

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

MEETING MINUTES

Attendees:

Bruce Wahl, President
Kim Brams, Vice-President
Paul Doherty, Secretary/Treasurer
Laura DeLena, Member at Large
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 6:00 p.m. Microsoft Teams virtual meeting platform was utilized.

Approval of the Meeting Minutes:

Paul Doherty made a motion to approve the March 7, 2024 meeting minutes as submitted, Kim Brams seconded the motion and the vote carried unanimously.

President's Report:

- No Report

Treasurer's Report:

- Financial Summary, balance sheet & revenue/expense report through February 2024 were provided to the Board for review and full financial statements are available on the community portal.
- Tracking on budget through February. All other expenses were routine.

Manager's Report:

- Written report provided to Board.

Committee Reports/Architectural Review:

- **Grounds Committee**
 - Carol Obrand will organize volunteers to repaint the bay front benches and the Board approved reimbursement for the cost of the paint.
 - 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.
 - Bruce Wahl will review the common area berm with Highlands to cut back the vines.
- **Social Committee**
 - No report or planned events. Carol Obrand will communicate with the chairperson to determine upcoming events.
- **Yacht Club Committee**
 - All payments and signed agreements have been received.

- **Architectural Committee**

- 4004 Arcade – Architectural application approved to change wood stain color on all exterior wood to include: deck, porch, screened in porch, & fence.
- 4032 17th Street – Architectural application approved to replace roof.
- 7787 C Street – Architectural application approved to replace living room window and door on bayside.
- 7831 C Street – Architectural application approved to replace front door and storm doors.
- 7785 Dentzel - Architectural application approved to install landscaping.

Unfinished Business:

- 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 until further information is received.
- The area around the beach stairs appears to have corrected itself. The stairs will be re-opened. A cost will be requested to add an additional step at the bottom of the stairs.

New Business:

- Fence rail is down on 17th Street at end of parking lot closest to bay.
- 4013 Band Shell – Dead grass was noted from where new landscaping was installed to the sidewalk. Carol Obrand will review.
- 4000 17th Street – Carol Obrand will review and discuss the additional lighting added to the fence posts.
- Management will ensure that beach permit application and payment are issued.

Owners Forum:

- No comments.

Executive Session:

With no further business to discuss, the chair entertained a motion to move into Executive Session to review a unit account violation. Kim Brams made a motion to move into Executive Session to review a unit account violation, Paul Doherty seconded the motion and the vote carried unanimously and the meeting proceeded into Executive Session.

Action Items/Return to Open Meeting:

- One unit will be given the opportunity for a hearing should the ongoing unit violation continue. The proposed fine is \$25.00 per day until items are rectified.

Adjournment:

Paul Doherty made a motion to adjourn the meeting, Laura DeLena seconded the motion and the vote carried unanimously. The meeting was adjourned at 6:57 p.m. The next meeting is scheduled for Thursday, May 2, 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. First quarter paid. Will monitor for payment.
- 7844 C Street – Researched account and provided response.
- 4004 Arcade – Architectural application received and approved to change wood stain color on all exterior wood to include: deck, porch, screened in porch, & fence.
- New owner contacted office inquiring about providing contact information. L/M w/owner informing that may contact me directly or email me the information.
- 4007 Arcade – Received request to update mailing address and provided information on adding a second account through ClickPay. Mailing address updated.
- 4032 17th Street – Architectural application received and approved to replace roof. Owner notified. *Minutes*
- 7787 C Street – Architectural application received and approved to replace living room window and door on bay side. Owner notified. *Minutes*
- 3/18/24 – Community Visit: Items previously noted. 4004 17th Street – loose missing shingles, trash containers.
- Please advise if any further action required of the Board.

Architectural Requests

- 4004 Arcade – Architectural application approved to change wood stain color on all exterior wood to include: deck, porch, screened in porch, & fence.
- 4032 17th Street – Architectural application approved to replace roof.
- 7787 C Street - Architectural application approved to replace living room window and door on by side.

Discussion/Decisions for Board Members

- Collection Policy
- Beach Stairs – monitor
- 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; 2 accounts 2 quarters in arrears, 3 accounts 1 quarter behind, 3 w/past due balances, 3 parking fee accounts in arrears.
- See attached Accounts Receivable Report.
**Discussion to occur in Executive Session.

Closings

- 4007 Arcade, 2/21/24
- 7831 C Street, 3/11/24

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.

**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.