

Chesapeake Station Homeowners Association, Inc.
Board of Directors Meeting Minutes
Thursday, June 6, 2024
Microsoft Teams Virtual Meeting Platform

MEETING MINUTES

Attendees:

Bruce Wahl, President
Kim Brams, Member at Large
Christian Cardnuto, Member at Large
Debby Cooper, Yacht Club Committee Chairperson
Carol OBrand, Architectural Committee Chairperson
Dave Temple, Grounds 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 6:01 p.m. Microsoft Teams virtual meeting platform was utilized.

Approval of the Meeting Minutes:

Kim Brams made a motion to approve the May 2, 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 April 30, 2024 were provided to the Board for review and full financial statements are available on the community portal.
- Tracking within on budget through March. Two expenditures of note: \$400.00 for income tax and \$140.00 for renewal of beach permit.

Manager's Report:

- Written report provided to Board.

Committee Reports/Architectural Review:

- **Grounds Committee**
 - Highlands submitted a proposal to install 3 Green Giant Arborvitae for \$1,485.00 behind the wood fence near the shopping center. Further clarification is required.
 - Shrubs along 17th Street will be trimmed. The Town will be contacted to trim their property.
- **Social Committee**
 - June 16 – Community Yard sale organized by Jean Miller and Amanda Jolly. Those interested in participating should contact Jean Miller. A notice has been sent to the community.
 - July 27 Luau – Annual Community Luau organized by Heidi Daniels and the Social Committee will be held on the beach. A save the date notice has been sent and a more detailed notice to be sent later.
- **Yacht Club Committee**
 - Everything in good shape. Six or seven slots are available for rent.

- **Architectural Committee**
 - 7789 Dentzel – Architectural application approve
 - 4005 Carousel – Roof replacement has occurred for roof replacement.
 - 7835 C Street – Architectural application approved for door/window replacement.
 - 4001 Arcade – Deck painted without submission/approval of architectural application. The Committee Chairperson has scheduled a meeting with the owner to review colors in order to submit an architectural application for formal review.

Unfinished Business:

- Christian Cardnuto spoke to contact with NOAA and was informed that grant applications are usually available at the end of the summer. He will continue to work on this.

New Business:

- July 3rd celebration plans:
 - Coordination of one day parking passes:
 - 17th Street – Kim Brams
 - Arcade & Bandshell – Christian Cardnuto
 - Carousel & Danzel – Carol Obrand
 - C Street – Bruce Wahl & Debby Cooper
 - Coordinate passes for those outside of community – Carol Obrand
 - Kim Brams will coordinate with the Town for permission to close C Street and have the barriers delivered by Public Works.
 - Bruce Wahl will speak to the Sheriff’s Department for available off duty officers (2 posted on C Street and 1 at the Overlook for a 6 hour period) and coordinate security.
- Community Signs – Sample sign pictures/costs were provided to the Board from Duncan Frazer as submitted by Design and Signs. Other design samples were provided to the Board for review. The Board would like to consider other sign options. An eblast will be sent to determine interest in serving on the committee.
- It has been noted that there is an increase in traffic on the beach from guests of the Rod-n-Reel. Bruce Wahl will communicate with Rod-n-Reel.
- Tracking rental units – A notice will be sent reminding owners to provide rental leases to management and register with the Town of Chesapeake Beach.

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, 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.

Adjournment:

Kim Brams made a motion to adjourn the meeting, Christian Cardnuto seconded the motion and the vote carried unanimously. The meeting was adjourned at 7:03 p.m. Due to the holiday, the next meeting is scheduled for Thursday, July 18, 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. Second quarter paid.
- Spoke to and sent Highlands email concerning 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.
- 7789 Dentzel – Architectural application submitted and approved for roof replacement. *Minutes.*
- 7032 17th Street – Owner informed that The Equipter 4000 is required for roof replacement that will be scheduled the week of 4/28. Provided copy of the hearing notice. Owner advised that notice was received. They have been in the eviction process and current tenants will be gone by 5/1. They will be making interior and exterior repairs after this date. Requested a plan of action and advised that future rentals must be registered with the TOCB and a copy of the lease on file.
- 7781 Dentzel – Owner requested credit refund. Submitted for payment processing.
- 7032 17th Street – Owner requesting to have trash container placed in parking area for 1 day to dispose of interior/exterior items.
- 4005 Carousel – Architectural application received and approved for door/window replacement. Owner notified. *Minutes.*
- 5/20/24 – Community Visit – Items previously noted. Leaning traffic signs, broken fence post on C Street, weeds in gravel pathway.
- Community yard sale scheduled for June 16th and Luau scheduled for July 27th.
- Please advise if any further action required of the Board.

Architectural Requests

- 7789 Denzel – Architectural application approved for roof replacement. *Minutes.*
- 4005 Carousel – Architectural application approved for door/window replacement. *Minutes*

Discussion/Decisions for Board Members

- Collection Policy
- Beach Stairs – monitor
- Proposal from Highlands for arborvitae replacement. Tabled
- 4004 Arcade – Request to replace trees that were previously removed.
- 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

- 7786 C Street – 4/26/24

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.*

- 1 account with attorney; 1 account 2 quarters in arrears, 5 accounts 2 quarter behind, 2 others w/past due balances, 4 parking fee accounts in arrears.
- 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.