

**Chesapeake Station Homeowners Association, Inc.**  
**Board of Directors Meeting Minutes**  
**Thursday, February 6, 2025**  
**Microsoft Teams Virtual Meeting Platform**

**Attendees:**

Bruce Wahl, President  
Jon Shafner, Vice-President  
Paul Doherty, Treasurer/Secretary  
Laura DeLena, Member at Large  
Debby Cooper, Yacht Club 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 6:10 p.m. Microsoft Teams virtual meeting platform was utilized.

**Approval of the Meeting Minutes:**

*Paul Doherty made a motion to approve the January 2, 2025 meeting minutes as submitted, Jon Shafner seconded the motion and the vote carried unanimously.*

**President's Report:**

- No Report

**Treasurer's Report:**

- Financial Summary, balance sheet & revenue/expense report through December 2024 were provided to the Board for review and full financial statements are available on the community portal.
- No unusual expenses in January.

**Manager's Report:**

- Written report provided to Board.

**Committee Reports/Architectural Review:**

- **Grounds Committee**
  - Highlands has completed all items as requested.
  - 7832 C Street – Dave Ferguson met with Highlands and recommended extending 2 X 6 boards along the fence line to alleviate the drainage issue. *Paul Doherty made a motion to proceed as recommended with a maximum expense of \$400.00. Laura DeLena seconded the motion and the vote carried unanimously.*
  - Dave Ferguson will follow up with the tree contractor concerning registration status.
- **Social Committee**
  - The chairperson has made arrangements to have condolences to Sign chairperson on behalf of the HOA.
- **Yacht Club Committee**
  - Waiting on last couple of payments and agreements.
  - Debby Cooper reported a canoe on the rack which is unclaimed and no record of agreement or payment. A note will be left on the canoe requesting owner contact committee chairperson and caution tape will be placed on the canoe.
- **Architectural Committee**
  - No architectural application activity.

- **Sign Committee**

- Duncan Frazier submitted an update indicating that Designs and Signs has agreed to a \$3,000 discount for two signs with a \$14,000.00 deposit to begin the project. The revised cost would be \$26,700.00 for two signs. The chairperson is recommending a smaller version of entrance sign for the Overlook sign and providing an initial deposit of \$7,000.00 to prepare two designs and the second deposit of \$7,000.00 to begin construction. Design includes one revision. *Paul Doherty made a motion to approve a deposit to Design and Signs in amount up to \$14,000.00 to be paid in two installments if accepted by the contractor. Laura DeLena seconded the motion and the vote carried unanimously.* The Board agreed that the design of the second sign should read The Overlook at Chesapeake Station with the same sailboat logo. The lettering of The Overlook will be larger than the rest of the wording.

#### **Unfinished Business:**

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

#### **New Business:**

- *Paul Doherty made a motion to engage services with Daly, Hamad, & Associates, P.L.L.C. to complete the tax and audit for 2024 – 2026. Jon Shafner seconded the motion and the vote carried unanimously.*
- Two CD's will mature in March. The Board Treasurer and Member at Large will work with management to re-invest the CD's.

#### **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 accounts receivable, Jon Shafner seconded the motion and the vote carried unanimously and the meeting proceeded into Executive Session.*

#### **Action Items/Return to Open Meeting:**

- *Paul Doherty made a motion to send a demand notice to one account. Laura DeLena seconded the motion and the vote carried unanimously.*

#### **Adjournment:**

*Laura DeLena made a motion to adjourn the meeting, Paul Doherty seconded the motion and the vote carried unanimously.* The meeting was adjourned at 6:54 p.m. The next meeting is scheduled for Thursday, March 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](http://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.*
- 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.
- Submitted request and mailed directory update information.
- Prepared and sent quarterly easement invoices for 2025.
- 7779 Dentzell – Provided information to order resale.
- Submitted and confirmed Annual Meeting reservation for 9/13. Reimbursement to manager.
- 1/28/25 – Community Visit – Items previously noted. Leaning and faded street signs. Arborvitae in alleyway require attention, 7782 C Street – broken tree branches & low sign require attention from snow.
- Please advise if any further action is required of the Board.

## Architectural Requests

- None since last report.

## Discussion/Decisions for Board Members

- 7832 C Street – Retaining wall (LCC to review)
- Community Signs

- CPA Engagement Letter
- 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; 2 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; 2 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