

LAST MEETING MINUTES

**Chesapeake Station Homeowners Association, Inc.
Board of Directors Meeting Minutes
Monday, January 9, 2023
Microsoft Teams Virtual Meeting Platform**

MEMBERS PRESENT: Bruce Wahl, President
Kim Brams, Vice-President
Paul Doherty, Secretary/Treasurer
Carol OBrand, Member at Large

MEMBERS ABSENT: Earl Lewis, Member at Large

ALSO PRESENT: Joyce Fife, Architectural Committee Representative
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 7:05 p.m. Microsoft Teams virtual meeting platform was utilized.

Minutes

Kim Brams made a motion approve the December 12, 2022 Board meeting minutes as submitted, Paul Doherty seconded the motion and the vote carried unanimously.

Officers Reports

Treasurer's Report:

- Financial Summary, balance sheet & revenue/expense report through December 2022 were provided to the Board for review and full financial statements are available on the community portal.
- There were no non-routine expenses through December 2022.
- The Association ended the year with a \$14,214.56 surplus (approximately 17%) and there were no reserve expenses for the year.

Committee Reports

- **Grounds Committee**
 - Eugene Francis will be contacted for recommendations on contractors to review the beach for building a dune and replacing the stairs.
- **Social Committee**
 - No Report
- **Yacht Club**
 - Invoices sent to those owners currently renting boat rack space.
- **Architectural Committee**
 - No architectural applications open for review.
 - 1736 C Street – Board awaits response regarding correction of the white railings.

Unfinished Business

- None

New Business

- Bruce Wahl would like to propose replacement of all but two mailboxes (17th St. & Dentzell Ct.). Proposed information to be shared with the Board.

Open Forum:

- Owner inquired about a plan for overgrown trees that block views. Board advised that if a concern is received by an owner, thank the area is reviewed for appropriate action. Blanket clear cutting or topping of trees does not occur.
- Owner inquired about the vegetation growing in rip rap. If a concern is noted, it should be addressed with the Landscaping Committee Chairperson.

Adjournment:

With no further business to discuss, the chair entertained a motion to adjourn the meeting. Paul Doherty made a motion to adjourn the meeting, Carol Obrand seconded the motion and the vote carried unanimously. The meeting was adjourned at 7:57 p.m. and proceeded into Executive Session.

Executive Session:

No action taken. *With no further business to discuss, the chair entertained a motion to adjourn the meeting. Paul Doherty made a motion to adjourn the meeting, Carol Obrand seconded the motion and the vote carried unanimously. The meeting was adjourned at 8:03 p.m. The next meeting is scheduled for Monday, February 13, 2023.*

Meeting Minutes Prepared by: Sherri Kennedy, Sentry Management

MANAGER'S REPORT

Completed Actions

- Mail monthly reminders to owners with past due balances.
- Scheduled Board meeting through Microsoft Teams – login information recurring.
- 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.
- Prepared meeting minutes.
- Notified Highlands they were awarded the grounds & snow management contracts for 2023. Requested revised snow agreement for automatic disbursement.
- Prepared and sent notification to contractors thanking them for proposal submission and informing that contract awarded to another contractor.
- 1736 C Street - Sent notification of unapproved vinyl railings. Informed owner to complete architectural application and provide plan for rectifying violation. Provided color summary and replacement options.
- Submitted meeting room reservation request to NECC for 9/9/23. Reservation confirmed.

Architectural Requests

- Approved Architectural Applications:
 - a. None
- Architectural Applications Requiring Review:
 - a. None for review

Discussion/Decisions for Board Members

- 17th & C Street & other landscape items – Completed

Future Items

- Mailbox Replacement
- Community Signs
- Replacement benches
- Wheelchair access ramps to townhouse parking lot curbs
- Beach rehabilitation
- Pollination & Herb gardens

Accounts Receivable

- 5 accounts in arrears; 4 accounts past due parking fee. See attached report.
**Discussion to occur in Executive Session.

Closings

- None

Executive Session

- 5 accounts in arrears; 4 accounts past due parking fee. See attached report.
**Discussion to occur in Executive Session.

Board Meeting Dates

2023 Meeting Calendar: 1/9, 2/13, 3/13, 4/10, 5/8, 6/12, 7/10, 8/14, 9/9, 10/9, 11/13, 12/11

Current Board Terms

Director	Position	Year Elected Appointed	Term	Seat Exp.
Bruce Wahl	President	2022	1 year	2023
Kim Brahms	VP	2022	1 year	2023
Paul Doherty	Treasurer/Secretary	2022	1 year	2023
Carol OBrand	Director/Member at Large	2022	1 year	2023
Earl Lewis	Director/Member at Large	2022	1 year	2023

MEETING MINUTES

**Chesapeake Station Homeowners Association, Inc.
Board of Directors Meeting Minutes
Monday, February 13, 2023
Microsoft Teams Virtual Meeting Platform**

Attendees:

Bruce Wahl, President
Kim Brams, Vice-President
Paul Doherty, Secretary/Treasurer
Carol OBrand, Member at Large
Earl Lewis, Member at Large
Bryan Cox, Grounds Committee Chairperson
Monica Brecka, Architectural Committee Representative
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 7:04 p.m. Microsoft Teams virtual meeting platform was utilized.

Approval of the Meeting Minutes:

Kim Brams made a motion approve the January 9, 2023 Board meeting minutes as submitted, Carol OBrand seconded the motion and the vote carried unanimously.

President's Report:

- Mailbox project to be discussed under new business.

Treasurer's Report:

- Financial Summary, balance sheet & revenue/expense report through January 2023 were provided to the Board for review and full financial statements are available on the community portal.
- The only non-routine expenses through for the month of January was \$3,795.00 for two Overlook bed renovations.

Committee Reports/Architectural Review:

- **Grounds Committee**

- Eugene Francis was contacted for recommendations on contractors to review the beach for building a dune and replacing the stairs. No response received.
- Recommend coordinating a beach clean up this year.
- Bryan Cox has been in touch with the Town of Chesapeake beach regarding the maintenance of C Street and will continue to communicate with them.
- Highlands has been working on the community clean up, grasses have been cut back and working on cleaning up the edging.
- Bryan Cox will work with Highlands to clean up the Glen area and address concerns brought forth from owner regarding invasive vines.
- Bruce Wahl has reviewed the community with Highlands and noted several faded signs and replacing rotted posts and perform painting as directed. Bruce Wahl will instruct Highlands to replace the rotted posts. The Board will work with the Town of Chesapeake Beach to repair and replace the traffic signs and posts that require repair and replacement. The Board will conduct a review of the community

- **Social Committee**
 - No Report
 - Suggestion from Board member to coordinate a “Spring Fling” event with Grounds Committee. Bryan Cox contact Social Committee Chairperson.
- **Yacht Club**
 - Paul Doherty received payment from Committee Chairperson and forwarded to management for deposit.
 - Fishing boat, approximately 12’, with expired tags appears to have been abandoned.
- **Architectural Committee**
 - 4007 Carousel Street – Architectural application received and approved by the Architectural Committee for window replacement. Kim Brams made a motion to approve the decision of the Architectural Committee. Earl Lewis seconded the motion and the vote carried unanimously.

Manager’s Report:

- Written report provided to Board.

Unfinished Business:

- None

New Business:

- *Earl Lewis made a motion to reinvest the money from the CD maturing on 3/8/23 with a financial institution with the highest interest rate.*
- Bruce Wahl provided a review of the community mailboxes requiring replacement and provided a report to the Board. Kim Brams made a motion to purchase and replace all mailboxes with 16 mail compartments and 2 oversized compartments in the color bronze contingent upon approval from the Postmaster who will install the mailboxes. Paul Doherty seconded the motion and the vote carried unanimously. A special is running through February offering a 10% discount and free shipping.

Owners Forum:

- Owner inquired about a plan for overgrown trees that block views. Board advised that if a concern is received by an owner, thank the area is reviewed for appropriate action. Blanket clear cutting or topping of trees does not occur.
- Owner inquired about the vegetation growing in rip rap. If a concern is noted, it should be addressed with the Landscaping Committee Chairperson.

Executive Session:

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

Action Items/Return to Open Meeting:

Board will continue to send reminder notices to owners with past due balances.

Adjournment:

Paul Doherty made a motion to adjourn the meeting, Carol Obrand seconded the motion and the vote carried unanimously. The meeting was adjourned at 8:57 p.m. The next meeting is scheduled for Monday, March 13, 2023.

MANAGER'S REPORT

Completed Actions

- Mail monthly reminders to owners with past due balances.
- Scheduled Board meeting through Microsoft Teams – login information recurring.
- 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 meeting minutes.
- Email sent to Mr. Francis inquiring on recommendations for contractors to review building a dune and replacing the beach stairs.
- Information received from Board President with mailbox information.
- Received community eblast regarding leash law.
- Sent email to Monica & Joyce regarding interest in serving as co-chairperson of Architectural Committee. Provided follow up email to Monica with responsibilities. Monica agreed to serve as co-chairperson with Joyce for the Architectural Committee.
- Received and processed invoice for insurance policy.
- 4007 Carousel – Architectural application received through website to replace windows and provided to Architectural Chairpersons for recommendation to the Board. ACC co-chairperson requested additional information in order to complete the review. Notification sent to owner for requested information. Contractor provided material list and color. Responded to contractor requesting brochure/cut sheet of windows, pictures of windows from exterior including two on either side of fireplace, and inquired about drawing/design plan of proposed project at completion.
- Prepared monthly report for Board meeting.
- Sent meeting reminder to committee chairpersons.

Architectural Requests

- Approved Architectural Applications:
 - a. None
- Architectural Applications Requiring Review:
 - a. 4007 Carousel – Architectural application received for window replacement.
Action required.

Discussion/Decisions for Board Members

- Maturing CD – 3/8/23

Future Items

- Mailbox Replacement – Information provided by Board President
- Community Signs
- Replacement benches

- Wheelchair access ramps to townhouse parking lot curbs
- Beach rehabilitation
- Pollination & Herb gardens

Accounts Receivable

- 18 accounts in arrears; 8 accounts past due parking fee. See attached report.
**Discussion to occur in Executive Session.

