

Chesapeake Station Homeowners Association, Inc.
Board of Directors Meeting Minutes
Thursday, July 18, 2024
Microsoft Teams Virtual Meeting Platform

MEETING MINUTES

Attendees:

Bruce Wahl, President
Paul Doherty, Treasurer/Secretary
Christian Cardnuto, Member at Large
Laura DeLena, Member at Large
Carol OBrand, Architectural Committee Chairperson
Jon Shafner, 4005 Arcade
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 5:03 p.m. Microsoft Teams virtual meeting platform was utilized.

Approval of the Meeting Minutes:

Christian Cardnuto made a motion to approve the June 6, 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 June 30, 2024 were provided to the Board for review and full financial statements are available on the community portal.
- Tracking on budget through June.

Manager's Report:

- Written report provided to Board.

Committee Reports/Architectural Review:

- **Grounds Committee**
 - Laura DeLena made a motion to approve the proposal from Highlands install 3 Green Giant Arborvitae for \$1,485.00 behind the wood fence near 7832 C Street. Paul Doherty seconded the motion and vote carried unanimously. A tree overhanging the owner fence will be removed prior to planting and the planting will occur in the Fall.
- **Social Committee**
 - July 27 Luau – Annual Community Luau organized by Heidi Daniels and the Social Committee will be held on the beach from 6:00 p.m. – 9:00 p.m. A details notice has been sent to the owners.
- **Yacht Club Committee**
 - Everything in good shape. One application has been sprayed to kill the poison ivy. This area will be monitored to consider future applications.
- **Architectural Committee**
 - 4000 Arcade – Architectural application approved for roof replacement.
 - 4012 17th St. – Architectural application approved for siding replacement.
 - 7787 C St. – Architectural application approved for garage door, identified windows, and attic vent

replacement.

- 4011 Carousel – Architectural application approved for roof replacement.
- 4001 Arcade – Architectural application approved to paint deck, front porch/stairs, and fence.
- 4012 17th St. – Architectural application approved for siding replacement.
- 4014 17th St. – Architectural application approved for siding, trim/gutters, light fixture replacement.
- 7792 C St. – Architectural applications approved to paint garage door and replace fence.
- 4013 Carousel – Architectural application approved to replace roof and skylight.
- 4013 Bandshell – Architectural application approved to replace roof and stain deck.

Unfinished Business:

- No unfinished business.

New Business:

- Annual Meeting scheduled for Saturday, September 14th. The 2025 draft budget will be prepared and forwarded to the Board for review prior to the next meeting. Meeting notice will be mailed to owners.
- Discussion ensued concerning faded “Private Beach” signs on an near beach. Guests of the Rod-n-Reel continue to utilize the beach. Christian Cardnuto and Bruce Wahl will review the area. Those present will provide ideas thoughts on deterring beach traffic to Bruce Wahl. Bruce Wahl will communicate with Rod-n-Reel.
- Bruce Wahl or Laura DeLena will obtain a price from Olde Town Craftsmen to add a step to the beach stairs.
- Community Signs – Duncan Fraser requested a payment of \$1,000 to retain services of Designs and Signs. The Board voted not to retain services or make any payments until an overall architectural layout has been determined. He will be requested to attend the next Board meeting with the intent to discuss options at the Annual meeting.

Owners Forum:

- No comments.

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 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:

- Paul Doherty made a motion to move forward with DCA for debtor as recommended by the attorney. Laura DeLena seconded the motion and the vote carried unanimously.
- Board to monitor delinquent accounts.

