

Chesapeake Station Homeowners Association, Inc.
Board of Directors Meeting Minutes
Wednesday, October 1, 2025
Microsoft Teams Virtual Meeting Platform

Attendees:

Bruce Wahl, President
Paul Doherty, Treasurer/Secretary
Laura DeLena, Member at Large
Kim Brams, Board Member
Dave Temple, Grounds Committee Chairperson
Debby Cooper, Yacht Club 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 Secretary/Treasurer Paul Doherty at 7:06 p.m. Microsoft Teams virtual meeting platform was utilized.

Approval of the Meeting Minutes:

Kim Brams made a motion to approve the September 3, 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 August 2025 were provided to the Board for review and full financial statements are available on the community portal.
- Two permit payments processed during the month of August - \$199/beach permit and \$50/tree removal permit. Other expenses routine.
- Tracking on target through July.

Manager's Report:

- Written report provided to Board. Discussion items included on agenda. No questions or comments raised.

Committee Reports/Architectural Review:

- **Grounds Committee**
 - Tree removal/trimming at 4010 17th Street was postponed due to weather. Rescheduled for 10/7/25.
 - Highlands killed grass at C Street entrance sign to prepare for mulch installation as recommended by Designs & Signs. Mulch has not been installed. Highlands will be instructed to install mulch as soon as possible. Dave Temple to coordinate with Highlands.
 - Discussion ensued regarding overgrown walking path behind 4 houses on C Street. Highlands will be directed to clean up area. Dave Temple to coordinate with Highlands.
 - 7787 C Street – Received communication regarding for concern about a large common area tree at rear of unit. Dave Temple will ask Tri-County to review when on site completing tree removal project. Additional complaints received concerning water view and house maintenance.
- **Social Committee**
 - No Report.
 - Octoberfest is scheduled for 10/25 beginning at 3:00 p.m. Paul Doherty to send email to community.

- **Yacht Club Committee**
 - Abandoned kayak remains in space V.
- **Architectural Committee**
 - Board is seeking ACC Chairperson.
 - 7737 C Street – Architectural application approved for siding, trim, soffit, new master bedroom door & window/awing window.
 - 4011 Band Shell – Architectural application approved for deck maintenance.
 - 7788 Dentzel Court – Architectural application submitted for landscaping project. *Bruce Wahl made a motion to approve the application as submitted, Laura DeLena seconded the motion and the vote carried unanimously.*
- **Sign Committee**
 - Laura DeLena prepared a list of faded signs and recommendations for removal, relocation, and replacement. *Paul Doherty made a motion to move forward with the recommended removal, relocation, and replacement of signs as presented. Bruce Wahl seconded the motion and the vote carried unanimously.* Relocation of sign near entrance of Overlook will be considered. Laura DeLena will work with Dave Temple and coordinate removal and relocation with Highlands.
 - Consolidated list will be provided to Duncan Frazier who will contact Designs & Signs for proposal for replacement signs.

Unfinished Business:

- *Laura DeLena made a motion to authorize Paul Doherty to contact contractor recommended by Mason and Mason Reserve Study Engineer, Wetlands Study and Solutions to determine interest in reviewing/assessing the Glen/Beach areas. Kim Brams seconded the motion and the vote carried unanimously.*
- Draft Resolution 8 to offer guidance on enforcement of water views. Board to review and submit comments/revisions to Paul Doherty.
- 7822 C Street request for shrub replacement has been tabled.

New Business:

- Board Organization: *Kim Brams made a motion to organize the Board as follows:*
 - *Bruce Wahl – President*
 - *Kim Brams – Vice President*
 - *Paul Doherty – Secretary/Treasurer*
 - *Jon Shafner – Member at Large*
 - *Laura DeLena – Member at Large*

Bruce Wahl seconded the motion and the vote carried unanimously.

Owners Forum:

- No comments.

Executive Session:

With no further business to discuss, the chair entertained a motion to move into Executive Session to discuss accounts receivable and unit maintenance. Laura DeLena made a motion to move into Executive Session to discuss accounts receivable and unit maintenance. Paul Doherty seconded the motion and the vote carried unanimously and the meeting proceeded into Executive Session.

Action Items/Return to Open Meeting:

- Two accounts will be sent a demand notice.
- Three units will be sent notices beginning the fining process to be sent by certified mail.

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, November 5, 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, re-sale information, maintenance.
- Processed invoices.
- Prepared minutes.
- Submitted request for reimbursement for July 3 security to Paul Doherty. Payment issued, but not received. Request submitted to void and re-issue payment.
- 4010 17th Street – TriCounty has scheduled tree work for 9/17. LCC to collect reimbursement amount from owner. Payment received.
- Sent Tri-County tree agreement for signature. Signed document received and will be forwarded to contractor. Agreement sent to contractor and scheduled for 9/17/25.
- 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. Items picked up with trash collection.
- 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. Item tabled until next Board meeting.
- 7737 C Street – Architectural applications approved for siding, trim, soffit, new master bedroom door & window/awning window.
- 9/3/25 – 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. Discussed items with Highlands while on site. Two private property signs posts require replacement (cost approximately \$300).
- Provided Board with interest rates for reinvestment options for CD maturing on 9/17/25. Await direction. Submitted request to re-invest two CD's with Enterprise Bank for 13 months with a interest rate of 3.8%.
- Informed Duncan that received report that bottom line on C Street gold leaf may be flaking and to request review. Duncan to review, take picture and contact Designs & Signs.
- Prepared copies and information for Annual Meeting.
- 4011 Bandshell – Owner submitted architectural application for deck maintenance. Application approved. *Minutes*.
- Bryan Cox – Provided copy of resolution 3 for siding replacement information.
- Informed owner that appropriate action has been taken concerning neighbor's shrub

trimming.

- Informed Highlands to schedule sign post replacement on 2 leaning signs.
- Requested updated 2026 landscape maintenance agreement to include a clause requiring a community review once a month with a Landscape Committee and/or Board member representative.
- Elections – Beginning 10/1/25 – Elections must be done by an independent party, such as a third party vendor or an owner/election committee. Management may no longer receive or be involved in election voting. May not be a candidate or conflict of interest. Will impact future elections.
- Next Teams Meeting: 11/5/25
- Please advise if any further action required of the Board.

Architectural Requests

- 7737 C Street – Architectural applications approved for siding, trim, soffit, new master bedroom door & window/awning window. *Minutes*.
- 4011 Bandshell – Owner submitted architectural application for deck maintenance. Application approved. *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, 6 accounts 1 quarter or more past due. 2 parking fee accounts 3 quarters 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		2025	1 year	2026
Laura DeLena		2025	1 year	2026
Paul Doherty		2025	1 year	2026
Kim Brams		2025	1 year	2026
Jon Shafner		2025	1 year	2026