Closings

- None

Executive Session

- 18 accounts in arrears; 8 accounts past due parking fee. See attached report.
**Discussion to occur in Executive Session.

Board Meeting Dates

2023 Meeting Calendar: 1/9, 2/13, 3/13, 4/10, 5/8, 6/12, 7/10, 8/14, 9/9, 10/9, 11/13, 12/11

Current Board Terms

Director	Position	Year Elected Appointed	Term	Seat Exp.
Bruce Wahl	President	2022	1 year	2023
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Carol OBrand	Director/Member at Large	2022	1 year	2023
Earl Lewis	Director/Member at Large	2022	1 year	2023

MEETING MINUTES

**Chesapeake Station Homeowners Association, Inc.
Board of Directors Meeting Minutes
Monday, February 13, 2023
Microsoft Teams Virtual Meeting Platform**

MEETING MINUTES

Attendees:

Bruce Wahl, President
Paul Doherty, Secretary/Treasurer
Carol OBrand, Member at Large
Earl Lewis, Member at Large
Monica Brecka, Architectural Committee Representative
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 7:05 p.m. Microsoft Teams virtual meeting platform was utilized.

Approval of the Meeting Minutes:

Carol OBrand made a motion approve the February 13, 2023 Board meeting minutes as submitted, Earl Lewis seconded the motion and the vote carried unanimously.

President's Report:

- Mailboxes have been shipped and are scheduled to be delivered to the Old Tyme Contractors at the end of the week. The contractor will coordinate replacement with the post office.
- Bruce Wahl is working with Highlands and to replace/repair signs and/or posts.

Treasurer's Report:

- Financial Summary, balance sheet & revenue/expense report through February 2023 were provided to the Board for review and full financial statements are available on the community portal.
- The only non-routine expenses through for the month of February.

Committee Reports/Architectural Review:

- **Grounds Committee**
 - Highlands has been working on the community clean up. Proposal provided for Board review. To be discussed under New Business.
 - The Board to follow up with Highlands on the Glen area clean up and address concerns brought forth from owner regarding invasive vines.
 - Carol made a motion to purchase eight Adirondack chairs at a cost of \$139.99 plus tax to replace the benches. There was no second and the motion died.

- **Social Committee**
 - No Report
 - Wine and cheese event is scheduled for the afternoon/evening of April 22nd, time to be determines. The Board will send out a save the date eblast to the owners.
- **Yacht Club**
 - No Report.
 - The inflatable fishing boat, approximately 12' with outboard motor, with expired tags appears to have been abandoned. The boat will be removed and disposed of if unable to determine the owner.
- **Architectural Committee**
 - 4006 Arcade Court – Architectural application received to remove large tree. The Board approved the architectural application with the stipulation that the critical area requirements are met. The owner must contact the Town of Chesapeake Beach to determine.

Manager's Report:

- Written report provided to Board.

Unfinished Business:

- None

New Business:

- *Carol OBrand made a motion to approve option 1 at a cost of \$1,112.00 to install 16 "Sargent" Junipers at the Overlook. Earl Lewis seconded the motion and the vote by majority with 1 abstention.*
- *Earl Lewis made a motion to approve to remove the overgrowing Junipers, ornamental grasses, grade area and oversee near 4012/4014 17th St. in the Overlook for a cost of \$1,675.00. Carol OBrand seconded the motion and the vote carried unanimously.*
- *Bruce Wahl made a motion to approve the removal of all dead Leyland Cypress trees, remove English Ivy ground cover and create a new plant bed for future trees at the entrance to the community for a cost of \$1,850.00. and to install 10 (7' -8') Green Giant trees for a cost of \$5,500.00. Earl Lewis seconded the motion and the vote carried unanimously.*
- *Bruce Wahl made a motion to approve the removal of the old, overgrowing Evergreen bushes, thin out the Hostas, replace bushes, and install 5 "Boxus Semp" Cone (36" - 42") for a total cost of \$595.00 near 7787C Street bed. Earl Lewis seconded the motion and the vote carried unanimously.*
- *Earl Lewis made a motion to approve the beach clean-up of log/debris removal for a cost between \$450.00 - \$500.00. Earl Lewis seconded the motion and the vote carried unanimously.*
- Upcoming project is clean up and removal of dead trees at the boat rack.

Owners Forum:

- No owner comments or concerns.

Executive Session:

With no further business to discuss, the chair entertained a motion to move into Executive Session. Carol OBrand made a motion to move into Executive Session to review accounts receivable, Earl Lewis seconded the motion and the vote carried unanimously. The meeting proceeded into Executive Session.

Action Items/Return to Open Meeting:

Board will continue to send reminder notices to owners with past due balances.

Adjournment:

Carol OBrand made a motion to adjourn the meeting, Paul Doherty seconded the motion and the vote carried unanimously. The meeting was adjourned at 8:25 p.m. The Board agreed to change the meeting date to the first Wednesday of the month. The next meeting is scheduled for Wednesday, April 5, 2023.

MANAGER'S REPORT

Completed Actions

- Mail monthly reminders to owners with past due balances.
- Scheduled Board meeting through Microsoft Teams – login information recurring.
- 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 meeting minutes.
- Sent inquiry to Alliance Association Bank for interest rates and recommendation for CD maturing on 3/8/23. Provided CD & MM rates for Sentry preferred financial institutions.
- 4007 Carousel – Architectural application received through website to replace windows and provided to Architectural Chairpersons for recommendation to the Board. ACC co-chairperson requested additional information in order to complete the review. Notification sent to owner for requested information. Contractor provided material list and color. Responded to contractor requesting brochure/cut sheet of windows, pictures of windows from exterior including two on either side of fireplace, and inquired about drawing/design plan of proposed project at completion. Owner provided a 3D picture of changes and forwarded to committee/board representative. A 30 page brochure of Aspect windows will be provided to Board member. Confirmed description of requested work, the window size will remain as existing, & the outside trim will match the siding within 2 shades. Application approved, signed by AC and provided to owner.
- Report received that two sections of post and rail fence on C Street are down. Appears to have been possibly hit by a vehicle. Post is damaged, but rails seem to be in good condition. Committee member determined that portion of fence was removed by owner in order to make repairs and will be re-installed.
- Beach Clean Up – Await a proposal from Highlands.
- Wine & cheese event – Possibly Earth Day, 4/22.
- Followed up on mailbox delivery. The order shipped on 3/6 with estimated arrival of 3/16.
- Prepared monthly report for Board meeting.
- Sent meeting reminder to committee chairpersons.

Architectural Requests

- Approved Architectural Applications:
 - a. No requests received

Discussion/Decisions for Board Members

- Maturing CD – 3/8/23 – Request submitted to re-invest CD for same term with financial institution with highest interest rate at time of maturity.
- Mailbox Replacement – Mailboxes on order to be delivered to Olde Tyme Craftsmen who will repair and prepare the concrete pads for mailbox installation, remove/dispose of old mailboxes, and install new mailboxes.

Future Items

- Community Signs
- Replacement benches
- Wheelchair access ramps to townhouse parking lot curbs
- Beach rehabilitation
- Pollination & Herb gardens

Arrears/Collections Status

- 8 accounts in arrears; 4 of the past due accounts include past due parking fee. 1 past due parking account.
- See attached Accounts Receivable Report.
**Discussion to occur in Executive Session.

Closings

- None

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.*

- 8 accounts in arrears; 4 of the past due accounts include past due parking fee. 1 past due parking account.
- See attached Accounts Receivable Report.
**Discussion to occur in Executive Session.

Board Meeting Dates

2023 Meeting Calendar: 1/9, 2/13, 3/13, 4/10, 5/8, 6/12, 7/10, 8/14, 9/9 (Annual/Budget), 10/9, 11/13, 12/11

Current Board Terms

Director	Position	Year Elected Appointed	Term	Seat Exp.
Bruce Wahl	President	2022	1 year	2023
Kim Brahms	VP	2022	1 year	2023
Paul Doherty	Treasurer/Secretary	2022	1 year	2023
Carol OBrand	Director/Member at Large	2022	1 year	2023
Earl Lewis	Director/Member at Large	2022	1 year	2023

MEETING MINUTES

**Chesapeake Station Homeowners Association, Inc.
Board of Directors Meeting Minutes
Wednesday, April 19, 2023
Microsoft Teams Virtual Meeting Platform**

MEETING MINUTES

Attendees:

Bruce Wahl, President
Kim Brams, Vice-President
Carol OBrand, Member at Large
Earl Lewis, Member at Large
Bryan Cox, Grounds Committee Chairperson
Heidi Daniels, Social Committee Chairperson
Terri Long, 4004 Arcade Court
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 7:09 p.m. Microsoft Teams virtual meeting platform was utilized.

Approval of the Meeting Minutes:

Kim Brams made a motion approve the March 13, 2023 Board meeting minutes as submitted, Carol OBrand seconded the motion and the vote carried unanimously.

President's Report:

- Mailboxes have been shipped and are scheduled to be delivered to the Old Tyme Contractors at the end of the week. The contractor will coordinate replacement with the post office.
- Bruce Wahl is working with Highlands and to replace/repair signs and/or posts.

Treasurer's Report:

- Financial Summary, balance sheet & revenue/expense report through February 2023 were provided to the Board for review and full financial statements are available on the community portal.
- The only non-routine expenses are \$17,590.00 to the mailbox supplier in February and \$3,986.00 to Olde Time in March for installation of mailboxes. Total of \$21,576.00 paid out of reserves.

Committee Reports/Architectural Review:

- **Grounds Committee, Bryan Cox**
 - Highlands has been working on Board approved projects.
 - Landscaping projects completed at 17th & C Street.
 - The beach clean up is planned for Friday, 4/21.
 - Proposal received from Highlands to clean up area between Rod-n-Reel and CSHOA.
 - Removal of the vines and dead trees at the community entrance near Rod-n-Reel and replacement with Green Giant trees has been completed.