Adjournment:

Laura DeLena made a motion to adjourn the meeting, Christian Cardnuto seconded the motion and the vote carried unanimously. The meeting was adjourned at 6:13 p.m. The next meeting is scheduled for Thursday, August 1, 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, re-sale information, maintenance.
- Processed invoices.
- Prepared minutes.
- Sent committee & Board members login information/reminder for monthly meeting.
- Community yard sale scheduled for June 16th and Luau scheduled for July 27th.
- 6/18/24 – Community Visit – Items previously noted. Follow up for clarification from community review w/Board representatives.
- 4000 Arcade – Architectural application received and approved for roof replacement. *Minutes.*
- 4012 17th Street - Architectural application received and approved for siding replacement. *Minutes.*
- 7787 C Street - Architectural application received and approved for garage door, identified windows, & attic vent. *Minutes.*
- Reimbursement submitted for payment to Board Treasurer for website & July 3rd parking expenses for \$165.62.
- 4011 Carousel – Architectural application received and approved for roof shingle replacement. *Minutes.*
- 4001 Arcade - Architectural application received and approved to paint deck, front porch/stairs, and fence. *Minutes.*
- Tree on hill down from the overlook is declining and may require attention. 4015 Carousel concerned that it may fall on home. Will revisit in the Fall.
- Discussion of community sign to occur at next Board meeting which is re-scheduled to 7/18/24 (due to holiday).
- 4012 17th Street – Architectural application received and approved to replace siding. *Minutes.*
- 4005 Band Shell – Architectural application received and approved to replace roof, gutters, and downspouts. *Minutes.*
- 4008 Arcade – Recommendation received from attorney to proceed with DCA (District Court Action) and forwarded to the Board. Received approval response from Bruce, Paul, & Laura. Sent follow up email requesting responses from Christian & Kim. Received approval response from Kim. *Await response from Christian.*
- 4014 17th Street – Owner inquiring about maintenance and requirements. Provided information/architectural application. Received architectural application to replace siding, trim, gutters, & light fixture and forwarded for review. Application approved. *Minutes.*
- 7836 C Street – Owner holding small family reunion (max. 20 pp) on 7/27 from 1 – 5. The theme is also Luau and owner is willing to help set up for community Luau. Notified Heidi Daniels and provided owner contact information. Owner was also informed that may have a camp night in the future on the beach for one night with his two children in the furthest location from the homes w/stipulation, one time/one night, do not disturb neighbors, no loud music, no fires, and must hold Association harmless for any

incident/liability that many occur. Notification must be provided of the planned camp night.

- 7/2/24 – Community Visit – Items previously noted. Leaning street signs.
- 7792 C Street – Architectural application received to paint garage door and forwarded for review. Working on obtaining estimates to repair/replace fence and paint vent. Owner requested waiver of neighbor signature for garage door painting as the color will not change. ACC Chairperson provided request to Board. Responses received that owner should follow process and have neighbors sign application. Owner will re-submit completed application.
- Please advise if any further action required of the Board.

Architectural Requests

- 4000 Arcade – Architectural application approved for roof replacement. *Minutes.*
- 4012 17th St. – Architectural application approved for siding replacement. *Minutes.*
- 7787 C St. – Architectural application approved for garage door, identified windows, and attic vent replacement. *Minutes.*
- 4011 Carousel – Architectural application approved for roof replacement. *Minutes.*
- 4001 Arcade – Architectural application approved to paint deck, front porch/stairs, and fence. *Minutes.*
- 4012 17th St. – Architectural application approved for siding replacement. *Minutes.*
- 4014 17th St. – Architectural application approved for siding, trim/gutters, light fixture replacement. *Minutes.*
- 7792 C St. – Architectural application received to paint garage door. Application incomplete. Owner will re-submit with neighbors signatures for review.

Discussion/Decisions for Board Members

- Community Signs
- 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
- 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

- 4014 17th Street – 5/23/24
- 4011 Carousel – 5/23/24
- 4006 Arcade – 5/30/24

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; 2 accounts 2 quarters in arrears, 3 parking fee accounts in arrears.
- See attached Accounts Receivable and Attorney Reports.

Board Meeting Dates

2024 Meeting Calendar: 1/4, 2/1, 3/7, 4/4, 5/2, 6/6, 7/4 (rescheduled-7/18), 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