

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

Attendees:

Bruce Wahl, President
Jon Shafner, Vice-President
Paul Doherty, Treasurer/Secretary
Laura DeLena, Member at Large
Dave Ferguson, Landscape Committee Chairperson
Carol Obrand, Architectural Committee Chairperson
Debby Cooper, Yacht Club Chairperson
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 6:02 p.m. Microsoft Teams virtual meeting platform was utilized.

Approval of the Meeting Minutes:

Paul Doherty made a motion to approve the October 3, 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 October 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.
- \$2,000.00 paid to CPA.

Manager's Report:

- Written report provided to Board.

Committee Reports/Architectural Review:

- **Grounds Committee**
 - 7832 C Street – *Laura DeLena made a motion to accept the proposal from Highlands to replace 7 posts from the top corner to the gate and re-install panels for a cost of \$790.00. Paul Doherty seconded the motion and the vote carried unanimously.*
 - Dave Ferguson presented four proposals for pine tree removal located behind 4012 17th Street. *Laura DeLena made a motion to accept the proposal from Tri-County Tree Service to drop the tree in the common area, grind stump and remove shavings for a cost of \$3,300.00. Paul Doherty seconded the motion and the vote carried unanimously.*
 - The Landscape Committee is completing an audit of the community landscaping.
 - Laura DeLena provided a recommendation to remove overgrown plantings and replace with low growing, low maintenance plants on the pathway behind six homes on C Street. This will be considered in the future.
- **Social Committee**
 - No social events through the end of the year.

- **Yacht Club Committee**
 - In the process of preparing contracts and letters to send out to owners in the next 7 – 10 days. There are currently 22 boat racks occupied at this time.
- **Architectural Committee**
 - 7831 C Street – Architectural application approved to install propane tank w/proper screening.
 - 7781 Denzel – Architectural application approved to paint lower level porch to match upper level deck.
 - 4005 Band Shell – Architectural application approved to install propane tank with screening.
 - 4010 17th Street – Architectural application approved for paver patio.
 - 7781 C Street – Architectural application approved to replace windows and screen door.
- **Sign Committee**
 - *Laura DeLena made a motion to initiate preparation of a sign design and a proposal for a new entry sign as follows: Chesapeake Station on the Bay, sailboat logo, blue background w/gold lettering and trim. Paul Doherty seconded the motion with the stipulation that a retainer fee be paid if requested. The vote carried unanimously. Once this sign is developed, the Overlook sign will be determined.*

Unfinished Business:

- Beach stairs – The area has corrected itself. The Board will continue to monitor.

New Business:

- *Laura DeLena made a motion to approve the proposal submitted from Highlands to cut down/flush cut the dead tree behind 4013 Carousel Way for a cost of \$250.00 and cut down the dead pine tree behind 7824 C Street for a cost of \$750.00. Paul Doherty seconded the motion and the vote carried unanimously.*
- *Paul Doherty made a motion to move forward with engaging service with Highlands for snow services as needed, Jon Shafner 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. Paul Doherty made a motion to move into Executive Session to review a unit account violation, Laura DeLena 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 7:34 p.m. The next meeting is scheduled for Thursday, January 2, 2025.

MANAGER'S REPORT

Completed Actions

- Mail monthly reminders to owners with past due balances.
- Financials, paid invoices, and accounts receivable available for review in the Board Room on the community portal (www.sentrymgt.com).
- Communicated with owners regarding account information, architectural applications, re-sale information, maintenance.
- Processed invoices.
- Prepared minutes.
- Sent committee & Board members login information/reminder for monthly meeting.
- Worked w/Board Treasurer to increase Fidelity Bond.
- Prepared and submitted approved budget for mailing. Budget and coupons mailed.
- Provided sign results to Board Treasurer/Secretary.
- 10/25/24 – Community Visit – Items previously noted. Leaning and faded street signs. Arborvitae in alleyway require attention.
- 4009 Band Shell – Architectural application received and approved to complete tree trimming on tree blocking bay view. Owner notified. Sent follow up to owner concerning minimal tree pruning. Contractor re-visited. *Minutes*.
- 4013 Carousel – Architectural application received and approved to replace deck, stairs, railing & fascia. Owner notified. *Minutes*.
- 7831 C Street – Architectural application received and approved to install propane tank w/proper screening. Owner notified. *Minutes*.
- Submitted request for mailing to owners for updated information for community directory.
- 7781 Denzel – Architectural application approved to paint lower level porch to match upper level deck.
- 4005 Band Shell – Architectural application approved to install propane tank with screening. *Minutes*.
- 4010 17th Street – Architectural application approved for paver patio. Owner notified. *Minutes*.
- Processed reimbursements to committee members for Oktoberfest expenses.
- 7790 Dentzel – Approved architectural application for modification to approved 4/19/24 application to change front step construction, garden extension, & adding faux, stacked stone post covers.
- Entryway fence near sign was damaged by Rod and Reel delivery truck. Rod and Reel will take care of repair.
- 4020 17th Street – Owner information updated due to death in family.
- Complaint received concerning new recycling containers and proper storage.
- 11/18/24 – Community Visit – Items previously noted. Leaning and faded street signs. Arborvitae in alleyway require attention.
- Proposal received from Highlands. Provided to Board and ACC Chairperson. ACC would like to move forward with fence repair as soon as possible.
- 7781 C Street – Sent notice to owner regarding possible exterior modification. Owner submitted architectural application to replace two windows and screen door. Requested additional information. Application submitted for review. Application approved. *Minutes*.
- Please advise if any further action is required of the Board.

Discussion/Decisions for Board Members

- Community Signs
- Proposals – Highlands & Tree removal
- Collection Policy
- Beach Stairs – Tabled
- Proposal from Highlands for arborvitae replacement alleyway fence line. Tabled

Future Items

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

Arrears/Collections Status

- 1 account with attorney; 10 accounts past due, 5 parking fee account in arrears.
- See attached Accounts Receivable/Attorney Report.
**Discussion to occur in Executive Session.

Closings

- 4020 17th Street – 7/9/24

Executive Session **Discussion to occur in Executive Session.

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

- 1 account with attorney; 10 accounts past due, 5 parking fee account in arrears.
- See attached Accounts Receivable/Attorney Report.

Board Meeting Dates

2025 Meeting Calendar: First Thursday of each month: 1/2, 2/6, 3/6, 4/3, 5/1, 6/5 (re-schedule), 7/3 (re-schedule?), 8/7, 9/4, 9/13 (Annual/Budget), 10/2, 11/6, 12/4.