- Board President reported that he has been communicating with Rod-n-Reel and the TOCB regarding the removal of two large dead trees in the critical area. Not prepared to move forward with this project.
- 4004 Arcade – Owner requested the following:
 - Removal of tree branches growing house.
 - Dead Silver Leaf Tree was removed and lights from garage now shine through window. Owner requested creation of a barrier.
 - Owner suggested that the Trumpet Creeper be reviewed as it will kill trees.
 - Board will work with owner concerning cleaning up the area between Rod-n-Reel and CSHOA.
- *Kim Brams made a motion to approve the contract submitted to clean up the beach and kayak area. Earl Lewis seconded the motion and the vote carried unanimously.*
- **Social Committee, Heidi Daniels**
 - Spring Social “Wine and cheese with a side of Bocci” event is scheduled for the afternoon/evening of April 29th. Crochet and Cornhole games will also be available. Information will be sent by eblast a week prior and a reminder two days prior.
 - Hole in ground noted in this area close to steps facing the bay. Heidi will identify for repair.
 - Next event Committee is planning is a Luau. Date to be determined.
- **Yacht Club**
 - No Report.
 - All rental fees are paid.
 - President to provide information for the owner of the inflatable fishing boat that is filled with water. Management will send notice informing owner to store in a manner that does not collect water.
- **Architectural Committee**
 - 7785 Denzel – Board unanimously approved architectural application received to rebuild deck and screened porch.
 - 7783 C Street – Board unanimously approved architectural application to widen driveway.

Manager’s Report:

- Written report provided to Board.

Unfinished Business:

- None

New Business:

- Complaint received regarding non-owner/vehicle parking on 17th Street parking lot. A notice will be drafted on letterhead for Board review and approval. Once approved, representative will placed on vehicle.

Owners Forum:

- No owner comments or concerns.

Executive Session:

With no further business to discuss, the chair entertained a motion to move into Executive Session to review accounts receivable. Kim Brams made a motion to move into Executive Session to review accounts receivable, Carol OBrand seconded the motion and the vote carried unanimously. The meeting proceeded into Executive Session.

Action Items/Return to Open Meeting:

- Late fees and interest will be removed from one account.
- Board will continue to send reminder notices to owners with past due balances.

Adjournment:

Kim Brams made a motion to adjourn the meeting, Carol OBrand seconded the motion and the vote carried unanimously. The meeting was adjourned at 9:00 p.m. The next meeting is scheduled for Thursday, May 4, 2023.

MANAGER'S REPORT

Completed Actions

- Mail monthly reminders to owners with past due balances.
- Scheduled Board meeting through Microsoft Teams – login information recurring.
- 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 meeting minutes.
- 4006 Arcade – Architectural application submitted for tree removal that is obstructing bay view. Application approved with stipulation that the critical area requirements are met. Owner must contact TOCB. Owner notified. Owner advised that the tree is healthy and within the buffer area (1000 ft. from the water) and may not be removed. The tree service has been canceled. Owner will pursue tree trimming.
- Received signed agreement with Highlands for landscaping services.
- Confirmed monthly meeting day change with Board members and updated calendar information. Login information remains the same.
- Received 2023 beach application and request for payment. Application and payment will be mailed to the Calvert County Health Dept. Application and payment mailed to CC Health Dept.
- 4002 17th Street – Owner contacted to review account as requested.
- Processed invoices.
- 7785 Dentzell – Received architectural application to rebuild deck/screened in area and screen door. Requested picture/brochure of screen door.
- Please advise if further action is required of the Board.
- Received invoice (\$3,986) from Olde Tyme Craftsmen for Carousel concrete resurface, removal/disposal and installation of nine cluster mailboxes. Invoice submitted for payment processing.
- Received correspondence through CSHOA website from neighbor regarding a driveway extension at 7783 C Street. No architectural application has been received from 7783 C Street.
- Prepared monthly report for Board meeting.
- Sent meeting reminder to committee chairpersons.

Architectural Requests

- Approved Architectural Applications:
 - a. No requests received

Discussion/Decisions for Board Members

- Mailbox Replacement – Mailboxes on order to be delivered to Olde Tyme Craftsmen who will repair and prepare the concrete pads for mailbox installation, remove/dispose of old mailboxes, and install new mailboxes. Project completed.

Future Items

- Community Signs
- Replacement benches
- Wheelchair access ramps to townhouse parking lot curbs
- Beach rehabilitation
- Pollination & Herb gardens

Arrears/Collections Status

- 7 accounts in arrears; 3 of the past due accounts include past due parking fee.
- See attached Accounts Receivable Report.
**Discussion to occur in Executive Session.

Closings

- None

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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Board of Directors Meeting Minutes
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Microsoft Teams Virtual Meeting Platform**

MEMBERS PRESENT: Bruce Wahl, President
Kim Brams, Vice-President
Paul Doherty, Secretary/Treasurer
Earl Lewis, Member at Large
Carol OBrand, Member at Large

MEMBERS ABSENT: None

ALSO PRESENT: Bill Lebeel, Landscape Committee Chairperson (7:12 p.m. – 8:02 p.m.)
Bob Brams, Landscape Committee
Tyrone Aiken, 7822 C Street (7:54 p.m.-8:26 p.m.)
Sherri Kennedy, Sentry Management

Call to Order

The Board of Directors meeting of the Chesapeake Station Homeowners Association, Inc. was called to order at 7:08 p.m. Microsoft Teams virtual meeting platform was utilized.

Minutes

Kim Brams made a motion approve the April 11, 2022 Board meeting minutes as submitted, Carol Obrand seconded the motion and the vote carried unanimously. Kim Brams made a motion to approve the April 11 and April 14, 2022 Executive Session meeting minutes as submitted, Paul Doherty seconded the motion and the vote carried unanimously.

Officers Reports

Treasurer's Report:

- Financial Summary through April 2022 were provided to the Board for review and full financial statements are available on the community portal.
- The non-routine expenses through April 2022: Legal expense - \$593.00
- Association is approximately 4,771.00 dollars under budget through the end of April.

Committee Reports

- **Grounds Committee – Report provided by Bill Lebeel, Grounds Committee Chairperson**

- The following items were discussed:
 - Cleanup of the beach began approximately 1 ½ weeks ago. Has been visiting the beach each visit to perform clean up efforts rather than clean up all at once.
 - Jose submitted proposal with landscape suggestions for the two Overlook area beds. Two options were provided depending on availability of supplier. Unable to provide watering services. Discussion ensued. Carol has developed a design plan which will be tweaked and provided to the Committee for review. Once finalized a copy will be provided to the Board. Carol OBrand would like to consider purchasing the plant material and having Jose or another contractor provide the labor for planting.

Carol OBrand excused at 7:35 p.m.

- Discussion ensued regarding the current contract and services that could be added. It was noted that the beds near the Overlook require weeding as well as two beds at the bottom of the concrete stairs from the Overlook which have not been edged or weeded. Jose will be asked for an estimate for additional weeding services to be conducted every two weeks.

Tyrone Aiken arrived at 7:54 p.m.

- Paul Doherty will forward the Statement of Work that was previously prepared for the Board to review as a starting point in preparation for the 2022 request for landscape proposals. Other samples will be provided by management for review.
- Committee representation from the townhome and single family areas and will consist of Bill Lebeel as Chairperson, Carol OBrand for single family area, Bob Brams and Byan Cox for the Overlook, and Bill Lebeel will seek a volunteer from the C Street townhomes with Earl Lewis as back up.

Bill Lebel excused at 8:02 p.m.

- **Social Committee**
 - Carol OBrand is happy to assist in organizing an event, but does not feel comfortable with the new COVID outbreak. This will be deferred.
- **Yacht Club**
 - A couple of individuals must pay and Bea Paddy will continue to contact those individuals for payment.
- **Architectural Committee**
 - Kim Brams made a motion to ratify approval of the Architectural application submitted for 7844 C Street to replace siding, decking, two rear doors, replace fence and repair front door, Earl Lewis seconded the motion and the vote carried unanimously.

Unfinished Business

- Discussion ensued concerning tracking the number of rentals in the community. Paul Doherty will provide to the Board a list of rental units for review in order to determine a baseline. Management has two leases on file.
- Mailboxes – The post office will not purchase the mailboxes, but will install. Total mailboxes and sizes will need to be determined for pricing.

New Business

- None

Open Forum:

- Tyrone Aiken, 7822 C Street - Received maintenance letter and requested that future letters be more specific. Advised that a picture will be provided for clarification.
- Owner advised the Board of a run in that occurred on the beach last summer with a tenant that approached him stating that he didn't recognize Mr. Aiken. The tenant acted inappropriately and feels owners must take responsibility for their tenants.
- Advised that individuals from the casino are trespassing on private property performing illegal activity. Board advised owner to contact the Sheriff's Dept. in the future.

Adjournment:

With no further business to discuss, the chair entertained a motion to adjourn the meeting. Kim Brams made a motion to adjourn the meeting, Earl Lewis seconded the motion and the vote carried

unanimously. The meeting was adjourned at 8:26 p.m. The meeting proceeded into Executive Session. The next meeting is scheduled for Monday, June 13, 2022.

