

Chesapeake Station Homeowners Association, Inc.
Board of Directors Meeting Minutes
Thursday, October 3, 2024
Microsoft Teams Virtual Meeting Platform

Attendees:

Bruce Wahl, President
Jon Shafner, Vice-President
Paul Doherty, Treasurer/Secretary
Christian Cardnuto, Member at Large
Laura DeLena, Member at Large
Duncan Frazier, Sign 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 5:04 p.m. Microsoft Teams virtual meeting platform was utilized.

Approval of the Meeting Minutes:

Paul Doherty made a motion to approve the September 5, 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 August 2024 were provided to the Board for review and full financial statements are available on the community portal.
- Nothing out of the ordinary. Mainly routine expenses.
- \$306.00 paid in income tax and \$842.00 reimbursed to Social Committee members for expenses.

Manager's Report:

- Written report provided to Board.

Committee Reports/Architectural Review:

- **Grounds Committee**
 - Chairperson has communicated with Highlands to complete some bed maintenance. It has been noted that a tree is dying on the hillside at the rear of the Overlook. Duncan Frazier will review and attempt to determine if it is in the critical area as well as provide a picture.
 - 7782 C Street – *Laura DeLena made a motion to remove the tree on the side leaning on the fence and trim the branch of the rear tree overhanging the fence. Paul Doherty seconded the motion and the vote carried unanimously.* It was previously approved to plant three arborvitae in the Fall in the common area in this general location. The overgrown shrubs outside the rear fence at the neighboring unit require trimming. Laura DeLena will communicate this information to Duncan Frazier who will work with the Committee Chairperson to communicate with Highlands.
- **Social Committee**
 - Octoberfest is scheduled for this Saturday, 10/5 at 4:00 p.m.
- **Yacht Club Committee**
 - Owner made a partial payment for the remainder of the year for use of spot #7.

- **Architectural Committee**
 - 4007 Band Shell – Architectural application approved to replace sliding glass door.
 - 4005 Band Shell – Architectural application approved to repair damaged siding, paint exterior (excluding decks), replace sheet metal chase and caps at top of chimney.
 - 4009 Band Shell – Architectural application approved to trim tree.
 - 4013 Carousel - Architectural application approved for new deck, stairs, railing, and fascia.
- **Sign Committee**
 - The general approval for sign architectural design was option #1. Paul Doherty will send communication to committee members and Board to identify design parameters (shape of plaque, letter, wording, size, color). Once the parameters have been determined, a formal agreement will be requested from Design and Sign.

Unfinished Business:

- Beach stairs will remain blocked off and users may access the beach by ramp. The Grounds Committee will request that Highlands add some 2 x 4's to block off the stair entrance.

New Business:

- Board Organization: *Laura DeLena made a motion to organize the Board as follows:*
 - *Bruce Wahl – President*
 - *Jon Shafner – Vice President*
 - *Paul Doherty – Secretary/Treasurer*
 - *Christian Cardnuto – Member at Large*
 - *Laura DeLena – Member at Large*

Christian Cardnuto seconded the motion and the vote carried unanimously.

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, Christian Cardnuto seconded the motion and the vote carried unanimously and the meeting proceeded into Executive Session.

Action Items/Return to Open Meeting:

- Board to monitor delinquent accounts.

Adjournment:

Paul Doherty made a motion to adjourn the meeting, Laura DeLena seconded the motion and the vote carried unanimously. The meeting was adjourned at 6:11 p.m. The next meeting is scheduled for Thursday, November 7, 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 w/Board Treasurer to increase Fidelity Bond.
- October Fest scheduled for Saturday 10/5/24 on Dentzel.
- Provided Treasurer CD rate information for review for investment. Submitted request to purchase two CD's each for \$30,000 (12 mo/4.86%-First Citizens, 11 mo/4.9%-Alliance).
- Submitted request for reimbursement to Treasurer for website renewal. Alliance interest rates changed. Second CD will be opened w/First Citizens.
- Prepared information for Annual meeting.
- 9/14/24 – Community Visit – Attended Annual Meeting. Items previously noted. Leaning and faded street signs.
- Prepared and submitted approved budget for mailing.
- Submitted request for Board update.
- Submitted payment for P.O. mailbox renewal.
- 4006 17th Street – Owner requested exchange of faded parking passes for new parking passes. Submitted request to Board Secretary/Treasurer. *Status.*
- 4007 Bandshell – Architectural application approved to replace sliding glass door. *Minutes.*
- 4005 Bandshell – Architectural application received to repair damaged siding, paint exterior (excluding decks), replace sheet metal chase & caps at top of chimney. Application approved and owner notified. *Minutes.*
- Please advise if any further action is required of the Board.

Architectural Requests

- 400 Band Shell – Architectural application approved to replace sliding glass door. *Minutes.*
- 4005 Band Shell – Architectural application approved to repair damaged siding, paint exterior (excluding decks), replace sheet metal chase & caps at top of chimney. *Minutes.*

Discussion/Decisions for Board Members

- Community Signs
- Collection Policy
- Beach Stairs – Any Update
- Proposal from Highlands for arborvitae replacement C Street fence line. Tabled
- 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; 2 accounts, 1 parking fee account 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.

Current Board Terms

Director	Position	Year Elected Appointed	Term	Seat Exp.
Bruce Wahl		2024	1 year	2025
Laura DeLena		2024	1 year	2025
Paul Doherty		2024	1 year	2025
Christian Cardnuto		2024	1 year	2025
Jon Shafner		2024	1 year	2025