional SOW to Brightview Landscaping.
- Attended pre-conference with Landscape Committee chairpersons and landscape contractors.
- Prepared copies for Annual/Budget meeting.
- 4000 Arcade – Architectural applications received and approved for 2 replacement windows and front door modification. Owner advised that replacement windows approved and additional information required in order to review the front door.
- 4005 Band Shell – Architectural application received and approved for paver install.
- Received proposals from landscape maintenance contractors.
- 7732 C Street – Architectural application received and approved to install storm door.
- 4016 17<sup>th</sup> Street – Request received and submitted to update mailing address.
- Updated organizational information of Board of Directors.
- Prepared approved budget for budget/coupon mailing to unit owners.

## Architectural Requests

- Approved Architectural Application:
  - a. 4007 Carousel Street – Architectural application submitted and approved for front door dome awning.
  - b. 4009 Band Shell – Architectural application submitted and approved for French drain.

- c. 4000 Arcade – Architectural application submitted and approved to replace two windows. Owner advised that additional information required in order to review the application for front door replacement/modification.
  - d. 7750 C Street – Architectural application submitted for siding replacement. Application approved and owner notified.
  - e. 4005 Band Shell – Architectural application submitted and approved for paver install. Owner notified. *Ratify in minutes*
  - f. 7732 C Street – Architectural application received and approved to install front door. *Ratify in minutes.*
- Architectural Applications Requiring Review:
    - a. 7732 C Street – Architectural application received to replace siding. *Responses received from Paul, Kim, Carol, & Earl.*

## Discussion/Decisions for Board Members

- SOW-Snow
- Landscape Maintenance proposals
- 2021 Draft Audit
- Electric Charging Station
- Mailbox Replacement

## Accounts Receivable

- 5 accounts in arrears; 20 accounts past due parking fee. See attached report. **\*\*Discussion to occur in Executive Session.**

## Closings

- 4000 Arcade Street, 7/14/22
- 4005 Band Shell, 6/28/22

## Executive Session

- 5 accounts in arrears; 20 accounts past due parking fee. See attached report. **\*\*Discussion to occur in Executive Session.**

## 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



## Current Board Terms

<b>Director</b>	<b>Position</b>	<b>Year Elected Appointed</b>	<b>Term</b>	<b>Seat Exp.</b>
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

## LAST MEETING MINUTES

### Chesapeake Station Homeowners Association, Inc. Board of Directors Meeting Minutes Monday, November 14, 2022 Microsoft Teams Virtual Meeting Platform

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

MEMBERS ABSENT: Bruce Wahl, President

ALSO PRESENT: Bryan Cox, 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 by Vice-President Kim Brams at 7:05 p.m. Microsoft Teams virtual meeting platform was utilized.

#### Minutes

*Paul Doherty made a motion approve the October 10, 2022 Board meeting minutes and Executive Session meeting minutes as submitted, Kim Brams seconded the motion and the vote carried unanimously.*

#### Officers Reports

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

- Financial Summary through October 2022 were provided to the Board for review and full financial statements are available on the community portal.
- The non-routine expenses through October 2022: CPA for audit/taxes - \$1,782.00 and tax payment - \$185.00. All other expenses were routine.
- The Association is currently running approximately \$10,800.00 under budget.
- Management to complete a one time transfer from operating to reserves.

#### Committee Reports

- **Grounds Committee**
  - Bryan Cox brought forth the following items:
    - Correspondence provided by Eugene Fisher (DNR) regarding beach restoration information. Bryan Cox will request a formal write up and determine his availability to attend the December or upcoming Board meeting.
    - Bryan Cox has contacted BGE and submitted the appropriate request for review of the utility box to determine the possibility of replacement or painting.
    - Proposal from Highlands provided to the Board to complete bed renovation around BGE utility box bed area for a cost of \$1,745. Paul Doherty made a motion to approve the mulching portion of the proposal for a cost not to exceed \$200.00, Kim Brams seconded the motion and the vote carried unanimously.
    - Proposal from Highlands and provided to the Board for 17<sup>th</sup> & C Street bed renovation for a cost of \$3,245. After discussion, Kim Brams made a motion to approve the proposal with the stipulation that the plantings will be

warranted and if not, the work will be postponed until the Spring. Carol seconded the motion and the vote carried unanimously. Carol Obrand seconded the motion and the vote carried unanimously. The stumps in the bed will be ground. Bryan Cox will coordinate this service with Highlands.

