

Chesapeake Station Homeowners Association, Inc.
Board of Directors Meeting Minutes
Thursday, May 2, 2024
Microsoft Teams Virtual Meeting Platform

MEETING MINUTES

Attendees:

Bruce Wahl, President
Laura DeLena, Member at Large
Christian Cardnuto, 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:

Christian Cardnuto made a motion to approve the April 4, 2024 meeting minutes as submitted, Laura DeLena seconded the motion and the vote carried unanimously.

President's Report:

- No Report

Treasurer's Report:

- Financial Summary, balance sheet & revenue/expense report through March 2024 were provided to the Board for review and full financial statements are available on the community portal.
- Tracking within 2.3% of budget through March.

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. It was determined that Arborvitae is the best screening tree for this location and watering pricing provided to Board. This matter was tabled until Fall.
- **Social Committee**
 - Carol Obrand spoke to Committee Chairperson who is in the process of planning a community yard sale. The Board President will contact the chairperson to discuss plans for future events.
- **Yacht Club Committee**
 - Everything in good shape. Several slots are available for rent.
- **Architectural Committee**
 - 4003 Band Shell – Architectural application approved for driveway extension.
 - 7781 Dentzel – Architectural application approve for roof replacement.
 - 7835 C Street – Architectural application approved to paint/stain deck, stairs, railing, & fence.
 - 4000 Arcade – Roof replacement has occurred without approval. The Board will work with the owner to submit an architectural application for formal review.

Unfinished Business:

- Highlands submitted a proposal to install 18 Arborvitae for \$285.00 per tree. Highlands informed that Arborvitae is the best tree for this location. This matter was tabled until Fall.
- 4011 Band Shell – Trees growing above roof line. A follow up notice will be mailed to unit owner to determine status of tree trimming.

New Business:

- 4032 17th Street will have trash dumpster delivered next week for one day to remove trash/debris from interior/exterior of unit in preparation for property renovations/clean up.
- Board President reported that the Rod and Reel will be dredging a portion of the Marina. There may be a possibility to use the sand from dredging to replenish the beach if it is clean.
- Christian Cardnuto has a contact with NOAA. He will pursue information on beach refurbishing.

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. Laura DeLena made a motion to move into Executive Session to review a unit account violation, Christian Cardnuto seconded the motion and the vote carried unanimously and the meeting proceeded into Executive Session.

Action Items/Return to Open Meeting:

- Board to monitor delinquent accounts. Demand notices will be sent to two accounts and if payment is not made, the accounts will be sent to the attorney.

Adjournment:

Christian Cardnuto made a motion to adjourn the meeting, Laura DeLena seconded the motion and the vote carried unanimously. The meeting was adjourned at 6:54 p.m. The next meeting is scheduled for Thursday, June 6, 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.
- 7831 C Street – Architectural application submitted and approved to replace front door and storm doors. *Minutes (4/5)*.
- 7785 Dentzel - Architectural application submitted and approved for exterior landscaping. *Minutes (4/5)*.
- Received and processed payment and application for 2024 beach permit.
- Spoke to and sent Highlands email concerning items discussed at meeting: Tree removal/trimming near 4004 Arcade, vine trimming, fence re-erection on 17th Street, review strip of grass at 4013 Bans Shell, Arborvitae behind C St. TH. Per discussion, the Arborvitae that are dying are due to age and this plant is the best screening option for this area based on space size/root size. Watering cost, \$175/250 gal. tank every other wk. If planting occurs in Spring will need to water through summer. Not as much watering required if planted in Fall.
- 4003 Band Shell – Architectural application submitted and approved for driveway extension. *Minutes*.
- 7781 Dentzel – Architectural application submitted and approved for roof replacement. *Minutes*.
- Sent updated notice and pictures to Highlands of fence repair. Completed.
- 7032 17th St. – Hearing notice sent to unit owner by regular/certified mail.
- Landscaping inquiry received through website from 4004 Arcade to replace the Leylands & Silver Leaf Maple trees that were removed as they were dead. Lights from the garage are bothersome. Owner willing to purchase and plant if decision is dependent on funds.
- 4/18/24 – Community Visit: Items previously noted. 4004 17th Street – loose missing shingles, trash containers, leaning traffic signs, re-inspection of 4032 17th Street-pictures, weeds in gravel walkway.
- 4004 Arcade – Architectural application submitted and approved to replace 3 storm doors. *Minutes*.
- 4011 Band Shell – Request received to discuss the trees growing above the house blocking neighbors bay view. As requested, request sent to owner for status of tree trimming as discussed at the October meeting. Owner informed that 3 trees are over the roofline and blocking bay view.
- 7835 C Street – Architectural application submitted and approved to paint/stain deck, stairs, railing, & fence. *Minutes*.

Architectural Requests

- 7781 Dentzzel – Architectural application approved for roof replacement. *Minutes.*
- 4004 Arcade – Architectural application approved to replace 3 storm doors. *Minutes*
- 7835 C Street - Architectural application approved to paint/stain deck, stairs, railing & fence. *Minutes*

Discussion/Decisions for Board Members

- Collection Policy
- Beach Stairs – monitor
- Proposal from Highlands for arborvitae replacement
- 4004 Arcade – Request to replace trees that were previously removed.
- 4011 Band Shell – Trees growing above roof line
- 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 3 quarters in arrears, 1 account 2 quarters behind, 19 others w/past due balances, 10 parking fee accounts in arrears.
- See attached Accounts Receivable Report.
**Discussion to occur in Executive Session.

Closings

- None since last report

Executive Session **Discussion to occur in 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.

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