Meeting Minutes Prepared by: Sherri Kennedy, Sentry Management

MANAGER'S REPORT

Completed Actions

- Mail monthly reminders to owners with past due balances.
- Scheduled Board meeting through Microsoft Teams – login information recurring.
- 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 meeting minutes.
- Re-scheduled April Board meeting and re-sent invitation to Board and provided notification to Committee members.
- 4001 Arcade – Resale information requested.
- 4003 Arcade – Architectural application submitted for window replacement and provided to ACC. *Action Required.*
- 7783 C Street – Architectural application received from Board President and provided to Board for widening driveway along with correspondence from the neighbor. Application included in meeting information. Application approved 4/19 Board meeting.
- 4018 7th Street – Architectural application received for front door painting and provided to ACC. Application provided to ACC and included in meeting information. Application withdrawn and will be resubmitted once plans are finalized.
- 4024 17th Street – Owner submitted email to the Board regarding non resident parking. Provided login information for 4/6/23 Board meeting.
- 7785 Dentzell – Received architectural application to rebuild deck/screened in area and screen door. Requested picture/brochure of screen door. Information for screen door received and application forwarded for review. Application approved at 4/19 Board meeting.
- 4032 17th St. – Notice sent to owner regarding regular weeding & neat appearance.
- 4003 Arcade – Architectural application submitted for window replacement and provided to ACC. *Action Required.*
- 7783 C Street – Architectural application received from Board President and provided to Board for widening driveway along with correspondence from the neighbor. Application included in meeting information. Application approved 4/19 Board meeting and submitted for signature. Received signed document and owner was notified.
- 4000 17th Street – Await confirmation on the architectural application for pergola. Received architectural application for pergola sent through CSHOA post office. *Action Required.*
- 7785 Dentzell – Received architectural application to rebuild deck/screened in area and screen door. Requested picture/brochure of screen door. Information for screen door received and application forwarded for review. Application approved at 4/19 Board meeting and forwarded for signature. Received signed application and owner was notified.
- Submitted agreement for landscape clean up items for signature. Received signed document and provided to contractor.
- 7786 C Street – Spoke to owner regarding credit on account. Researched account and

determined that owner had been making monthly payments with past management rather than quarterly creating an account credit. Contacted owner to provide update.

- Drafted non resident vehicle notice and provided to Board for review. Notice approved and provided to place on vehicle windshield.
- Paid fidelity bond renewal and submitted request for reimbursement.
- 4010 Band Shell – Owner inquired about resale documents. Provided instruction to order closing documents.
- 4018 7th Street – Architectural application received for front door painting and provided to ACC. Application provided to ACC and included in meeting information. Application withdrawn and will be resubmitted once plans are finalized. Received revised application to paint front door and forwarded for review. Received picture and submitted for review. *Action Required.*
- 7790 Dentzel – Architectural application submitted to replace roof and provided to Board and ACC. Received approval responses from Kim, Earl, & Bruce. *Action Required.*

Architectural Requests

- Approved Architectural Applications:
 - a. No new requests received

Discussion/Decisions for Board Members

- Outstanding Architectural Applications

Future Items

- Community Signs
- Replacement benches
- Wheelchair access ramps to townhouse parking lot curbs
- Beach rehabilitation
- Pollination & Herb gardens

Arrears/Collections Status

- 5 accounts more than 2 quarters in arrears; 12 accounts 1 quarter in arrears, 8 parking fee accounts in arrears.
- See attached Accounts Receivable Report.
**Discussion to occur in Executive Session.

Closings

- None

MEETING MINUTES

**Chesapeake Station Homeowners Association, Inc.
Board of Directors Meeting Minutes
Thursday, June 1, 2023
Microsoft Teams Virtual Meeting Platform**

MEETING MINUTES

Attendees:

Bruce Wahl, President
Kim Brams, Vice-President
Paul Doherty, Treasurer
Earl Lewis, Member at Large
Carol OBrand, Member at Large
Bryan Cox, Landscape 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 7:06 p.m. Microsoft Teams virtual meeting platform was utilized.

Approval of the Meeting Minutes:

Paul Doherty made a motion to approve the May 4, 2023 Board meeting minutes as submitted, Earl Lewis seconded the motion and the vote carried unanimously.

President's Report:

- Boat rack clean up is a huge improvement. Additional work required once plan determined.

Treasurer's Report:

- Financial Summary, balance sheet & revenue/expense report through May 2023 were provided to the Board for review and full financial statements are available on the community portal.
- Approximately \$15,000.00 has been spent in grounds improvements with annual budget of \$4,500.00.
- It was reported that \$26,000.00 has been spent in grounds improvements and reserves year to date. This includes landscape/grounds improvements and the mailbox replacement project.
- There has been a surplus over the last few years, but may need to increase the fees in 2024.

Committee Reports/Architectural Review:

- **Grounds Committee**
 - The Landscape Chairperson and Board President completed a review of the community with Highlands and pointed out several items that require attention. The review was successful and contractor understood areas of concern. Discussion ensued regarding providing Highlands with a routine checklist to be provided to the Landscape Committee Chairperson. The common areas that require attention will be noted on a map and provided to contractor.

- Landscape Chairperson will request review of the pine trees behind 7731 C Street to determine if trimming can be accomplished.
- **Social Committee**
 - Tentative save the date for the Luau is 8/12/23.
- **Yacht Committee**
 - Inflatable boat has been removed.
- **Architectural Committee**
 - 4034 17th Street – *Kim Brams made a motion to ratify in the meeting minutes the Board's decision to approve the Architectural application for repair/replacement of the siding/trim. Carol Obrand seconded the motion and the vote carried unanimously.*
 - 7797 C Street – *Kim Brams made a motion to ratify in the meeting minutes the Board's decision to approve the Architectural application to connect the main entrance to courtyard sidewalk and complete minor landscape changes. Carol Obrand seconded the motion and the vote carried unanimously.*
 - 4004 Band Shell – Owner made change to deck railing without submitting follow up application for formal approval. An architectural application will be sent to the unit owner for completion and formal review.

Manager's Report:

- Written report provided to Board.

Unfinished Business:

- Olde Tyme Craftsman to complete the concrete resurfacing at the Carousel mailbox on a Sunday as to minimize disturbance of mail service.
- Olde Tyme Craftsman has completed the demo and reconstruction of the beach access stairs. An additional grab bar will be added to the stairs.
- Olde Tyme Craftsman to replace the planks on the beach access ramps. Anticipate completion in the next three weeks.

New Business:

- Board President thanked Carol and Sherri for time in reviewing the community.
- Board President thanked the Landscape Chairperson, committee, and Kim/Bob Brams for their efforts with the community landscaping.

Owners Forum:

- No owner comments or concerns.

Executive Session:

With no further business to discuss, the chair entertained a motion to move into Executive Session to review accounts receivable. Kim Brams made a motion to move into Executive Session to review accounts receivable, Carol OBrand seconded the motion and the vote carried unanimously. Unit owner excused himself and the meeting proceeded into Executive Session.

Action Items/Return to Open Meeting:

- *Bruce Wahl made a motion to send four accounts that are two quarters past due a friendly demand notice. Earl Lewis seconded the motion and the vote carried unanimously.*
- Board will continue to send reminder notices to owners with past due balances.

Adjournment:

Kim Brams made a motion to adjourn the meeting, Carol OBrand seconded the motion and the vote carried unanimously. The meeting was adjourned at 8:12 p.m. The next meeting is scheduled for Thursday, July 6, 2023.

MANAGER'S REPORT

Completed Actions

- Mail monthly reminders to owners with past due balances.
- Scheduled Board meeting through Microsoft Teams – login information recurring.
- 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 meeting minutes.
- Prepared meeting information.
- 4003 Arcade – Architectural application submitted for window replacement and provided to ACC. Application approved at the 5/4 Board meeting. Provided verbal approval to owner and will provide signed application once received. Signed application provided to the owner. Owner notified application was approved.
- 4000 17th Street – Await confirmation on the architectural application for pergola. Received architectural application for pergola sent through CSHOA post office. Application approved with contingencies at 5/4 Board meeting.
- 7781 Dentzel – Owner inquired about resale documents. Provided instruction to order closing documents.
- 7790 Dentzel – Architectural application submitted to replace roof and provided to Board and ACC. Application approved and ratified in meeting minutes. Approved application provided to unit owner.
- Drafted non resident vehicle notice and provided to Board for review. Notice approved and provided to place on vehicle windshield. Received update that vehicle posted and removed within two days.
- Provided landscape maintenance contract to landscape chairperson.
- 4007 Arcade – Notice sent to owner informing to adjust storage method so that boat does not collect water. Completed.
- 4000 Arcade – Spoke to new owner and informed that unit update will occur once settlement paperwork is received. Noted owner contact information in the file.
- Potential New Owner – Potential owner contacted office w/questions and requesting Board President information. Await return call to discuss. Provided answers to questions concerning the community and provided Board President with contact information.
- Drafted and sent notification of upcoming community evaluation.
- Advised Olde Tyme Craftsman of approval of services outlined in estimate to beach stairs and ramp.
- 4034 17th Street – Confirmed requested unit modifications and provided information to Board for review. Application approved and owner notified. *Ratify in meeting minutes.*
- 4018 7th Street – Architectural application received for front door painting and provided to ACC. Application provided to ACC and included in meeting information. Application withdrawn and will be resubmitted once plans are finalized. Received revised application to paint front door and forwarded for review. *Action Required.* Based on comments from the Committee management requested picture of home showing existing color scheme for review. Received picture and provided to committee. Advised owner application

approved. Will forward signed application once received. Approved application provided to owner.

- Re-scheduled community review with two Board representatives.
- Advised Olde Tyme Craftsman of approval of services outlined in estimate to beach stairs and ramp. Stairs completed. Ramp repairs to be scheduled.
- Safe sidewalks to shave trip hazard near beach stairs. Cost \$75.00.
- 7787 C Street – Architectural application received to connect main entrance to courtyard sidewalk & minor landscaping changes and forwarded to Board by President. Architectural application approved and owner notified. *Ratify in meeting minutes.*
- Board President received email with inquiry about a second grab rail on the new beach stairs.
- Assisted 7781 Dentzell w/resale information.

Architectural Requests

- Approved Architectural Applications:
 - a. 7787 C Street – Architectural application received to connect main entrance to courtyard sidewalk & minor landscaping changes and forwarded to Board by President. Architectural application approved and owner notified. *Ratify in meeting minutes.*

Discussion/Decisions for Board Members

- Ratify Board's decisions.

Future Items

- Community Signs
- Replacement benches
- Wheelchair access ramps to townhouse parking lot curbs
- Beach rehabilitation
- Pollination & Herb gardens

Arrears/Collections Status

- 4 accounts 2 quarters in arrears; 5 accounts 1 quarter in arrears, 5 parking fee accounts in arrears.
- See attached Accounts Receivable Report.
**Discussion to occur in Executive Session.

