

MEETING MINUTES

**Chesapeake Station Homeowners Association, Inc.
Board of Directors Meeting Minutes
Thursday, January 4, 2024
Microsoft Teams Virtual Meeting Platform**

MEETING MINUTES

Attendees:

Bruce Wahl, President
Paul Doherty, Secretary/Treasurer
Christian Cardnuto, Member at Large
Dave Temple, Landscape Committee Chairperson
Debby Cooper, Yacht Club 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 President Bruce Wahl at 6:00 p.m. Microsoft Teams virtual meeting platform was utilized.

Approval of the Meeting Minutes:

Paul Doherty made a motion to approve the December 7, 2023 Board meeting minutes as submitted, Christian Cardnuto seconded the motion and the vote carried unanimously.

President's Report:

- No Report

Treasurer's Report:

- Financial Summary, balance sheet & revenue/expense report through November 2023 were provided to the Board for review and full financial statements are available on the community portal.
- No report provided. The December financials are unreconciled and the year-end financial will be completed shortly.

Manager's Report:

- Written report provided to Board.

Committee Reports/Architectural Review:

- **Grounds Committee**
 - Dave Temple met with Highlands Landscaping to review the snow plowing agreement.
 - Checks for past due payments were voided, re-issued, and received. Highlands mailing address has been updated.
- **Social Committee**
 - No report or planned events.

- **Yacht Club Committee**
 - Debby Cooper has received 12 checks and they were provided to the Treasurer. 18 slots have been paid and 9 are outstanding.
- **Architectural Committee**
 - No architectural applications requiring review.

Unfinished Business:

- The Collection Policy included in the Board packet. The Board will review the policy for any updates to discuss at the next Board meeting.

New Business:

- Doris Spencer has resigned. The Board will consider candidates to fill the position.

Owners Forum:

- No owners comments or questions.

Executive Session:

With no further business to discuss, the chair entertained a motion to move into Executive Session to review accounts receivable. Paul Doherty made a motion to move into Executive Session to review accounts receivable, Christian Cardnuto seconded the motion and the vote carried unanimously and the meeting proceeded into Executive Session.

Action Items/Return to Open Meeting:

- One account has been forwarded to the attorney.
- The board will continue to send reminder notices to owners with past due balances.

Adjournment:

Christian Cardnuto made a motion to adjourn the meeting, Paul Doherty seconded the motion and the vote carried unanimously. The meeting was adjourned at 6:19 p.m. The next meeting is scheduled for Thursday, February 1, 2024.

MANAGER'S REPORT

Completed Actions

- Mail monthly reminders to owners with past due balances.
- Financials, paid invoices, and accounts receivable available for review in the Board Room on the community portal (www.sentrymgt.com).
- Communicated with owners regarding account information, architectural applications, resale information, maintenance.
- Processed invoices.
- Prepared minutes
- Sent committee & Board members login information/reminder for monthly meeting.
- 4007 Carousel – Provided instruction on ordering resale information. Provided delivery information to owner.
- Updated mailing address for Highlands and re-issued payments for invoices.
- Provided copy of snow agreement and map to Grounds Chairperson.
- 7783 Dentzell – Architectural application received and approved to replace window above front door. Owner notified.
- 4009 Bandshell – Received updated mailing address and submitted to update records.
- Debby Cooper inquired about reimbursement for stamps and envelopes and where to submit payments for yacht club. Informed to provide receipts for reimbursement and provide payments to treasurer for deposit.
- Dave Temple met with Highlands to review the agreement. One question is if there is overnight snow and predicted to end early in the day, should he wait until the snow is finished before plowing? Also communicated about missing payments and incorrect mailing address. Informed that have been in communication with contractor and their responsibility to request a mailing address update which did not occur. The address has now been updated. Contractor did not receive signed addendum. Will resend. Informed that if items noted that require repair/improvement, a proposal is requested to be provided for formal review of the Board.
- Received copy of signed snow agreement and provided to Highlands.
- 4016 17th Street – Sent notice to remind tenants to utilize lid to cover trash/recycling container to properly secure trash/debris.
- Yacht Club Committee Chairperson – Submitted request to establish account to reimburse chairperson for postage.
- Please advise if any further action required of the Board.

Architectural Requests

- 7783 Dentzel Ct. – Architectural application approved to replace window over front door.

Discussion/Decisions for Board Members

- Ratify Board's decisions (none since last meeting).

Future Items

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

Arrears/Collections Status

- 2 account(s) more than 2 quarters in arrears (1 in attorney process); 4 accounts 1 quarter in arrears, 6 w/past due balances, 6 parking fee accounts in arrears.
- See attached Accounts Receivable Report.
**Discussion to occur in Executive Session.

Closings

- None since last report.

Executive Session

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

- 2 account(s) more than 2 quarters in arrears (1 in attorney process); 4 accounts 1 quarter in arrears, 6 w/past due balances, 6 parking fee accounts in arrears.
- See attached Accounts Receivable Report.
**Discussion to occur in Executive Session.

Board Meeting Dates

2024 Meeting Calendar: 1/4, 2/1, 3/7, 4/4, 5/2, 6/6, 7/4 (reschedule), 8/1, 9/5, 9/14 (Annual/Budget), 10/3, 11/7, 12/5.

Current Board Terms

Director	Position	Year Elected Appointed	Term	Seat Exp.
Bruce Wahl	President	2023	1 year	2024
Kim Brahms	VP	2023	1 year	2024
Paul Doherty	Treasurer/Secretary	2023	1 year	2024
Christian Cardnuto	Director/Member at Large	2023	1 year	2024
Doris Spencer	Director/Member at Large	2023	1 year	2024