- Discussion ensued regarding landscape management proposals. Kim Brams called references provided by contractors. The Board has narrowed down the selection to the top three contractors to Highlands, Blythewood, & Brightview. Further discussion will be discussed by the Board on 11/21/22.

- **Social Committee**

- Recent Event:
  - Octoberfest occurred on 10/22/22.

- **Yacht Club**

- No Report

- **Architectural Committee**

- 4012 Carousel – Architectural application submitted to replace main entry door and left side panel, paint primary bedroom entry door and replace storm door, replace patio door window configuration with 3-panel sliding glass door, and replace main entry side upper right window with picture/slider window combination. Discussion ensued. Paul Doherty made a motion to approve all items as submitted in the architectural application except upper right window replacement with picture/slider combination. Carol Obrand seconded the motion and the vote carried.
- Paul Doherty made a motion to ratify approval of the architectural applications as follows:
  - 7789 Dentzell Street – Architectural applications received and approved to remove rear tree and install new tree as outlined.

Kim Brams seconded the motion and the vote carried unanimously.

### **Unfinished Business**

- None

### **New Business**

- Kim Brams made a motion to approve the year end 2021 draft audit. Paul Doherty seconded the motion and the vote carried unanimously.
- The scope of work for snow plowing/shoveling services was reviewed and approved. Management will solicit proposals from the top three grounds maintenance contractors.
- Kim Brams made a motion to approve the snow plow agreement with the Town of Chesapeake Beach. Carol OBrand seconded the motion and the vote carried unanimously. The Board agreed that Kim Brams will sign the agreement and it will be forwarded to the Town.

### **Open Forum:**

- None

### **Adjournment:**

*With no further business to discuss, the chair entertained a motion to adjourn the meeting. Paul Doherty made a motion to adjourn the meeting, Earl Jones seconded the motion and the vote carried unanimously. The meeting was adjourned at 7:58 p.m. The next meeting is scheduled for Monday, December 12, 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.
- Prepared meeting minutes.
- Communicated with owners concerning architectural applications, resale information, account balances, account updates, unit maintenance.
- Financials, paid invoices, and accounts receivable available for review in the Board Room on the community portal ([www.sentrymgt.com](http://www.sentrymgt.com)).
- Prepared meeting minutes.
- Prepared monthly report and provided to Board for 11/14 Board meeting.
- 7732 C Street – Architectural application received and approved to install storm door. Owner notified.
- 7732 C Street – Architectural application submitted and approved to replace siding. Owner notified.
- P.O. Box renewal paid by Board Treasurer. Reimbursement issued.
- 2021 YE draft audit received, filed & provided to Board for review. Representation Letter provided to Treasurer for signature. Board and management signed Representation Letter submitted to CPA for final report. Advised CPA that bank confirmation would be sent by our Banking Dept.
- Bank confirmation requested by CPA and forwarded to Treasurer for signature. New signers required on the account. Request submitted to update to current Board Treasurer and President.
- Provided landscape maintenance proposals to Board for review. *Action Required*
- 4012 Carousel Way – Architectural application received through CSHOA website for replacement of main entry, primary bedroom & patio door and Board/Arch. Provided for review. *Action Required*.
- 4005 Band Shell – Architectural application received and approved for paver install. Owner notified.
- 7732 C Street – Architectural applications received and approved to install storm door and replace siding. Owner notified.
- Requested references from Brightview, Ray's Landscaping, & Blythewood. Received references and provided to Board.
- Provided landscape maintenance proposals to Board for review. *Action Required*
- 4012 Carousel Way – Architectural application received through CSHOA website for replacement of main entry, primary bedroom & patio door and Board/Arch. Provided for review. *Action Required*.
- 4004 Band Shell – Spoke to Board Secretary regarding architectural application. Advised that our office did not receive application. He will resend. Application received. Sent owner email informing that additional information required in order to review application. Owner wants to change specs and provided a picture of unit on C Street. Advised that architectural application must be re-submitted. Have not received re-submitted application.
- Received filed Amended & Restated Bylaws from attorney. Provided to Board Secretary

and submitted to update Re-sale. Prepared information to mail amended Bylaws to owners.

