

Chesapeake Station Homeowners Association, Inc.
Board of Directors Meeting Minutes
Thursday, September 5, 2024
Microsoft Teams Virtual Meeting Platform

MEETING MINUTES

Attendees:

Kim Brams, Vice-President
Paul Doherty, Treasurer/Secretary
Christian Cardnuto, Member at Large
Laura DeLena, Member at Large
Carol OBrand, Architectural Committee Chairperson
Debby Cooper, Yacht Club Chairperson
Dave Temple, Grounds Committee Chairperson
Sherri Kennedy, Sentry Management

Call to Order:

The Board of Directors meeting of the Chesapeake Station Homeowners Association, Inc. was called to order by Vice-President Kim Brams at 6:01 p.m. Microsoft Teams virtual meeting platform was utilized.

Approval of the Meeting Minutes:

Laura DeLena made a motion to approve the August 1, 2024 meeting minutes as submitted, Paul Doherty 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 2024 were provided to the Board for review and full financial statements are available on the community portal.
- No major changes. Running at a planned deficit using the prior year surplus to make up the difference.
- Security payment in the amount of \$990.00 has been paid.

Manager's Report:

- Written report provided to Board.

Committee Reports/Architectural Review:

- **Grounds Committee**
 - Will work with Highlands to complete some bed maintenance during the Fall months.
- **Social Committee**
 - No Report
- **Yacht Club Committee**
 - Eight open spaces.
 - Four empty spaces that have been paid.
- **Architectural Committee**
 - 4014 17th Street – Architectural application approved to replace front door.
 - 4012 Carousel – Architectural application approved to replace front door with same color and style.
 - 7792 C Street – Architectural application approved to replace C Street deck.
 - 4007 Arcade - Architectural application approved to replace front door and paint other doors matching color.

- **Sign Committee**

- Top three architectural designs have been determined and an estimated cost for each. An information packet will be prepared for handout at the Annual Meeting. Considering repayment to reserves over five years.

Unfinished Business:

- Beach stairs will remain blocked off and may access by ramp. The ramp will require a handrail. The stairs and ramp have been reviewed by Olde Tyme Craftsman in order to provide a proposal.

New Business:

- Laura DeLena made a motion to invest \$60,000.00 from the reserve money market by purchasing two \$30,000.00 CD's with the financial institution offering the best promotion. Paul Doherty seconded the motion. The vote carried three to one with Christian Cardnuto abstaining.
- The fidelity bond must be increased to approximately \$375,000. The coverage amount should be for the total reserve amount plus three months worth of assessments. The policy coverage will be reviewed for unnecessary coverage.
- Paul Doherty will provide information necessary for the Annual Meeting no later than Wednesday, September 11th and copies will be prepared to bring to the meeting. Six names will be placed on the ballot.
- Christian Cardnuto reported that the NOAH grant applications have not yet been made available. He will be notified when they are available. Board will determine what to request through the grant application.

Owners Forum:

- No comments.

Executive Session:

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

Action Items/Return to Open Meeting:

- Follow up letters concerning tree trimming, landscape maintenance, and unit maintenance will be sent to five accounts.
- Board to monitor delinquent accounts.

Adjournment:

Paul Doherty made a motion to adjourn the meeting, Christian Cardnuto seconded the motion and the vote carried unanimously. The meeting was adjourned at 7:16 p.m. The next meeting is scheduled for Thursday, October 3, 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.
- Worked with Board Treasurer to prepare 2025 draft budget.
- 4014 17th Street – Siding project in process. Must keep a trailer in one parking space for approximately 5 days while project is being completed.
- Received request to reimburse committee members for Luau expenses. Reimbursement submitted for payment processing.
- 4014 17th Street – Submitted architectural application to replace storm door. Requested picture of new storm door in order to submit for review. Received picture and submitted application for review. *Await response*. Architectural application approved and owner notified. *Minutes*.
- 4014 17th Street – Communicated with owner regarding name correction. Pulled deed and for correct spelling and submitted for correction. Informed owner to reach out to real estate agent/settlement company to update SDAT records as only lists one owners.
- Electronic vote to refrain from having political presentations at HOA Meetings (including annual). Two votes received in favor of refraining. No response from three members. Sent follow up email. Board in agreement to refrain from political presentations at HOA meetings.
- 8/15/24 – Community Visit – Items previously noted. Leaning and faded street signs.
- Sent notices concerning lawn maintenance and fence gate repair.
- Contacted Olde Tyme Craftsmen to request view of stairs.
- 4012 Carousel – Architectural application approved to replace front door with same color and style. *Minutes*.
- 7792 C Street - Architectural application received and approved for C Street deck replacement. *Minutes*.
- Provided information to CPA necessary to complete audit. Received draft audit from CPA and provided to Treasurer. Received signed representation letter from Treasurer to be forwarded to CPA to prepare final draft.
- 4007 Arcade – Architectural application approved to replace front door and paint other doors matching color. *Minutes*.
- Please advise if any further action is required of the Board.

Architectural Requests

- 4014 17th – Architectural application approved to replace front door. *Minutes*.
- 4012 Carousel – Architectural application approved to replace front door with same color and style. *Minutes*.

- 7792 C St. – Architectural application approved to replace C Street deck. *Minutes*.
- 4007 Arcade – Architectural application approved to replace front door and paint other doors matching color.

Discussion/Decisions for Board Members

- Community Signs
- Collection Policy
- Beach Stairs – Location Change
- Proposal from Highlands for arborvitae replacement C Street feneline. Tabled
- 4004 Arcade – Request to replace trees that were previously removed.
- Ratify Board’s decision – Refrain from political presentations at Board/Annual meetings.

Future Items

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

Arrears/Collections Status

- 1 account with attorney; 5 accounts 1 quarter in arrears, 3 accounts 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.*

- 1 account with attorney; 5 accounts 1 quarter in arrears, 3 accounts in arrears, 2 parking fee accounts in arrears.
- See attached Accounts Receivable and Attorney Reports.

Board Meeting Dates

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