

Chesapeake Station Homeowners Association, Inc.
Board of Directors Meeting Minutes
Thursday, February 1, 2024
Microsoft Teams Virtual Meeting Platform

MEETING MINUTES

Attendees:

Bruce Wahl, President
Kim Brams, Vice President
Paul Doherty, Secretary/Treasurer (Executive Session)
Christian Cardnuto, Member at Large
Dave Temple, Landscape Committee Chairperson
Debby Cooper, Yacht Club Committee Chairperson
Carol OBrand, Architectural Committee Chairperson
Laura Delena, 4003 Band Shell Court
Sherri Kennedy, Sentry Management

Call to Order:

The Board of Directors meeting of the Chesapeake Station Homeowners Association, Inc. was called to order by President Bruce Wahl at 6:06 p.m. Microsoft Teams virtual meeting platform was utilized.

Approval of the Meeting Minutes:

Kim Brams made a motion to approve January 4, 2024 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 December 2023 were provided to the Board for review and full financial statements are available on the community portal.
- The Association ended the year with \$4,351.00 deficit. The cumulative prior year-end surplus is \$13,180.00. The prior-year surplus was used to supplement the annual income. Due to auditor adjustments, there may be an approximate \$2,000.00 shortfall in 2024. An increase in assessment may be necessary in 2025.

Manager's Report:

- Written report provided to Board.

Committee Reports/Architectural Review:

- **Grounds Committee**
 - No snow services were required with the last two storms.
 - Highlands will remove a large branch on Carousel.
 - Two large logs were noted on the beach. They will be removed unless it is determined that they are beneficial.
 - Dave Temple will meet with Highlands Landscaping to review the community.
- **Social Committee**
 - No report or planned events.

- **Yacht Club Committee**
 - Debby Cooper has received 5 additional checks and the last two are in the mail. The remaining checks will be provided to the Treasurer.
- **Architectural Committee**
 - No architectural applications requiring review.
 - 7779 Dentzel completed roof repairs with an appropriate color. Owner is aware that all future modifications require completion/approval of an architectural application.
 - A letter has been drafted reminding owners to complete an architectural application prior to making any exterior modifications. Once this is finalized it will be provided to management for mailing.

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.
- Unit on 17th Street will be reviewed for property maintenance.

New Business:

- *Kim Brams made a motion to appoint Laura Delena to the Board to fill the open position. Christian Cardnuto seconded the motion and the vote carried unanimously.*
- Due to the loss of sand, the beach stairs are under water. Olde Tyme Craftsman and Highlands Landscaping will review and submit a proposal for resolution which may involve relocating the stairs further north and on the other side of the stone jetty. The area will remain roped off.

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. Kim Brams made a motion to move into Executive Session to review accounts receivable, Laura Delena seconded the motion and the vote carried unanimously and the meeting proceeded into Executive Session. Paul Doherty, Treasurer joined the meeting.

Action Items/Return to Open Meeting:

- One account is with the attorney.
- The board will continue to monitor and 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 6:52 p.m. The next meeting is scheduled for Thursday, March 7, 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.
- Completed application and scheduled Annual/Budget meeting with NECC and received confirmation.
- Provided Resolution Six – Collection Policy to the Board for review for possible revisions to be discussed at the February meeting.
- Copy of the accounts receivable report as of 1/4/24 provided to the Board.
- Prepared quarterly grounds maintenance easement invoices and submitted to management agent for payment processing.
- Debtor account forwarded to attorney.
- Community visit 1/9/24 – Shingles noted on roof on 7779 Dentzel. Communicated with ACC as no application on file. Written notice drafted and sent to owner requesting completion/submission of architectural application.
- 7752 C Street – Association account reviewed with accounting representative.

- Confirmed with Board President that payment received for 4011 Carousel.
- Boat rack checks received. Communicated with Board Treasurer and confirmed one check noted was not included. It will be sent with the next payment mailing.
- It was noted that there was approximately a 1' gap below the beach stairs. This will be monitored. Area has been roped off.
- 7826 C Street – Sent new assessment coupons to owner. Confirmed that replacement coupons were mailed.
- 4000 Arcade – Updated owners mailing address to unit address as requested.
- Please advise if any further action required of the Board.

Architectural Requests

- None since last report.

Discussion/Decisions for Board Members

- Collection Policy
- Beach Stairs – gap noted/roped off
- 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

- 1 account with attorney; 5 accounts 1 quarter in arrears, 1 w/past due balances, 4 parking fee accounts in arrears.
- See attached Accounts Receivable Report.
**Discussion to occur in Executive Session.

Closings

- 4007 Carousel, 1/18/24

Executive Session

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

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- See attached Accounts Receivable Report.

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Board Meeting Dates

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
Vacant	Director/Member at Large	2023	1 year	2024