Closings

- 7790 C Street, 4/28/23
- 4001 Arcade, 5/3/23

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.*

- 4 accounts 2 quarters in arrears; 5 accounts 1 quarter in arrears, 5 parking fee accounts in arrears.
- See attached Accounts Receivable Report.
**Discussion to occur in Executive Session.

Board Meeting Dates

2023 Meeting Calendar: 1/9, 2/13, 3/13, 4/6, 5/4, 6/1, 7/6, 8/3, 9/9 (Annual/Budget), 10/5, 11/2, 12/7.

Current Board Terms

Director	Position	Year Elected Appointed	Term	Seat Exp.
Bruce Wahl	President	2022	1 year	2023
Kim Brahms	VP	2022	1 year	2023
Paul Doherty	Treasurer/Secretary	2022	1 year	2023
Carol OBrand	Director/Member at Large	2022	1 year	2023
Earl Lewis	Director/Member at Large	2022	1 year	2023

MEETING MINUTES

**Chesapeake Station Homeowners Association, Inc.
Board of Directors Meeting Minutes
Thursday, July 6, 2023
Microsoft Teams Virtual Meeting Platform**

MEETING MINUTES

Attendees:

Bruce Wahl, President
Kim Brams, Vice-President (excused at 7:30 p.m.)
Paul Doherty, Treasurer
Carol OBrand, Member at Large
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 7:04 p.m. Microsoft Teams virtual meeting platform was utilized.

Approval of the Meeting Minutes:

Carol OBrand made a motion to approve the June 1, 2023 Board meeting minutes as submitted, Paul Doherty seconded the motion and the vote carried unanimously.

President's Report:

- Boat rack clean up is a huge improvement. Additional work required once plan determined.

Treasurer's Report:

- Financial Summary, balance sheet & revenue/expense report through May 2023 were provided to the Board for review and full financial statements are available on the community portal.
- Working on draft budget and preparation of Annual Meeting scheduled 9/9/23.
- Grounds Improvement is over budget. Some items have been deferred over the years.
- Approximately \$40,000.00 has been spent from reserves year to date.
- There has been a surplus over the last few years and Association appears to be in good shape at this time.

New Business:

- Complaint received regarding an unapproved tree planted that is partially blocking the bay view. Paul Doherty made a motion to send the owner a notice requesting the removal or relocation of the tree, Carol Obrand seconded the motion and the vote carried unanimously.

Committee Reports/Architectural Review:

- **Grounds Committee**
 - The grounds maintenance checklist was provided to Highlands Landscape Chairperson and will be provided by the Chairperson once received.
 - Landscape Chairperson provided proposal from Highlands for several landscape maintenance/tree/stump removal for a total cost of \$5,280.00. Kim Brams made

a motion to accept the proposal, Carol Obrand seconded the motion and the vote carried unanimously.

Kim Brams was excused at 7:30 p.m.

- **Social Committee**
 - A Luau is scheduled for 8/12/23.
- **Yacht Committee**
 - Inflatable boat has been removed.
- **Architectural Committee**
 - 7781 Dentzell – Two architectural applications received to enclose the patio with a screen and to trim, remove, install plant material. Additional information will be requested in order to complete the review.
 - 4004 Band Shell – *Paul Doherty made a motion to approve the architectural application for the deck railings that have been installed. Carol Obrand seconded the motion and the vote carried unanimously.*
 - 7786 Dentzell – *Paul Doherty made a motion to ratify in the meeting minutes the Board's decision to approve the architectural application to enclose the area under the deck. Carol Obrand seconded the motion and the vote carried unanimously.*

Manager's Report:

- Written report provided to Board.

New Business:

- *Carol Obrand made a motion to ratify in the meeting minutes the Board's decision to hire a security company to police the community for the Chesapeake Beach fireworks. Paul Doherty seconded the motion and the vote carried unanimously.*
- Carol Obrand will contact Board/committee representatives regarding watering of plants in the Overlook section.

Unfinished Business:

- No unfinished Business

New Business:

- *Carol Obrand made a motion to ratify in the meeting minutes the Board's decision to hire a security company to police the community for the Chesapeake Beach fireworks. Paul Doherty seconded the motion and the vote carried unanimously.*
- Carol Obrand will contact Board/committee representatives regarding watering of plants in the Overlook section.

Owners Forum:

- No owner comments or concerns.

Executive Session:

With no further business to discuss, the chair entertained a motion to move into Executive Session to review accounts receivable. Carol Obrand 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:

- *Carol Obrand made a motion to send three accounts that are three quarters past due a demand notice on 8/1/23. Paul Doherty seconded the motion and the vote carried unanimously.*
- Board will continue to send reminder notices to owners with past due balances.

Adjournment:

Paul Doherty made a motion to adjourn the meeting, Carol OBrand seconded the motion and the vote carried unanimously. The meeting was adjourned at 8:03 p.m. The next meeting is scheduled for Thursday, August 3, 2023.

MANAGER'S REPORT

Completed Actions

- Mail monthly reminders to owners with past due balances.
- Scheduled Board meeting through Microsoft Teams – login information recurring.
- 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 meeting minutes.
- Prepared meeting information.
- Sent meeting information to Committee Chairpersons.
- 7736 C Street – Notice sent regarding white posts/railings on front porch and rear deck advising in violation and must complete architectural application for review to rectify violation. No response received.
- 4004 Band Shell – Notice sent to owner advising that must complete an architectural application for formal review of the change in deck railing. Architectural application submitted Board Treasurer and provided to Board for review. *Formal approval required.*
- 7786 Dentzel – Architectural application submitted to Board Treasurer and provided to Board for review. Application approved and owner notified.
- Performed on site review of community with Board representatives.
- Completed and sent maintenance notices to units requiring attention.
- Expense reimbursement issued to Committee representatives for last event.
- Expense reimbursement issued to Board Treasurer for website domain & security and firework copies.
- Received beach license and filed with records.
- Landscape proposals received from Landscape Chairperson and provided to Board for review.
- 7781 Dentzell – Architectural application received through CSHOA website and provided to Board for review.

Architectural Requests

- Architectural Applications requiring attention:
 - a. 4008 Band Shell Court – Architectural application received and forwarded to Board to formally review the deck installed deck railings. *Action Required.*
 - b. 7786 Dentzel Court – Architectural application received to close in area below deck and provided to Board for review. Application approved and owner notified. *Ratify in meeting minutes.*
 - c. 7781 Dentzell – Architectural application received through CSHOA website and provided to Board for review. *Action Required.*

Discussion/Decisions for Board Members

- Ratify Board's decisions.
- Landscape proposals

Future Items

- Community Signs
- Replacement benches
- Wheelchair access ramps to townhouse parking lot curbs
- Beach rehabilitation
- Pollination & Herb gardens

Arrears/Collections Status

- 3 accounts more than 2 quarters in arrears; 3 accounts 1 quarter in arrears, 4 parking fee accounts in arrears.
- See attached Accounts Receivable Report.
**Discussion to occur in Executive Session.

Closings

- 4010 Band Shell, 5/31/23

Executive Session

*Covenants, Legal and Collection issues will be discussed in Executive Session
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- 3 accounts more than 2 quarters in arrears; 3 accounts 1 quarter in arrears, 4 parking fee accounts in arrears.
- See attached Accounts Receivable Report.
**Discussion to occur in Executive Session.

Board Meeting Dates

2023 Meeting Calendar: 1/9, 2/13, 3/13, 4/6, 5/4, 6/1, 7/6, 8/3, 9/9 (Annual/Budget), 10/5, 11/2, 12/7.

Current Board Terms

Director	Position	Year Elected Appointed	Term	Seat Exp.
Bruce Wahl	President	2022	1 year	2023
Kim Brahms	VP	2022	1 year	2023
Paul Doherty	Treasurer/Secretary	2022	1 year	2023
Carol OBrand	Director/Member at Large	2022	1 year	2023
Earl Lewis	Director/Member at Large	2022	1 year	2023

MEETING MINUTES

**Chesapeake Station Homeowners Association, Inc.
Board of Directors Meeting Minutes
Thursday, August 3, 2023
Microsoft Teams Virtual Meeting Platform**

MEETING MINUTES

Attendees:

Bruce Wahl, President
Kim Brams, Vice-President (excused at 7:30 p.m.)
Paul Doherty, Treasurer
Earl Lewis, Member at Large
Carol OBrand, Member at Large
Bryan Cox, Landscape 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 7:03 p.m. Microsoft Teams virtual meeting platform was utilized.

Approval of the Meeting Minutes:

Paul Doherty made a motion to approve the July 6, 2023 Board 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 June 2023 were provided to the Board for review and full financial statements are available on the community portal.
- The only non-routine expenses this month are reimbursements for the wine and cheese social at \$595.00.
- 2024 draft proposed budget was approved with a \$15.00 quarterly increase.
- Board reviewed Annual/Budget meeting notice and approved for mailing to owners.

New Business:

- Communication received from 4024 17th Street with request for assistance with placement of trash containers, containers stored without covers, and a request to create reserved parking spaces. After careful consideration, the Board does not feel that there is a viable solution for any of these requests. A notice will be sent to owners reminding them of the trash requirement of maintaining a container with a cover and request owners be more mindful of neighbors and ensure that containers are stored on the most aesthetically pleasing location and that containers are in good repair with a cover.
- Request received from 7835 C street requesting assistance in having a limb from the neighbor's tree at 7833 C Street that is overhanging her unit trimmed so it does not touch her roof as she just had it replaced. A letter will be sent to the unit owner requesting that it be trimmed as well as inform the owner that the overgrown ivy on the tree and area must be removed.

Kim Brams was excused at 7:30 p.m.

Committee Reports/Architectural Review:

- **Grounds Committee**
 - The grounds maintenance checklist was provided to Highlands Landscape Chairperson but no reports have been received. The Board President will discuss this with the contractor and make it clear that submission of the checklists is required.

Bryan Cox excused himself from meeting.

