

**Chesapeake Station Homeowners Association, Inc.**  
**Board of Directors Meeting Minutes**  
**Wednesday, June 4, 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  
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 May 7, 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 April 2025 were provided to the Board for review and full financial statements are available on the community portal.
- \$1,400.00 income tax expense. Other expenses routine.
- Christian Cardnuto made a motion to move forward with the expense to update the Reserve Study, Jon Shafner seconded the motion and the vote carried unanimously. Paul Doherty will coordinate.

**Manager's Report:**

- Written report provided to Board.

**Committee Reports/Architectural Review:**

- **Grounds Committee**
  - Laura DeLena made a motion to approve the proposal submitted by Highlands excluding Item #5 and confirmation on Item #7, Paul Doherty seconded the motion and the vote carried unanimously.
  - Paul Doherty provided the Board with information concerning a drainage issue involving an open out flow pipe in the bushes at the edge of C Street which the utility plat indicates a sewer pipe should be located. Bruce Wahl will work with Paul Doherty to coordinate a meeting with the Superintendent for the Town of Chesapeake Beach to conduct an onsite review.
- **Social Committee**
  - The Annual Luau is scheduled for 6/28. No further details at this time.
  - Paul Doherty to coordinate scheduling private security for the July 3<sup>rd</sup> Independence Day celebration. One day parking passes will be printed and distributed. Debby Cooper, Paul Doherty, Christian Cardnuto, Laura DeLena, and possibly Carol Obrand will assist with distribution.

- **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. No action will be taken until the space is required.
  - One additional space has been rented.
  
- **Architectural Committee**
  - Carol Obrand researched the Christmas in April program and an owner on Arcade may be a good candidate. The Board approved Carol Obrand to approach the owner to discuss the program.
  - Carol Obrand inquired if the Board discussed removal of a sidewalk on C Street. Board discussed possible changes to landscaping in the future, but no removal.
  - Board approval only required to utilize the common area if a structure is planned to be utilized on site.
  - 4022 17th Street – Architectural application approved to install helical piers to stabilize foundation.
  - 7786 Dentzel – Architectural application approved to install sod and landscaping.
  - 7832 C Street – Architectural application approved to replace roof.
  - 7783 Dentzel - Architectural application approved for deck staining and patio door replacement.
  - 7786 Dentzel - Architectural application approved to replace fence at rear.
  - 7739 C Street - Architectural application approved to install 5 new windows.
  
- **Sign Committee**
  - Design & Signs should complete the sign within the next 30 days. The final payment check will be provided to the Board Treasurer for payment once the signs are completed.

#### Unfinished Business:

- No unfinished business.

#### New Business:

- Laura DeLena created a request for volunteer flyer and provided to the Board for review. Board approved final revised flyer. Paul Doherty will print 50 copies when the parking passes are printed. The flyer will also be emailed to the members.

#### Owners Forum:

- No comments.

#### Adjournment:

*Christian Cardnuto made a motion to adjourn the meeting, Laura DeLena seconded the motion and the vote carried unanimously.* The meeting was adjourned at 7:54 p.m. The next meeting is scheduled for Wednesday, August 6, 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, re-sale information, maintenance.
- Processed invoices.
- Prepared minutes.
- Sent communication to Highlands requesting cost estimate for tree removal, trimming and various other items. Grounds Committee included on email.
- 5/1/25 – Community Visit – Reviewed community with Board/Committee representatives. Items previously noted. Please advise if any further action is required of the Board.
- 4022 17<sup>th</sup> Street – Architectural application approved to install helical piers to stabilize foundation. *Minutes.*
- Sent request to Highlands for estimate for tree removal/trimming, sign installation and general maintenance requests.
- 7785 Dentzel – Owner sent communication through website requesting pesticide information. Sent request to Highlands. Received MSDS sheets and provided to owner.
- 7786 Dentzel – Architectural application approved to install sod and landscaping. *Minutes.*
- 7832 C St. – Architectural application approved to replace roof. *Minutes.*
- 7786 Dentzel – Architectural application approved to replace fence at rear. *Minutes.*
- Sent approval request to Board Treasurer for final payment to Designs & Signs to be provided to Board representative to be paid upon completion.
- 7739 C Street – Architectural application approved to install 5 new windows. *Minutes.*
- Please advise if any further action required of the Board.

## Architectural Requests

- 4022 17<sup>th</sup> Street – Architectural application approved to install helical piers to stabilize foundation. *Minutes.*
- 7786 Dentzel – Architectural application approved to install sod and landscaping. *Minutes.*
- 7832 C St. – Architectural application approved to replace roof. *Minutes.*
- 7786 Dentzel – Architectural application approved to replace fence at rear. *Minutes.*
- 7739 C Street – Architectural application approved to install 5 new windows. *Minutes.*

## Discussion/Decisions for Board Members

- Tree removal/trimming – Await proposal from Highlands
- 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 one quarter past due. 4 accounts parking fees one quarter or more past due. Review report for other past due balances.
- See attached Accounts Receivable/Attorney Report.  
\*\*Discussion to occur in Executive Session.

## Closings

- 7779 Dentzell, 3/31/25
- 4011 Carousel, 4/21/25

## 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.*

- 1 account with attorney; 3 accounts one quarter past due. 4 accounts parking fees one quarter or more 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

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