- Submitted request to bidders confirming specific maintenance items. Indicated that SOW would be added as an addendum to the awarded contract. Requested response by 10/31. Responses received and provided to Board.
- Sent email to committee to determine interest in serving as ACC Chairperson.
- 7789 Dentzell – Owner submitted architectural application for tree removal and replacement with a dwarf Japanese Maple tree. Application approved and owner notified. *Ratify in meeting minutes.*
- Submitted and processed request for committee members reimbursement for Oktoberfest.

## Architectural Requests

- Approved Architectural Application:
  - a. 7732 C Street – Architectural applications received and approved to install storm door. and replace siding. Owner notified.
  - b. 7789 Dentzell – Architectural application received and approved to remove Cherry Tree in rear yard and replace with dwarf Japanese Maple Tree. Owner notified.
- Architectural Applications Requiring Review:
  - a. 4012 Carousel Way (10/12/22) – Architectural application received to replace main entry door and left side panel, paint primary bedroom entry door and replace storm door, replace current patio door/window configuration with 3-panel sliding glass door, replace upper right window with picture/slider window combination. *Action Required.*

## Discussion/Decisions for Board Members

- Landscape Maintenance proposals
- SOW-Snow & Town Snow
- 17<sup>th</sup> & C Street & other landscape items
- Mailbox Replacement

## Accounts Receivable

- 18 accounts in arrears; 10 accounts past due parking fee. See attached report.  
\*\*Discussion to occur in Executive Session.

## Closings

- None

## Executive Session

- 18 accounts in arrears; 10 accounts past due parking fee. See attached report.  
\*\*Discussion to occur in Executive Session.

## 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

## 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

## LAST MEETING MINUTES

**Chesapeake Station Homeowners Association, Inc.  
Board of Directors Meeting Minutes  
Monday, December 12, 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: Bryan Cox, Grounds Committee Chairperson  
Earl Francis, Grounds Committee Representative (7:06 – 7:40 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 by President Bruce Wahl at 7:06 p.m. Microsoft Teams virtual meeting platform was utilized.

### Minutes

*Kim Brams made a motion approve the November 14, 2022 Board meeting minutes as submitted, Carol OBrand seconded the motion and the vote carried unanimously.*

The meeting Agenda was amended to accommodate the Grounds Committee Representative's report on the CSHOA Beach Initiative.

- **Grounds Committee**
  - Eugene Francis, Committee Representative presented his report on the beach restoration and repairs. Eugene Francis solicited information from a DNR representative and a beach erosion specialist from St. Mary's County. See attached report. Eugene Francis left the meeting at 7:40 p.m.

### Officers Reports

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

- Financial Summary through October 2022 were provided to the Board for review and full financial statements are available on the community portal.
- There were no non-routine expenses through November 2022. Postage and copies expenses were higher this month due to approved Bylaw mailing.
- The Association is currently running approximately \$13,300.00 under budget. Anticipate that will end the year with similar surplus.
- A request has been submitted for a one time transfer from operating to reserves.

### Committee Reports

- **Grounds Committee**
  - Bryan Cox brought forth the following items:
    - The 17<sup>th</sup> & C Street bed renovations have been completed. for a cost of \$3,245.

- **Social Committee**
    - No Report
  - **Yacht Club**
    - No Report
  - **Architectural Committee**
    - Paul Doherty made a motion to ratify approval of the architectural applications as follows:
      - 4014 17<sup>th</sup> Street – Architectural application received and approved to install rooftop solar panels.
- Kim Brams seconded the motion and the vote carried unanimously.

**Unfinished Business**

- Discussion ensued regarding the landscape maintenance proposals submitted. Paul Doherty made a motion to accept the proposal submitted by Highlands Landscape & Design for the 2023 season, Earl Lewis seconded the motion and the vote carried 3 – 2.
- Kim Brams made a motion to accept the snow agreement with Highlands Landscape & Design with the modification to the contract for automatic disbursement at 3” and automatic ice treatment at the contractor’s discretion, Paul Doherty seconded the motion and the vote carried unanimously.
- 4004 Dentzell – The owner has not resubmitted a revised architectural application for deck railing changes. A follow up notification will be sent to the unit owner.