- **Social Committee**
 - A Luau is scheduled for 8/12/23.
- **Yacht Committee**
 - No Report
- **Architectural Committee**
 - 7781 Dentzell – Additional information received for the architectural application to enclose the patio with a screen. The Board would like to see a sketch/drawing of the proposed plan to screen in the patio in order to complete the review.
 - 7781 Dentzell – *Paul Doherty made a motion to approve architectural application for landscaping tree/shrub trimming removal/replacement as outlined in the supplemental information provided by the owner. Earl Lewis seconded the motion and the vote carried unanimously.*
 - 4006 Band Shell – *Paul Doherty made a motion to ratify in the meeting minutes the Board's decision to approve the architectural application for the door awning. Carol Obrand seconded the motion and the vote carried unanimously.*

Manager's Report:

- Written report provided to Board.

New Business:

- No new business

Unfinished Business:

- No unfinished Business

New Business:

- *Carol Obrand made a motion to ratify in the meeting minutes the Board's decision to hire a security company to police the community for the Chesapeake Beach fireworks. Paul Doherty seconded the motion and the vote carried unanimously.*
- Carol Obrand will contact Board/committee representatives regarding watering of plants in the Overlook section.

Owners Forum:

- No owner comments or concerns.

Executive Session:

With no further business to discuss, the chair entertained a motion to move into Executive Session to review accounts receivable. Carol Obrand made a motion to move into Executive

Session to review accounts receivable, Earl Lewis seconded the motion and the vote carried unanimously and the meeting proceeded into Executive Session.

Action Items/Return to Open Meeting:

- *Two accounts were sent demand notices. One account is in post bankruptcy and unable to send collection notice. Management will contact attorney Kathleen Elmore for collection information if necessary. Accounts will be monitored for payment and reviewed at next meeting.*
- Board will continue to send reminder notices to owners with past due balances.

Adjournment:

Earl Lewis made a motion to adjourn the meeting, Bruce Wahl seconded the motion and the vote carried unanimously. The meeting was adjourned at 8:25 p.m. The next meeting is scheduled for Thursday, September 7, 2023.

MANAGER'S REPORT

Completed Actions

- Mail monthly reminders to owners with past due balances.
- Scheduled Board meeting through Microsoft Teams – login information recurring.
- 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 meeting minutes.
- Prepared meeting information.
- Sent meeting information to Committee Chairpersons.
- 7781 Dentzell – Architectural application received through CSHOA website to screen in lower level and perform landscape trimming/replacement. Application provided to Board for review. Reviewed at Board meeting and additional information required in order to formally review. Notification sent to owner requesting this information. Await response. Received email response with pictures and provided to Board. Received approval response from Carol. *Action required.*
- 7786 Dentzell – Owner submitted revised architectural application for smaller windows under deck and forwarded to Board for review. Revised architectural application approved and owner notified. Provided signed application. Application approved and owner notified.
- 4006 Carousel – Architectural application received for door awning and forwarded for review. Application approved. *Ratify in meeting minutes.*
- 4010 Band Shell – Owner submitted complaint about landscaper entering private property and believes at the instruction of the Board President. Informed owner that communication received and will be reviewed by the Board. Drafted response for Board review.
- 7783 Dentzell – Owner inquired about necessity of completing an architectural application to replace roof shingles. Informed owner that an architectural application must be submitted for formal approval.
- 7783 C Street – Confirmed credit on account.
- Board is working on preparation for the Annual/Budget meeting. Management to review budget and provide Annual Meeting minutes.
- 4013 Band Shell Court – Drafted correspondence to owner requesting/recommendation removal/relocation of the Japanese Maple tree to an area that will not block the bay view.
- 4009 Band Shell – Architectural application submitted for new deck & front porch and forwarded for review. Owner requesting expedited review as will be relocated by the end of the month and would like to complete project prior to leaving.
- Worked on 2024 draft proposed budget with Treasurer.

Architectural Requests

- Architectural Applications requiring attention:

- a. 7781 Dentzell – Architectural application received through CSHOA website to screen in lower level and perform landscape trimming/replacement. Application provided to Board for review. Reviewed at Board meeting and additional information required in order to formally review. Notification sent to owner requesting this information. Await response. Received email response with pictures and provided to Board. Received approval response from Carol. *Action required.*
- b. 4006 Carousel – Architectural application received for door awning and forwarded for review. Application approved. *Ratify in meeting minutes.*
- c. 4009 Band Shell – Architectural application submitted for new deck & front porch and forwarded for review. Owner requesting expedited review as will be relocated by the end of the month and would like to complete project prior to leaving.

Discussion/Decisions for Board Members

- Ratify Board's decisions.
- Correspondence to 4003 & 4013 Band Shell.

Future Items

- Community Signs
- Replacement benches
- Wheelchair access ramps to townhouse parking lot curbs
- Beach rehabilitation
- Pollination & Herb gardens

Arrears/Collections Status

- 2 accounts more than 2 quarters in arrears; 11 accounts 1 quarter (less than 2 quarters) in arrears, 6 parking fee accounts in arrears.
- See attached Accounts Receivable Report.
**Discussion to occur in Executive Session.

Closings

- 7781 Dentzell, 6/23/23

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.*

- 2 accounts more than 2 quarters in arrears; 11 accounts 1 quarter (less than 2 quarters) in arrears, 6 parking fee accounts in arrears.
- See attached Accounts Receivable Report.
 **Discussion to occur in Executive Session.

Board Meeting Dates

2023 Meeting Calendar: 1/9, 2/13, 3/13, 4/6, 5/4, 6/1, 7/6, 8/3, 9/9 (Annual/Budget), 10/5, 11/2, 12/7.

Current Board Terms

Director	Position	Year Elected Appointed	Term	Seat Exp.
Bruce Wahl	President	2022	1 year	2023
Kim Brahms	VP	2022	1 year	2023
Paul Doherty	Treasurer/Secretary	2022	1 year	2023
Carol OBrand	Director/Member at Large	2022	1 year	2023
Earl Lewis	Director/Member at Large	2022	1 year	2023

MEETING MINUTES

**Chesapeake Station Homeowners Association, Inc.
Board of Directors Meeting Minutes
Thursday, September 7, 2023
Microsoft Teams Virtual Meeting Platform**

MEETING MINUTES

Attendees: Bruce Wahl, President
Earl Lewis, Member at Large
Carol OBrand, Member at Large
Bryan Cox, Landscape 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 7:04 p.m. Microsoft Teams virtual meeting platform was utilized.

Approval of the Meeting Minutes:

Carol OBrand made a motion to approve the August 3, 2023 Board meeting minutes as amended, Earl Lewis seconded the motion and the vote carried unanimously.

President's Report:

- No Report

Treasurer's Report:

- Financial Summary, balance sheet & revenue/expense report through July 2023 were provided to the Board for review and full financial statements are available on the community portal.
- Board President commented that appears may end year within 2% of the budget.

Manager's Report:

- Written report provided to Board.

Committee Reports/Architectural Review:

- **Grounds Committee**
 - Highlands Landscaping has been submitting weekly checklists and including additional items when completed. Discussion has occurred about creating a more detailed checklist and possibly including specific areas.
 - One outstanding item the committee is working with Highlands to complete in the Fall is to remove and coordinate the grasses so they are uniform at the 17th & C Street.
 - No schedule for removal of 5 stumps near the shopping center.
 - Dave Temple will serve as the new Landscaping Chairperson. Bryan Cox will continue to serve on the committee.

Bryan Cox excused himself from meeting.

- **Social Committee**
 - The Luau occurred 8/12/23.
- **Yacht Committee**
 - No Report
- **Architectural Committee**
 - Carol OBrand made a motion to ratify in the meeting minutes the Board's decision to approve the following architectural applications:
 - 7781 Dentzell – Application approved to screen in lower deck.
 - 4009 Bad Shell – Application approved for new deck & front porch.
 - 7786 Dentzell – Application approved to replace roof.
 - 4003 Arcade – Application approved to replace roof.
 - 7783 Dentzell – Application approved to replace roof.
 - Earl Lewis seconded the motion and the vote carried unanimously.
 - Carol OBrand provided sample information to 4000 17th Street.

New Business:

- 4003 Bandshell submitted email through website encouraging owners to be courteous of other neighbors when it comes to tree trimming and blocking bay view. Owner indicated that would submit a formal request for Board review.

Unfinished Business:

- No unfinished Business

Owners Forum:

- No owner comments or concerns.

Executive Session:

With no further business to discuss, the chair entertained a motion to move into Executive Session to review accounts receivable. Carol Obrand made a motion to move into Executive Session to review accounts receivable, Earl Lewis seconded the motion and the vote carried unanimously and the meeting proceeded into Executive Session.

Action Items/Return to Open Meeting:

- *One account is in post bankruptcy and unable to send collection notice. Management will contact attorney Kathleen Elmore for collection information if necessary. Accounts will be monitored for payment and reviewed at next meeting.*
- Board will continue to send reminder notices to owners with past due balances.

Adjournment:

Earl Lewis made a motion to adjourn the meeting, Carol OBrand seconded the motion and the vote carried unanimously. The meeting was adjourned at 7:50 p.m. The next meeting is scheduled for Thursday, October 5, 2023.

