

**Chesapeake Station Homeowners Association, Inc.**  
**Board of Directors Meeting Minutes**  
**Wednesday, May 7, 2025**  
**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  
Debby Cooper, Yacht Club 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 7:04 p.m. Microsoft Teams virtual meeting platform was utilized.

**Approval of the Meeting Minutes:**

*Paul Doherty made a motion to approve the April 3, 2025 meeting minutes as submitted, Christian Cardnuto seconded the motion and the vote carried unanimously.*

**President's Report:**

- No Report

**Treasurer's Report:**

- Financial Summary, balance sheet & revenue/expense report through March 2025 were provided to the Board for review and full financial statements are available on the community portal.
- Nothing unusual to report. \$7,000.00 payment made to Designs & Signs.
- Running slightly under budget.

**Manager's Report:**

- Written report provided to Board.

**Committee Reports/Architectural Review:**

- **Grounds Committee**
  - Committee reviewed items identified during community review and prepared recommendations for tree removal and various other items. The Board agreed to move forward with Highlands completing the work outlined. A proposal will be requested from Highlands. Laura DeLena to mark trees requiring trimming/removal.
  - Committee would like Board to consider installing some beach grass or scrub to assist in preserving the beach near the wall. Laura DeLena to research.
- **Social Committee**
  - The Annual Luau is scheduled for 6/28. A save the date was emailed to owners.
  - Laura DeLena will create posters to display at the Luau seeking volunteers for the Grounds and Architectural Committees.
- **Yacht Club Committee**
  - 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 and Board to review.

- **Architectural Committee**
  - The Committee has been busy and owners are appropriately filing requests for review.
  - 7733 C Street – Architectural application approved to widen driveway.
  - 4001 Band Shell – Architectural application approved to replace front door and deck light fixture.
  - 4007 Band Shell – Architectural application approved for deck re-painting.
  - 7783 Dentzel - Architectural application approved for deck staining and patio door replacement.
  - 4003 Band Shell - Architectural application approved to widen driveway.
  - 4010 Band Shell - Architectural application approved to replace roof.
- **Sign Committee**
  - Design & Signs met with Board and Committee representatives to review each sign sight and determine the post/sign location. MISS Utility has advised that no digging may occur for two weeks. Sign installation should take approximately four weeks. The background of the sign will be wood coloring. Design & Signs to provide drawings for each sign/location.

#### **Unfinished Business:**

- Highlands will remove the dead Arborvitae from the C Street Alley as outlined in the Committee Report. Research will be conducted to determine a viable replacement for this area.

#### **New Business:**

- 4022 17th Street – Owner reported foundation issues. The cause is undetermined. Architectural application has been approved for repair.

#### **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, Laura DeLena seconded the motion and the vote carried unanimously and the meeting proceeded into Executive Session.*

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

- *Board will continue to monitor accounts receivable.*

#### **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 7:50 p.m. The next meeting is scheduled for Wednesday, June 4, 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.
- Received duck blind permit. Submitted request for payment processing and mailed payment and permit. Copy on file.
- Communicated with Tri-County Tree to assist in registering as a vendor. Registration completed and Landscape Chairperson informed may coordinate removal with contractor. Tree removal completed.
- 7733 C Street – Incomplete application received to widen driveway. Owner advised to re-submit the application with all required information in order to process. Owner provided information for driveway extension. Informed owner to complete the entire application and submit. Once entire application is received, it will be forwarded for review. Informed owner if assistance required in completing the application to contact our office and will contact the ACC Chairperson. Received completed architectural application and forwarded for review. Application approved and owner notified.
- Provided Board members with dates available for community review. Date TBD.
- 7783 Dentzel – Provided owner with autopay information to ensure accuracy.
- Received updated invoice for second deposit from Designs & Signs. Submitted invoice for payment processing. Requested and received information and invoice submitted for payment processing.
- Sent communication to Highlands regarding location of the Band Shell Private property sign and the drainage issue at 7832 C Street. Informed to coordinate repairs with Dave Templeton.
- 4001 Band Shell – Architectural application approved to replace front door and light fixture. *Minutes*.
- 7833 – Sent notification to owner to arrange to remove ivy from front tree as it is suffocating the tree and causing it to die. Sixty days to comply.
- Sent notification to Board and committee members of May and June meeting day/time change.
- 4/28/25 – Community Visit – Items previously noted. 7762 C Street low sign must be re-attached. Branches noted sitting in tree-require removal.
- 4007 Band Shell – Architectural application approved for deck re-painting. *Minutes*
- 7783 Dentzel - Architectural application approved for deck staining and patio door replacement. *Minutes*.
- 4003 Band Shell - Architectural application approved to widen driveway. *Minutes*.
- 4010 Band Shell - Architectural application approved to replace roof. *Minutes*.
- Please advise if any further action is required of the Board.

## Architectural Requests

- 7733 C Street – Architectural application approved to widen driveway. *Minutes*.

- 4001 Band Shell – Architectural application approved to replace front door and deck light fixture. *Minutes*.
- 4007 Band Shell – Architectural application approved for deck re-painting. *Minutes*
- 7783 Dentzel - Architectural application approved for deck staining and patio door replacement. *Minutes*.
- 4003 Band Shell - Architectural application approved to widen driveway. *Minutes*.
- 4010 Band Shell - Architectural application approved to replace roof. *Minutes*.

## Discussion/Decisions for Board Members

- Community Signs – Received updated insurance information and second deposit processed.
- Tree removal – Completed
- 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; 1 account and parking fees over one quarter past due. Review report for other past due balances.
- 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; 1 account and parking fees over one quarter past due. Review report for other past due balances.
- 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, Changed to first Wednesday at 7:00 p.m.: 5/7, 6/4, 7/3 (re-schedule or cancel), 8/7, 9/3, 9/13 (Annual/Budget), 10/1, 11/5, 12/3.

**Current Board Terms**

<b>Director</b>	<b>Position</b>	<b>Year Elected Appointed</b>	<b>Term</b>	<b>Seat Exp.</b>
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