**New Business**

- 7736 C Street – Owner previously received approval for deck replacement and/or modification. Vinyl railings were not part of the approved application. A notification will be sent, including architectural specifications, to the unit owner requesting a railing correction.

**Open Forum:**

- None

**Adjournment:**

*With no further business to discuss, the chair entertained a motion to adjourn the meeting. Paul Doherty made a motion to adjourn the meeting, Earl Lewis seconded the motion and the vote carried unanimously. The meeting was adjourned at 8:37 p.m. The next meeting is scheduled for Monday, January 9, 2023.*

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.
- Prepared meeting minutes.
- Provided converted proposal from Highlands for holly bed renovation.
- Provided Paul Doherty with picture provided for architectural application from 4004 Band Shell.
- Confirmed with Social Committee Chairperson that reimbursement request has been submitted for all committee members and payment processed.
- Provided snow SOW and requested proposal from Blythewood, Brightview & Highlands. Received proposals from Blythewood & Brightview. Received proposals and provided to Board. *Action Required.*
- Sent request to Blythewood concerning pricing confirmation/understanding. Await response. Received response and revised proposal. Provided to Board for review. Updated revised proposal received and provided to Board.
- Provided landscape maintenance proposals to Board for review. *Action Required*
- 4012 Carousel Way – Architectural application received through CSHOA website for replacement of main entry, primary bedroom & patio door and Board/Arch. Provided for review. Application approved for all items except the relocation of the window to the front façade. Application provided to owner.
- Received revised landscaping agreements and forwarded for signature. Signed agreements received and provided to Highlands, cc LCC.
- Submitted snow agreement for signature. Signed agreement received.
- Requested COI to include TOCB as certificate holder. Followed up with insurance company. Received requested COI.
- Signed snow agreement and COI provide to Holly Wahl at TOCB. Confirmed with TOCB that required documents received.
- Scheduled meeting for 11/21 through Teams. Board President unavailable for meeting. Meeting cancelled.
- 4014 17<sup>th</sup> Street – Architectural application received for rooftop solar panels and forwarded to the Board. Application approved and owner notified. *Ratify in meeting minutes.*

## Architectural Requests

- Approved Architectural Applications:
  - a. 4012 Carousel Way – Architectural application approved to replace main entry door/left side panel, paint primary bedroom entry door/replace storm door, and replace current patio door/window configuration with 3-panel sliding glass door.

Replacement of front upper right window with picture/slider was disapproved. Owner notified.

- b. 4104 17<sup>th</sup> Street – Architectural application received for rooftop solar panels and forwarded to the Board for review. Application approved and owner notified.  
*Ratify in meeting minutes.*

- Architectural Applications Requiring Review:
  - a. None

## Discussion/Decisions for Board Members

- Landscape Maintenance proposals
- 17<sup>th</sup> & C Street & other landscape items
- Mailbox Replacement
- Wheelchair access ramps to townhouse parking lot curbs
- Beach rehabilitation
- Pollination & Herb gardens

## Accounts Receivable

- 10 accounts in arrears; 6 accounts past due parking fee. See attached report.  
\*\*Discussion to occur in Executive Session.

## Closings

- None

## Executive Session

- 10 accounts in arrears; 6 accounts past due parking fee. See attached report.  
\*\*Discussion to occur in Executive Session.

## Board Meeting Dates

2023 Meeting Calendar: 1/, 2/13, 3/13, 4/10, 5/8, 6/12, 7/10, 8/14, 9/9, 10/9, 11/13, 12/11

## Current Board Terms

Director	Position	Year Elected Appointed	Term	Seat Exp.
Bruce Wahl	President	2022	1 year	2023
Kim Brahms	VP	2022	1 year	2023
Paul Doherty	Treasurer/Secretary	2022	1 year	2023
Carol OBrand	Director/Member at Large	2022	1 year	2023
Earl Lewis	Director/Member at Large	2022	1 year	2023