

**Chesapeake Station Homeowners Association, Inc.**  
**Board of Directors Meeting Minutes**  
**Thursday, March 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  
Dave Templeton, Grounds Committee Chairperson  
Carol Obrand, Architectural Committee Chairperson  
Duncan Frazier, Sign 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 Jon Shafner at 6:04 p.m. Microsoft Teams virtual meeting platform was utilized.

**Approval of the Meeting Minutes:**

*Laura DeLena made a motion to approve the March 6, 2025 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 February 2025 were provided to the Board for review and full financial statements are available on the community portal.
- In February: \$140.00 spent for beach certificate
- Two CD funds that matured in March have been submitted for re-investment.

**Manager's Report:**

- Written report provided to Board.

**Committee Reports/Architectural Review:**

- **Grounds Committee**
  - Registration has been completed with Tri-County Tree. The work is tentatively scheduled for 4/16. The signed agreement will be sent to the contractor.
  - 7832 C Street – Area reviewed and unsure if fence repair has occurred. The drainage pipe was removed and not re-installed and the 2 X 6 boards have not been installed. Highlands will be contacted for status and request to coordinate with the Grounds Committee Chairperson.
  - 7833 C Street – Notice will be sent advising owner to remove the ivy from the front tree.
- **Social Committee**
  - No Report Provided
- **Yacht Club Committee**
  - All 2025 payments and agreements have been received,
  - A sign has been placed on the illegal boat and it has been marked with caution tape. No contact has been received as of yet. This will be monitored.

- **Architectural Committee**
  - 4006 Carousel – Architectural application approved for additional solar panels.
  - 4003 Band Shell – Architectural application approved to install shrubs and deck lattice.
  - 4013 Carousel – Architectural application approved to replace gutters.
  
- **Sign Committee**
  - The Board has reviewed the revised/proposed new signage. A pre-construction on site meeting will be scheduled. The Board approved payment of the second deposit in the amount of \$7,000.00. A plan may need to be developed for the existing shrubs.

**Unfinished Business:**

- Sign is missing at the pathway entry at the end of Band Shell. Highlands will be contacted to determine if they removed the sign. Additionally, Highlands will be asked to re-attach the low “private property” signs across from 4003 Band Shell and one in front of 7782 C Street.

**New Business:**

- Owner complained about the brightness from newly installed light bulb. Owner was advised to contact BG&E directly for a solution.
- The dates of the next two meetings will be changed to the first Tuesday of the month and the time changed to 7:00 p.m.

**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, Jon Shafner seconded the motion and the vote carried unanimously. The meeting was adjourned at 7:20 p.m. The next meeting is scheduled for Thursday, May 7, 2025 at 7:00 p.m.*

# 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.
- Provided Fidelity Bond information to Secretary/Treasurer.
- 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. *Received signed document and will provide to contractor once registration is completed.*
- 7760 C Street – Demand notice sent to owner.
- Submitted information to process payment for duck blind application-3 years. Payment processed and mailed with application.
- Processed deposit payment of \$7,000.00 to Designs & Signs to begin sign designs. Communicated with chairperson.
- Processed reimbursement payment to Debby Cooper (\$29.20) for boat rack mailing.
- Prepared CD information sheet and provided along with the rate sheet to Board Treasurer/Director for re-investment decision. Two CD's maturing on 3/7 & 3/21. A decision on re-investment or request not to re-invest the 3/7 maturing CD must be made by 2/27 to avoid automatic rollover.
- 2/24/25 – Community Visit – Items previously noted. Leaning and faded street signs, Arborvitae in alleyway require attention, 7782 C Street – low “private property” sign must be re-attached to wooden post, broken fence rail on Overlook fence..
- Received boat rack payments and submitted for processing.
- CTA – All Board members must register by 3/21/25.
- Please advise if any further action is required of the Board.

## Architectural Requests

- 4014 Carousel – Application approved to replace fence in same location with composite materials. *Minutes.*

## Discussion/Decisions for Board Members

- 7832 C Street – LC to work with Highlands
- Tree removal – Waiting on registration
- Community Signs – Deposit processed
- CPA Engagement Letter - Signed
- 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 over 2 quarters past due. Review report for other past due balances.
- See attached Accounts Receivable/Attorney Report.  
\*\*Discussion to occur in Executive Session.

## Closings

- 7733 C Street, 1/14/25

## 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/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