

**Chesapeake Station Homeowners Association, Inc.**  
**Board of Directors Meeting Minutes**  
**Wednesday, September 3, 2025**  
**Microsoft Teams Virtual Meeting Platform**

**Attendees:**

Bruce Wahl, President  
Jon Shafner, Vice-President  
Paul Doherty, Treasurer/Secretary  
Laura DeLena, Member at Large  
Dave Temple, Grounds 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 7:02 p.m. Microsoft Teams virtual meeting platform was utilized.

**Approval of the Meeting Minutes:**

*Jon Shafner made a motion to approve the August 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 July 2025 were provided to the Board for review and full financial statements are available on the community portal.
- \$591 reimbursements processed for Luau expense. Other expenses routine.
- Tracking on target through July.

**Manager's Report:**

- Written report provided to Board.

**Committee Reports/Architectural Review:**

- **Grounds Committee**
  - Highlands killed grass at C Street entrance sign to prepare for mulch installation as recommended by Designs & Signs..
  - Tree removal/trimming at 4010 17<sup>th</sup> Street scheduled for 9/17/25.
  - Replacement trees/shrubs must be planted to replace those removed in accordance with the Town Ordinance.
  - Glen Area – May possibly be an underground spring. Reserve Study Engineer recommended firm to review this area and the beach. This will be further discussed after the Annual Meeting.
  - Board agreed to continue with Highlands Landscaping for landscape maintenance services in 2026. Would like to add a clause to the contract to include a community review once a month with the Landscape Committee and/or Board representative.
  - Two signs require two replacement posts. The estimated cost is \$300.00. Board approved this expense.
  - *Laura DeLena make a motion to table further discussion regarding a request for replacement shrub at 7822 C street until next Board Meeting. Paul Doherty seconded the motion and the vote carried unanimously.*
- **Social Committee**
  - No Report.
  - Next event is normally Octoberfest.

- **Yacht Club Committee**
  - Abandoned kayak remains in space V. The caution tape has blown off again, but the notification sign remains on the kayak.
  - One empty dinghy space and 6 empty kayak spaces available for rent.
- **Architectural Committee**
  - 7783 Dentzel – Architectural application approved to install storm door.
  - 4010 Band Shell- Architectural application approved for landscape project.
- **Sign Committee**
  - No Report Provided.
  - It was reported that the bottom line on the C Street sign may be flaking.

### Unfinished Business:

- Laura DeLena developing a list of faded signs.

### New Business:

- Board reviewing and considering updating procedures.
- Two CD's maturing on 9/17/25. Interest rate sheets to be provided to the Board for re-investment options.

### 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. Laura DeLena made a motion to move into Executive Session to discuss communication received from owner concerning tree trimming noted in maintenance notice, Paul Doherty seconded the motion and the vote carried unanimously and the meeting proceeded into Executive Session.*

### Action Items/Return to Open Meeting:

- Response to be provided to owner that appropriate action has been taken concerning neighbor's shrub trimming.

### 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 8:16 p.m. The next meeting is scheduled for Wednesday, October 1, 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 communication to Highlands requesting cost estimate for tree removal, trimming and various other items. Grounds Committee included on email.
- 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.
- Worked on preparing 2026 draft proposed budget. Provided draft to Board Treasurer. Made revisions and provided information.
- 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. Further Board discussion to occur.
- Submitted request for reimbursement for July 3 security to Paul Doherty.
- Submitted request for reimbursement to Social Committee representatives for Luau expenses.
- 7758 C Street – Request submitted to update mailing address.
- 8/8/25 – 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 (unattached again) and fallen tree branches noted in large tree in same area. 7740 C Street – Low private property sign/post must be re-installed on left side of sidewalk-laying under the mailbox. Area at C Street TH exit corner overgrown and leaning sign. C Street TH entry closest to main entrance Private Property Sign is leaning. Designs & Signs on site painting sign lettering.
- Submitted request for reimbursement to manager for reimbursement for beach permit.
- 7783 Dentzel – Architectural application approved to replace front storm door and owner notified. *Minutes*.
- 4010 Bandshell - Architectural application approved for landscaping project and owner notified. *Minutes*.
- Sent request to attorney to schedule a meeting with Board representatives to discuss water views/enforcement.
- 4017 17<sup>th</sup> Street – LCC submitted permit for tree work. Permit approved and reimbursement provided to LCC for expense.
- 4017 17<sup>th</sup> Street – TriCounty has scheduled tree work for 9/17. LCC to collect reimbursement amount from owner.
- Mailed Annual/Budget Meeting Information.
- Request from Sign Committee received to remove 4 no parking & 1 keep out sign from

- entry sign. Request was denied.
- Sent Tri-County tree agreement for signature. Signed document received and will be forwarded to contractor.
  - 4006 Carousel – Board received complaint about construction debris left at curb. ACC Chairperson will advise if it is picked up during normal trash pick up and if not a reminder will be sent to owner.
  - 7822 C Street – Owner sent notification that request to install shrub by Association was disapproved. Informed if choose to install shrub, must complete architectural application. Owner responded that shrubs were originally planted & removed by HOA because they were dead and he was told that they would be replaced over six years ago. Owner indicated that missing shrubs are at the side entrance and the location is not their responsibility.
  - Next Teams Meeting: 9/3/25, Annual/Budget Meeting: 9/13/25.
  - Please advise if any further action required of the Board.

### Architectural Requests

- 7783 Dentzel – Architectural application approved for storm door. *Minutes*.
- 4010 Band Shell – Architectural application approved for landscape project. *Minutes*.

### Discussion/Decisions for Board Members

- Items in old/new business.

### 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 two quarters past due, 7 accounts 1 quarter past due. 2 parking fee accounts 2 quarters past due, 1 parking fee account 1 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.*

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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