

Chesapeake Station Homeowners Association, Inc.
Board of Directors Meeting Minutes
Thursday, January 2, 2025
Microsoft Teams Virtual Meeting Platform

Attendees:

Bruce Wahl, President
Jon Shafner, Vice-President
Paul Doherty, Treasurer/Secretary
Laura DeLena, Member at Large
Dave Temple, Landscape 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 6:03 p.m. Microsoft Teams virtual meeting platform was utilized.

Approval of the Meeting Minutes:

Paul Doherty made a motion to approve the December 5, 2024 meeting minutes as amended, 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 November 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.
- On track for end of the year with just enough surplus through 2025.

Manager's Report:

- Written report provided to Board.

Committee Reports/Architectural Review:

- **Grounds Committee**
 - The permit was submitted to the Town of Chesapeake Beach and approved for the removal of the tree located behind 4012 17th Street. Information provided to Tri-County Tree Service for registration. Await completion of registration. Received revised agreement and await signature of approved contract.
 - 7832 C Street – Landscape Committee to discuss the feasibility of extending and burying the drainage line and sodding the bed.
 - Paul Doherty brought to the Board's attention the Town's Urban Forestry Ordinance (263) which outlines proper tree maintenance which indicates that topping trees is not good practice.
- **Social Committee**
 - No social events on the calendar.

- **Yacht Club Committee**
 - Contracts and invoices have been sent. Thirteen agreements/payments have been received, Seven are still unpaid. Checks will be provided to Treasurer once all payments have been received.
- **Architectural Committee**
 - 7781 Denzel – Architectural application approved to replace rear windows and sliders.
- **Sign Committee**
 - Duncan Frazier advised that Designs and Signs will not complete any further work without a commitment. The information received was one sign for \$14,850.00 with a \$7,000.00 deposit to begin work and approximately \$30,000.00 for two signs with a \$14,000.00 deposit. *Laura DeLena made a motion to move forward with an agreement for one sign, Jon Shafner seconded the motion and the vote carried unanimously.* The Board is not opposed to considering an agreement for two signs if a discount is offered. Duncan Frazier will discuss with Designs and Signs

Unfinished Business:

- C Street Alley – Dead arborvitae removal/replacement. The Landscape Committee will discuss with Highlands.

New Business:

- No new business.

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 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:

- Board to monitor delinquent accounts.

Adjournment:

Paul Doherty made a motion to adjourn the meeting, Jon Shafner seconded the motion and the vote carried unanimously. The meeting was adjourned at 6:58 p.m. The next meeting is scheduled for Thursday, February 6, 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, resale information, maintenance.
- Processed invoices.
- Prepared minutes.
- Sent committee & Board members login information/reminder for monthly meeting.
- Submitted application to Liberty Mutual to increase Fidelity Bond. Increase approved. \$77 paid for increase. Reimbursement to be provided to manager.
- Sent snow service agreement and general maintenance agreement for signature. Received snow service agreement and forwarded to contractor. *Await signature for general maintenance items.*
- C Street fence post rotted. Highlands to replace.
- Sent vendor registration information to Tri-County Tree Service. Sent follow up on status. Also, requested updated agreement. Received updated agreement and submitted for signature. *Await signature and proper registration for vendor.*
- 7781 Dentzel – Architectural application received to replace rear windows and sliders and forwarded for review. Application approved and owner notified. *Minutes.*
- Permit filed. Cost for filing is \$50.00. Left message w/Fran to make payment. Submitted payment for permit review. Manager to be reimbursed.
- 7832 C Street – Owner informed by Highlands that must install a retaining wall to keep the dirt from the Association's bed outside her fence from washing away her yard. Dave (LCC) has communicated with owner who indicated that she can't afford to put in a wall.
- 12/27/24 – Community Visit – Items previously noted. Leaning and faded street signs. Arborvitae in alleyway require attention.
- CTA Update – Registration not required at this time. Additional updates to be provided as information received.
- Please advise if any further action is required of the Board.

Discussion/Decisions for Board Members

- 7832 C Street – Retaining wall (LCC to review)
- Community Signs
- Proposals – Highlands & Tree removal (Permit filed)
- 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; 3 accounts and parking fees past due.
- See attached Accounts Receivable/Attorney 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; 3 accounts and parking fees past due.
- 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.

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