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 meeting minutes.
- 7781 Dentzell – Architectural application received through CSHOA website to screen in lower level and perform landscape trimming/replacement. Application provided to Board for review. Reviewed at Board meeting and additional information required in order to formally review. Notification sent to owner requesting this information. Await response. Received email response with pictures and provided to Board. Advised owner that Board approved landscape plans, but is requesting additional information (sketch/drawing) to screen in the lower deck project. Communication received with additional information and provided to the Board. Application approved and owner notified. *Ratify in meeting minutes.*
- 4003 Band Shell – Owner submitted complaint about landscaper entering private property and believes at the instruction of the Board President. Informed owner that communication received and will be reviewed by the Board. Drafted response for Board review. Additional revision submitted and response provided to owner.
- 4013 Band Shell Court – Drafted correspondence to owner requesting/recommendation removal/relocation of the Japanese Maple tree to an area that will not block the bay view. Communication forwarded to owner.
- 4009 Band Shell – Architectural application submitted for new deck & front porch and forwarded for review. Owner requesting expedited review as will be relocated by the end of the month and would like to complete project prior to leaving. Waiting on additional information. Material information received and reviewed by Board. Application approved and owner notified. *Ratify in meeting minutes.*
- 4010 Band Shell – Owner inquired about resale package. Provided ordering instructions.
- Prepared and mailed Annual/Budget notice and proposed 2024 budget.
- Provided updated owner information report to Board Treasurer.
- 7786 Dentzell – Architectural application received for roof replacement and forwarded for review. Application approved and owner notified. *Ratify in meeting minutes.*
- 7833 C Street – Notice sent to owner informing that tree limb overhanging the roof of 7835 C Street must be removed as well as removal of the ivy from the tree and surrounding area.
- 4024 17th Street – Provided response to email concerning trash container placement and reserved parking. Informed that after careful consideration, Board does not feel like there is a viable solution.
- 4000 17th Street – Notified that owner erecting fence at front of unit. Drafted and mailed notice informing that an architectural application is required for all exterior modifications and to cease and desist until the plans have been submitted for review. Owner responded and forwarded to the Board for review. Owner provided updated response indicating that application has been completed and mailed for review. Received

architectural application and forwarded for review. Coordinated on site meeting with owner and Board representative. Meeting scheduled for 8/31 at 1:00.

- Received management company information from Board Treasurer. Left voice mail message regarding maintenance easement invoices. Researched for mailing and email information. Revised invoices with correct management information and emailed for payment processing.
- Received reimbursement receipts for committee members for Luau. Reimbursement request submitted for payment processing.
- 4000 & 4001 Arcade – Updated phone and email information as provided through website.
- 4001 Carousel – Owner advised working on completing maintenance items.
- 4003 Arcade – Owner submitted architectural application for roof replacement. Application approved and owner notified. *Ratify in meeting minutes.*
- 4003 Band Shell – Owner submitted complaint about larger tree & smaller tree between 4011 & 4013 blocking bay view.
- 4003 Band Shell – Provided owner with instruction on scheduling autopay.
- Received 2022 draft audit and provided to Board for review. Once approved Representation Letter must be signed for final copy. Action required.
- Please advise if any further action required of the Board.

Architectural Requests

- Architectural Applications requiring attention:
 - a. 7781 Dentzell – Architectural application received and approved screen in lower level deck. *Ratify in meeting minutes.*
 - b. 4009 Band Shell – Architectural application received and approved for new deck & front porch. *Ratify in meeting minutes.*
 - c. 7786 Dentzell – Architectural application received and approved to replace roof. *Ratify in meeting minutes.*
 - d. 4003 Arcade – Architectural application received and approved to replace roof. *Ratify in meeting minutes.*

Discussion/Decisions for Board Members

- Ratify Board's decisions.
- Correspondence from 4003 Band Shell regarding trees between 4011 & 4013 Band Shell blocking view.

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 accounts more than 2 quarters in arrears; 7 accounts 1 quarter in arrears, 4 parking fee accounts in arrears.
- See attached Accounts Receivable Report.
**Discussion to occur in Executive Session.

Closings

- 7783 C Street, 7/25/23
- 4003 Band Shell, 8/14/23

Executive Session

*Covenants, Legal and Collection issues will be discussed in Executive Session
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- 2 accounts more than 2 quarters in arrears; 11 accounts 1 quarter (less than 2 quarters) in arrears, 6 parking fee accounts in arrears.
- See attached Accounts Receivable Report.
**Discussion to occur in Executive Session.

Board Meeting Dates

2023 Meeting Calendar: 1/9, 2/13, 3/13, 4/6, 5/4, 6/1, 7/6, 8/3, 9/9 (Annual/Budget), 10/5, 11/2, 12/7.

Current Board Terms

Director	Position	Year Elected Appointed	Term	Seat Exp.
Bruce Wahl	President	2022	1 year	2023
Kim Brahms	VP	2022	1 year	2023
Paul Doherty	Treasurer/Secretary	2022	1 year	2023
Carol OBrand	Director/Member at Large	2022	1 year	2023
Earl Lewis	Director/Member at Large	2022	1 year	2023

MEETING MINUTES

**Chesapeake Station Homeowners Association, Inc.
Board of Directors Meeting Minutes
Thursday, October 5, 2023
Microsoft Teams Virtual Meeting Platform**

MEETING MINUTES

Attendees:

Bruce Wahl, President
Paul Doherty, Secretary/Treasurer
Christian Cardnuto, Member at Large
Doris Spencer, Member at Large
Carol Obrand, Architectural Committee Chairperson
Terri Long, 4004 Arcade
Montego Parker, 4011 Band Shell
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 7:04 p.m. Microsoft Teams virtual meeting platform was utilized.

Approval of the Meeting Minutes:

Paul Doherty made a motion to approve the September 7, 2023 Board meeting minutes as submitted, Doris Spencer seconded the motion and the vote carried unanimously.

President's Report:

- No Report

Treasurer's Report:

- Financial Summary, balance sheet & revenue/expense report through August 2023 were provided to the Board for review and full financial statements are available on the community portal.
- Non-routine expenses for August and September: \$1,970 – CPA, \$492.67 – Social expenses, \$100.00 – SSL Certificate.
- Overall Financial Status of the Association – The Association is currently running at an anticipate deficit. Prior year's surplus was utilized to supplement the income in order to maintain the assessment rate. The Association is approximately \$2,400.00 higher than projected. Will need to consider some creative ways to increase savings next year.

Manager's Report:

- Written report provided to Board.

Committee Reports/Architectural Review:

- **Grounds Committee**
 - Highlands Landscaping is on target and supplied checklists to Board President who provided to ACC Chairperson.

- **Social Committee**
 - Octoberfest is scheduled for 10/22/23.
- **Yacht Committee**
 - New Commodore is Debby Cooper.
- **Architectural Committee**
 - Carol OBrand is the Architectural Chairperson and Committee members are Carol Cooper and Charlie Pritchard.
 - 4000 17th Street – Revised architectural application submitted for front railing. Carol OBrand reported that owner has removed lighting and rope and is painted the same color as the house. The remaining railing is necessary for health/safety of the owners and the committees recommendation is to approve the application with the stipulation that the railing must be removed if the owner's move or sell the property. Doris Spencer made a motion to approve the architectural application with the stipulation that the railing be removed if the owner's move or sell the property, Paul Doherty seconded the motion and the vote carried unanimously.
 - Paul Doherty will draft a reminder to owner's to complete an architectural application prior to completing any exterior modifications and share with the ACC Chairperson prior to emailing to the community.

Unfinished Business:

- Bruce Wahl thanked all members who have volunteered to serve the community.
- Board Organization: Christian Cardnuto made a motion that the current officers remain in place and the two new Board members serve as Member at Large. Doris Spencer seconded the motion and the vote carried unanimously. The Board of Directors is as follows: Bruce Wahl – President, Kim Brams – Vice-President, Paul Doherty – Secretary/Treasurer, Christian Cardnuto – Member at Large, Doris Spencer – Member at Large.
- Paul Doherty made a motion to move forward with the grounds maintenance contract renewal option with Highlands. Doris Spencer seconded the motion and the vote carried unanimously.

New Business:

- Invoices provided to the shopping center for shared expenses. Management to confirm receipt of payment.
- A double transfer to reserves occurred in 2022 and was reversed in 2023. Transaction information to be provided to Treasurer.
- 2022 Draft Audit was provided to the Board and the Representation Letter signed to prepare the final copy.
- Board meetings will remain on the first Thursday of each month with a time change to 6:00 p.m.

Owners Forum:

- Montego Parker, 4011 Band Shell – Owner informed Board that tree on property if trimmed every 1 – 2 years in accordance with County, State, Town, DNR guidelines and trims as much as possible to maintain a healthy tree. Unless something is prohibitive, the tree will be trimmed in the Spring.

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 7:55 p.m. The next meeting is scheduled for Thursday, November 2, 2023.

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
- Prepared for Annual Meeting.
- 4000 17th Street – Notified that owner erecting fence at front of unit. Drafted and mailed notice informing that an architectural application is required for all exterior modifications and to cease and desist until the plans have been submitted for review. Owner responded and forwarded to the Board for review. Owner provided updated response indicating that application has been completed and mailed for review. Received architectural application and forwarded for review. Coordinated on site meeting with owner and Board representative. Meeting scheduled for 8/31 at 1:00. Carol and I met with owner to review and discuss needs. Carol working with owners and modification will be resubmitted for consideration.
- 4003 Band Shell – Owner submitted complaint about larger tree & smaller tree between 4011 & 4013 blocking bay view. Follow up email submitted through website. *Board Discussion*
- Received 2022 draft audit and provided to Board for review. Once approved Representation Letter must be signed for final copy.
- 7831 C Street – Provided instruction on ordering re-sale information.
- 4032 & 4034 17th Street – Notice sent regarding trash container storage, trash, & weeding.
- Sent Architectural Committee Chairpersons names of individuals that volunteered to serve on the Committee.
- Sent committee & Board members login information/reminder for monthly meeting.
- Prepared approved budget for submission of coupon mailing.
- Processed reimbursement to treasurer for annual website renewal.
- Processed payment for post office box renewal.
- 4007 Carousel – Confirmed contact information on file is up to date as submitted.
- Please advise if any further action required of the Board.

Architectural Requests

- Architectural Applications requiring attention:
 - a. 4000 17th Street – Architectural application received for handrail at front of unit. ACC Chairperson working with owner for options.

Discussion/Decisions for Board Members

- Ratify Board's decisions (none since last meeting).

- Resubmission of request from 4003 Band Shell regarding trees between 4011 & 4013 Band Shell blocking view.

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(s) more than 2 quarters in arrears; 4 accounts 1 quarter in arrears, 3 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
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- 1 account(s) more than 2 quarters in arrears; 4 accounts 1 quarter in arrears, 3 parking fee accounts in arrears.
- See attached Accounts Receivable Report.
**Discussion to occur in Executive Session.

