

Chesapeake Station Homeowners Association, Inc.
Board of Directors Meeting Minutes
Thursday, March 7, 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
Carol OBrand, Architectural 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 6:06 p.m. Microsoft Teams virtual meeting platform was utilized.

Approval of the Meeting Minutes:

Paul Doherty made a motion to approve the February 1, 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.
- Legal expense is the only non-routine expense through January. All other expenses were routine.
- Through January, the Association is slightly under budget.
- The CD maturing on 3/7/24 will be re-invested for a 12-month term with a financial institution with the highest interest rate at the time of maturity. The shorter terms have the highest interest rates.

Manager's Report:

- Written report provided to Board.

Committee Reports/Architectural Review:

- **Grounds Committee**
 - Highlands submitted a proposal to install 18 Arborvitae for \$285.00 per tree. Highlands would be able to water the trees every two weeks for a cost to be determined. This matter was tabled.
 - A sink hole toward the beach on the hill in the Overlook was filled. The underground drain was reviewed and it was determined to be in good condition.
 - It was reported that the drain near the sidewalk by the stairs was blocked. This will be reviewed.
 - A cost will be requested from Highlands for removal of dead Evergreen tree and vines near 4004 Arcade.
- **Social Committee**
 - No report or planned events.

- **Yacht Club Committee**
 - All payments and signed agreements have been received. Thanked Paul Doherty for assistance in payment arrangements with the owner.
- **Architectural Committee**
 - Thanked Paul Doherty for assistance with notice reminding owners to complete an architectural application for approval prior to making any changes.
 - 4014 Carousel – Architectural application approved to replace stamped concrete driveway and walkway.
 - 4013 Bandshell – Architectural application approved for landscape project.
 - 7789 C – Architectural application approved to replace stamped concrete driveway.

Unfinished Business:

- The area around the beach stairs appears to have corrected itself. The stairs will be re-opened.
- Christian Cardnuto will research possible public funding for the beach.
- The Board will review the Collection Policy for updates for Board discussion.

New Business:

- No new business.

Owners Forum:

- Owner inquired about community sign project. The Committee has viewed other local community signs and is working on putting together ideas.

Executive Session:

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

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 6:45 p.m. The next meeting is scheduled for Thursday, April 4, 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.
- Prepared quarterly grounds maintenance easement invoices and submitted to management agent for payment processing. Will monitor for payment.
- It was noted that there was approximately a 1' gap below the beach stairs. This will be monitored. Area has been roped off. Area to be reviewed by Olde Tyme Craftsmen and Highlands.
- Received notice of reminder to complete an architectural application prior to making any exterior modifications. Submitted request for mailing.
- 4032 17th Street – Sent notice and pictures to owner and resident regarding general maintenance/clean up.
- 2/6/24 – Community Visit: Carousel street sign at Dentzel intersection requires replacement, Arborvitae behind 7760, 7788, 7782 C St. dying and/or requires trimming, Private Property sign at both C Street TH entrance ways leaning, 4013 Bandshell – re-attach/repair front utility doors.
- Submitted request to update change and add new Board member. Update completed.
- Requested and received updated insurance information for Highlands.
- Received communication from Yacht Committee Chairperson that 7791 Dentzel Ct. does not have check to send payment for 2023 & 2024. The only payment options available are through the owners account which the tenant does not have access to. Treasurer offered to receive electronic payment from resident and process payment.
- 4014 Carousel – Architectural application received, reviewed and approved to replace driveway and front walkway with sampted concrete. *Ratify in meeting minutes.*
- CD maturing 3/7/24 – Sent balance sheet and interest rate information to Board Treasurer for direction. Decision must be made 5 days prior to maturity date. Recommendation received to reinvest the funds for 1 year.
- Proposal received from Highlands for arborvitae replacement.
- Notified that all agreements and payments have been received for the boat rack rentals.
- 4013 Bandshell – Architectural application received and approved for landscaping project. Owner notified.
- 7789 C Street - Architectural application received and approved to replace front stamped concrete driveway with same size/material. Owner notified.
- Please advise if any further action required of the Board.

Architectural Requests

- 4013 Bandshell – Architectural application approved for landscaping project.

- 7789 C Street - Architectural application approved to replace front stamped concrete driveway with same size/material.

Discussion/Decisions for Board Members

- Collection Policy
- Beach Stairs – gap noted/roped off
- Proposal from Highlands for arborvitae replacement
- 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; 4 accounts 2 quarters in arrears, 5 accounts 1 quarter behind, 2 w/past due balances, 5 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.*

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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