

Chesapeake Station Homeowners Association, Inc.
Board of Directors Meeting Minutes
Wednesday, August 6, 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
Dave Temple, Grounds Committee Chairperson
Duncan Frasier, 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 President Bruce Wahl at 7:00 p.m. Microsoft Teams virtual meeting platform was utilized.

Approval of the Meeting Minutes:

Paul Doherty made a motion to approve the June 4, 2025 meeting minutes as submitted, 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 June 2025 were provided to the Board for review and full financial statements are available on the community portal.
- \$580 website expense. Other expenses routine.

Manager's Report:

- Written report provided to Board.

Committee Reports/Architectural Review:

- **Grounds Committee**
 - Paul Doherty made a motion to approve the proposal submitted by Tri-County Tree Services to remove 4 trees/limbs at 4010 17th Street with the owner paying for the two Birch Trees, contingent on approved permits from the Town of Chesapeake Beach. Laura DeLena seconded the motion and the vote carried unanimously.
 - The Grounds Committee will work with Highlands to complete the trimming at 7822 C Street.
 - The Grounds Committee has communicated with Highlands concerning leaning sign/removal of ivy on sign, areas requiring weeding, and broken fence post on C Street & fence bordering shopping center.
 - A response will be provided to 7822 C Street informing them that a shrub will not be installed next to the door.
- **Social Committee**
 - No Report

- **Yacht Club Committee**
 - No contact has been received as of yet for the abandoned kayak in space V.
 - Seven or eight spaces available for rent.
- **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. It has not been appropriate to discuss with owner yet.
 - 7789 Dentzel Street – Architectural application approved to install remove and replace trees/shrubs.
 - 4002 Arcade – Architectural application approved to replace windows.
 - 7785 Dentzel – Architectural application approved to install solar panels.
 - 4010 Carousel- Architectural application approved to replace party wall siding.
 - 7792 C Street - Architectural application approved to replace front door and storm door.
 - 7779 Dentzel - Architectural application approved to install new deck.
- **Sign Committee**
 - Design & Signs has installed the signs. The gold lettering is flaking. Designs & Signs will be on site this week to correct.
 - Committee considering adding shrubs behind the Overlook sign to hide the brackets.
 - The Board approved as recommended by Design & Signs to install mulch around the signs to help protect the pillars during mowing and using trimmers. Dave Temple to coordinate with Highlands.

Unfinished Business:

- No unfinished business.

New Business:

- Bruce Wahl and representatives met with Jay Berry with the Town of Chesapeake Beach to review the drainage issue in the glen area. It was determined that the drainage issue is not a Town responsibility. The Town offered some recommendations.
- The draft Reserve Study includes additional funds in order to perform a study for a resolution to the drainage at the glen area and review the beach area to rehab/expand the beach by adding sand. Remediation costs are not included. The Board approved the draft reserve study including the study costs in the 2026 proposed budget. Paul Doherty will advise Mason & Mason to issue the final copy.
- The Annual Meeting information and draft proposed budget were approved as submitted and will be mailed to the community.

Owners Forum:

- No comments.

Executive Session:

With no further business to discuss, the chair entertained a motion to move into Executive Session to discuss communication received from two owners concerning maintenance notice received regarding tree trimming due to blocking bay view. Paul Doherty made a motion to move into Executive Session to discuss communication received from owner concerning tree trimming noted in maintenance notice, Laura DeLena 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 seek an opinion from the attorney to determine enforceability of the governing documents regarding bay view and direction on how to proceed. Laura DeLena seconded the motion and the vote carried unanimously. Christian Cardnuto offered his comments during Executive Session, but left the meeting and was not part of the vote.*

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 9:14 p.m. The next meeting is scheduled for Wednesday, September 3, 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).
- Communicated with owners regarding account information, architectural applications, resale 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.
- Sent follow up request to Highlands for estimate for tree removal/trimming, sign installation and general maintenance requests. Received proposal and provided to Board/Committee. Approved at June meeting. Verbal conversation w/Highlands regarding two additional trimming items. Advised to proceed with scheduling work. Submitted agreement for signature. Received signed agreement and sent to Highlands.
- Sent approval request to Board Treasurer for final payment to Designs & Signs to be provided to Board representative to be paid upon completion.
- Received draft audit and provided to Board Treasurer. Once approved Representation Letter must be signed to release final copy. Received signed Representation Letter. Once management signature received, will forward to CPA for final copy.
- 6/24/25 – Community Visit – Delivered check for Designs & Signs to Board Treasurer. Items previously noted (faded community signs...old inventory list provided by Paul). Laura to review. Low private property sign front of 7760 C St. must be re-attached to post and branches noted in large tree in same area. Reviewed area of concern near 4010 17th Street. More than one tree may require removal. Recommend Board review.
- Received notification from Designs and Signs that anticipated completion date is 7/11.
- 7779 Dentzel – Inquiry received for parking decals. The decals will be mailed as requested.
- 4010 17th Street – Owner submitted concern for tree in wooded area leaning and threatening property damage. Landscape Committee representative reviewed tree with owner and provided picture. Sent picture and owners concern to Board. May require more than one tree removal. Recommend Board review. Proposal received from TriCounty Tree.
- Manager Vacation: 7/2 – 7/16/25
- Worked on preparing 2026 draft proposed budget.
- 7822 C Street – Owner sent email through website regarding tree limbs encroaching on property & weeds on fence from common area. Part of Highlands proposal.
- 4010 & 4011 submitted communication requesting rescinding the maintenance requirement to trim the trees below the gutters and requesting a response w/in 10 days. Owners advised that no action required regarding tree trimming until a response is provided by the Board. Request forwarded to the Board for review. Board discussion to occur. Next meeting 8/6/25.

- 4002 Arcade – Architectural application approved to replace windows. *Minutes.*
- 7/16/25 – Community Visit – Items previously noted (faded community signs...old inventory list provided by Paul). Laura to review. Low private property sign front of 7782 C St. must be re-attached to post (completed) and fallen tree branches noted in large tree in same area. Reviewed area of concern near 4010 17th Street. More than one tree may require removal. Recommend Board review. Area at C Street TH exit corner overgrown and leaning sign. Designs & Signs on site installing signs.
- 7785 Dentzel - Architectural application approved to install solar panels. *Minutes.*
- 4010 Carousel - Architectural application approved to replace party wall siding. *Minutes.*
- 7792 C Street - Architectural application submitted to replace north side front door. ACC awaits additional information regarding the color of the door trim & confirming if storm door will be installed. Application approved and owner notified. *Minutes.*
- 7779 Dentzel – Architectural application approved to install new deck. *Minutes.*
- Next Teams Meeting: 8/6/25
- Please advise if any further action required of the Board.

Architectural Requests

- 7789 Dentzel – Architectural application approved to remove and replace trees/shrubs. *Minutes.*
- 4002 Arcade – Architectural application approved to replace windows. *Minutes.*
- 7785 Dentzel - Architectural application approved to install solar panels. *Minutes.*
- 4010 Carousel - Architectural application approved to replace party wall siding. *Minutes.*
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Discussion/Decisions for Board Members

- 4010 17th Street – TriCounty Tree proposal
- C Street TH unit – plantings outside front door
- Water issue by the walkway
- Drainage issue in the glen
- Tree Trimming – Bay View
- 2026 Draft Proposed Budget

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 one quarter past due (owe 2nd & 3rd quarters). 2 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

- 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.

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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, 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