Board Meeting Dates

2023 Meeting Calendar: 1/9, 2/13, 3/13, 4/6, 5/4, 6/1, 7/6, 8/3, 9/7, 9/9 (Annual/Budget), 10/5, 11/2, 12/7.

MEETING MINUTES

**Chesapeake Station Homeowners Association, Inc.
Board of Directors Meeting Minutes
Thursday, November 2, 2023
Microsoft Teams Virtual Meeting Platform**

MEETING MINUTES

Attendees:

Bruce Wahl, President
Kim Brams, Vice-President
Paul Doherty, Secretary/Treasurer
Christian Cardnuto, Member at Large
Doris Spencer, Member at Large
Carol Obrand, Architectural Committee Chairperson
Debby Cooper, Yacht Committee
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 6:05 p.m. Microsoft Teams virtual meeting platform was utilized.

Approval of the Meeting Minutes:

Paul Doherty made a motion to approve the September 7, 2023 Board 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 August 2023 were provided to the Board for review and full financial statements are available on the community portal.
- No non-routine expenses through October.
- Overall Financial Status of the Association – The Association is currently running at an anticipated deficit. Prior year's surplus was utilized to supplement the income in order to maintain the assessment rate. The Association is approximately \$2,400.00 higher than projected.

Manager's Report:

- Written report provided to Board.

Committee Reports/Architectural Review:

- **Grounds Committee**
 - Highlands Landscaping is on target and communicates Board President when on site and works directly with Landscape Committee Chairperson.
 - It was reported that weeding is required at the 17th & C street bed.

- **Social Committee**
 - Octoberfest held on 10/22/23 was a success.
- **Yacht Committee**
 - Debby Cooper as received notebook from former commodore and visited kyak/boat racks. Will discuss missing letters (Y & Z) with Bea Patty.
 - There are currently 7 open kyak/boat spaces.
 - 20 individuals rented space in 2023. She is working on preparing agreements to send to individuals in November/December.
 - Reported several vines growing in the open area between the HOA and the hotel. The Board and the Landscape Committee is aware. This is not part of the normal contract.
- **Architectural Committee**
 - Carol OBrand is the Architectural Chairperson and Committee members are Carol Cooper and Charlie Pritchard.
 - The committee will continue to review and take action on all architectural applications to be formally recorded in the meeting minutes in the ACC committee report.
 - 4003 Band Shell – Architectural application approved to replace deck with composite/vinyl material, deck door with slider, and remove dead tree. Plantings to be installed in the spring.
 - A notice was sent reminding owners to complete an architectural application for any exterior modification. The committee is encouraging owners to contact a committee member directly to discuss plans and offer assistance in completing the architectural application.
 - 4020 17th Street – Painted front door without submitting an architectural application. Notice to be sent to the owner.

Unfinished Business:

- Response to be provided to owner informing that the owner intends on performing tree trimming in the Spring and that the Board does not intend on taking any further action at this time.

New Business:

- Invoices provided to the shopping center for shared expenses. Payment has not been received. Management sent follow up email requesting update on status of payment.

Owners Forum:

- No owners present.

Executive Session:

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

Action Items/Return to Open Meeting:

- *A request will be submitted to have a customer care representative contact two Board members to assist in setting up auto pay. One account is in post bankruptcy and unable to send collection notice. Management will contact attorney Kathleen Elmore for collection information if necessary. Accounts will be monitored for payment and reviewed at next meeting.*
- Board will continue to send reminder notices to owners with past due balances.

Adjournment:

Doris Spencer made a motion to adjourn the meeting, Paul Doherty seconded the motion and the vote carried unanimously. The meeting was adjourned at 7:03 p.m. The next meeting is scheduled for Thursday, December 7, 2023.

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
- 7785 Dentzel – Confirmed w/Board Treasurer that approved architectural application on file for deck work.
- 4007 Arcade – Provided account statement and budget.
- 4001 Carousel – Approved architectural application received from the committee and approved to replace half moon window above door with rectangular window and replace melted siding.
- Owner submitted request for community consideration to develop a community cook book.
- Processed reimbursement to Dave Brown for Luau.
- 7785 Dentzel – Confirmed w/Board Treasurer that approved architectural application on file for deck work.
- 4007 Arcade – Provided account statement and budget.
- 4001 Carousel – Approved architectural application received from the committee and approved to replace half moon window above door with rectangular window and replace melted siding.
- 7788 Dentzel – Owner submitted request for community consideration to develop a community cook book.
- 7750 C Street – reported sighting of 4 foxes roaming the community.
- Sent committee & Board members login information/reminder for monthly meeting.

Architectural Requests

- 4000 17th Street – Architectural application approved at Board 10/5/23 Board meeting and owner notified.

Discussion/Decisions for Board Members

- Ratify Board's decisions (none since last meeting).
- Resubmission of request from 4003 Band Shell regarding trees between 4011 & 4013 Band Shell blocking view. *Response required.*
- Report of fox sighting. Any action required of Board.
- Suggestion submitted about community cook book.

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(s) more than 2 quarters in arrears; 2 accounts 1 quarter in arrears, 1 parking fee accounts in arrears.
- See attached Accounts Receivable Report.
**Discussion to occur in Executive Session.

Closings

- 7730 C Street, 9/26/23

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(s) more than 2 quarters in arrears; 2 accounts 1 quarter in arrears, 1 parking fee accounts in arrears.
- See attached Accounts Receivable Report.
**Discussion to occur in Executive Session.

Board Meeting Dates

2023 Meeting Calendar: 1/9, 2/13, 3/13, 4/6, 5/4, 6/1, 7/6, 8/3, 9/7, 9/9 (Annual/Budget), 10/5, 11/2, 12/7.

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
Doris Spencer	Director/Member at Large	2023	1 year	2024

MEETING MINUTES

**Chesapeake Station Homeowners Association, Inc.
Board of Directors Meeting Minutes
Thursday, December 7, 2023
Microsoft Teams Virtual Meeting Platform**

MEETING MINUTES

Attendees:

Bruce Wahl, President
Kim Brams, Vice-President
Paul Doherty, Secretary/Treasurer
Dave Temple, Landscape Committee Chairperson
Debby Cooper, Yacht Club 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 6:05 p.m. Microsoft Teams virtual meeting platform was utilized.

Approval of the Meeting Minutes:

Paul Doherty made a motion to approve the November 2, 2023 Board 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 August 2023 were provided to the Board for review and full financial statements are available on the community portal.
- No non-routine expenses through November.

Manager's Report:

- Written report provided to Board.

Committee Reports/Architectural Review:

- **Grounds Committee**
 - Dave Temple has scheduled a meeting with Highlands Landscaping for Monday, December 11th to discuss expectations.
 - It was reported that weeding is required at the 17th & C street bed.
- **Social Committee**
 - No report or planned events.
- **Yacht Club Committee**
 - Debby Cooper has completed all rental agreements and will be mailed to owners by Saturday, December 9th.

- **Architectural Committee**
 - 7785 C Street – Architectural application approved to replace existing deck.

Unfinished Business:

- None

New Business:

- *Kim Brams made a motion to accept the snow agreement with Highlands Landscaping. Paul Doherty seconded the motion and the vote carried unanimously.*
- The Board will review the drafted collection policy and submit comments in order to prepare for owner notification 30 days prior to Board approval.

Owners Forum:

- No owners comments or questions.

Executive Session:

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

Action Items/Return to Open Meeting:

- *Kim Brams made a motion to forward one account to the attorney for collections, Paul Doherty seconded the motion and the vote carried unanimously.*
- Board will continue to send reminder notices to owners with past due balances.

Adjournment:

Kim Brams made a motion to adjourn the meeting, Paul Doherty seconded the motion and the vote carried unanimously. The meeting was adjourned at 6:49 p.m. The next meeting is scheduled for Thursday, January 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.
- 4003 Band Shell – Architectural application received and approved to replace deck with composite and vinyl & shape to be enlarged by 2' & rectangular, change door to deck to slider (paint existing door frame to match existing brown window trim) and remove dead tree. Planting of grasses to occur in 2024.
- Requested customer service representative contact two Board members to assist in setting up auto payment.
- 4024 17th Street – Architectural application received to replace roof and forwarded to ACC for review. Architectural application approved and owner notified.
- 7835 C Street – Inquiry received about requirement for replacement of existing deck. Provided architectural application. Received architectural application/pictures and forwarded for review. Application approved and owner notified.
- Received addendum to the grounds maintenance contract and forwarded to Board President for signature. Received signed document and provided to contractor for counter signature.
- 4008 Arcade – Demand notice sent to owner.
- Requested and received snow agreement from contractor.
- Received shopping center maintenance easement payment in the amount of \$1,220.56 for grounds maintenance and tree removal/stump grinding.
- 4003 Band Shell – Response provided to owner regarding tree trimming.
- 4020 17th Street – Reminder notice sent to unit owner about submitting an architectural application for approval prior to completing any exterior modifications. Provided application for formal review.
- 4001 Carousel – Provided account statement as requested for home equity loan.
- Please advise if any further action required of the Board.

Architectural Requests

- 7785 C Street – Architectural application approved to replace deck.
- 4003 Band Shell – Architectural application approved to replace deck w/composite/vinyl, enlarge shape by 2' & rectangular, change deck door to deck to slider, & remove dead tree. Planting of grasses to occur in 2024.

Discussion/Decisions for Board Members

- 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

- 2 account(s) more than 2 quarters in arrears; 8 accounts 1 quarter in arrears, 5 w/past due balances, 7 parking fee accounts in arrears.
- See attached Accounts Receivable Report.
**Discussion to occur in Executive Session.

Closings

- 7835 C Street, 11/20/23

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.*

- 2 account(s) more than 2 quarters in arrears; 8 accounts 1 quarter in arrears, 5 w/past due balances, 7 parking fee accounts in arrears.
- See attached Accounts Receivable Report.
**Discussion to occur in Executive Session.

Board Meeting Dates

2023 Meeting Calendar: 1/9, 2/13, 3/13, 4/6, 5/4, 6/1, 7/6, 8/3, 9/7, 9/9 (Annual/Budget), 10/5, 11/2, 12/7.

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
Doris Spencer	Director/Member at Large	2023	1 year	2024