

**Chesapeake Station Homeowners Association, Inc.**  
**Board of Directors Meeting Minutes**  
**Thursday, August 1, 2024**  
**Microsoft Teams Virtual Meeting Platform**

## **MEETING MINUTES**

### **Attendees:**

Kim Brams, Vice-President  
Paul Doherty, Treasurer/Secretary  
Laura DeLena, Member at Large  
Carol OBrand, Architectural Committee Chairperson  
Debby Cooper, Yacht Club Committee Chairperson  
Duncan Frazer, Sign 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 6:03 p.m. Microsoft Teams virtual meeting platform was utilized.

### **Approval of the Meeting Minutes:**

*Paul Doherty made a motion to approve the July 18, 2024 meeting minutes as submitted, Laura DeLena seconded the motion and the vote carried unanimously.*

### **President's Report:**

- No Report

### **Treasurer's Report:**

- Financial Summary, balance sheet & revenue/expense report through June 30, 2024 were provided to the Board for review and full financial statements are available on the community portal.
- Tracking slightly under budget through June with the planned deficit utilizing prior years surplus.

### **Manager's Report:**

- Written report provided to Board.

### **Committee Reports/Architectural Review:**

- **Grounds Committee**
  - Working on determining common areas. Will review documents on the website for accurate records.
- **Social Committee**
  - July 27 Luau – Annual Community Luau seemed to be successful with a good attendance.
- **Yacht Club Committee**
  - Everything in good shape. One application has been sprayed to kill the poison ivy. This area will be monitored to consider future applications.
- **Architectural Committee**
  - No applications or require attention.
- **Sign Committee**
  - Duncan Frazer explained the committee's process in obtaining the information/proposals provided by Designs and Signs. Three mock up's have been prepared with an estimated cost of \$14,000.00 to design and install two HDU signs. From the information sent by Paul Doherty, the Board/Committee Members will provide their top three options or a new option of architectural

layout. Based on these responses, the Board will work with the committee to determine an approximate cost and select the sign architectural layout.

#### **Unfinished Business:**

- No unfinished business.

#### **New Business:**

- Annual Meeting scheduled for Saturday, September 14<sup>th</sup>. The 2025 draft budget was prepared and forwarded to the Board for review. No revisions or comments made and meeting notice along with proposed budget will be sent to owners.

#### **Owners Forum:**

- No comments.

#### **Adjournment:**

*Paul Doherty made a motion to adjourn the meeting, Laura DeLena seconded the motion and the vote carried unanimously.* The meeting was adjourned at 6:54 p.m. The next meeting is scheduled for Thursday, September 5, 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](http://www.sentrymgt.com)).
- Communicated with owners regarding account information, architectural applications, re-sale information, maintenance.
- Processed invoices.
- Prepared minutes.
- Sent committee & Board members login information/reminder for monthly meeting.
- Luau scheduled for July 27<sup>th</sup>.
- 4008 Arcade – Recommendation received from attorney to proceed with DCA (District Court Action) and forwarded to the Board. Received approval response from Bruce, Paul, & Laura. Sent follow up email requesting responses from Christian & Kim. Received approval response from Kim. *Await response from Christian*. Approved at Board meeting. Attorney advised to proceed with DCA as recommended.
- 7/2/24 – Community Visit – Items previously noted. Leaning street signs.
- 4013 Carousel – Architectural application received and approved to replace roof and skylights. Included in 7/18 minutes.
- 4013 Bandshell – Architectural application received and approved to replace roof and stain existing deck. Included in 7/18 minutes.
- 7792 C Street – Architectural application received and approved to paint garage door. Included in 7/18 minutes.
- 7792 C Street - Architectural application received and approved to replace fence. Included in 7/18 minutes.
- Submitted reimbursement request to Board Treasurer for July 3<sup>rd</sup> security.
- Sent request for vendor registration to Discreet Security Services.
- Provided response to Duncan Fraser informing that the Board voted not to retain services with Designs and Signs or make any payments until an overall architectural layout has been determined. Invited to the next meeting to further discuss and would like to present options to the membership at the Annual Meeting.
- 7832 C Street – Sent approved agreement for signature to plant green giant trees and remove large remaining limb leaning over fence.
- Please advise if any further action required of the Board.

## Architectural Requests

- 4013 Carousel – Architectural application approved to replace roof and skylights. (6/18 minutes).
- 4013 Bandshell – Architectural application approved to replace roof and stain existing deck. (6/18 minutes).
- 7792 C St. – Architectural application received to paint garage door and replace fence. (6/18 minutes).

## Discussion/Decisions for Board Members

- Community Signs
- Collection Policy
- Beach Stairs – monitor
- Proposal from Highlands for arborvitae replacement. Tabled
- 4004 Arcade – Request to replace trees that were previously removed.
- Ratify Board’s decisions (none since last meeting).

## Future Items

- Community Signs
- Replacement benches
- Wheelchair access ramps to townhouse parking lot curbs
- Beach rehabilitation
- Book of Resolutions

## Arrears/Collections Status

- 1 account with attorney; 1 account 1 quarter in arrears, 2 parking fee accounts in arrears.
- See attached Accounts Receivable Report.  
\*\*Discussion to occur in Executive Session.

## Closings

- None since last report.

## Executive Session \*\*Discussion to occur in Executive Session.

*Covenants, Legal and Collection issues will be discussed in Executive Session  
Any opinions and recommendations made by your community association manager or management company are not a legal opinion. If your Board wishes a legal opinion then they should consult with the association’s Attorney. The opinions and recommendations expressed by your manager and management company are based on their time and experience in the association management industry but do not constitute nor are they meant as legal opinions or advice.*

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- See attached Accounts Receivable and Attorney Reports.

## Board Meeting Dates

2024 Meeting Calendar: 1/4, 2/1, 3/7, 4/4, 5/2, 6/6, 7/4 (rescheduled-7/18), 8/1, 9/5, 9/14 (Annual/Budget), 10/3, 11/7, 12/5.