

Chesapeake Station Homeowners Association, Inc.
Board of Directors Meeting Minutes
Wednesday, November 5, 2025
Microsoft Teams Virtual Meeting Platform

Attendees:

Bruce Wahl, President
Laura DeLena, Member at Large
Jon Shafner, Member at Large
Debby Cooper, Yacht Club Chairperson
Duncan Frazier, Sign Committee Chairperson
Brenda Cross, 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 President Bruce Wahl at 7:00 p.m. Microsoft Teams virtual meeting platform was utilized.

Approval of the Meeting Minutes:

Laura DeLena made a motion to approve the October 1, 2025 meeting minutes as submitted, Bruce Wahl seconded the motion and the vote carried unanimously.

President's Report:

- No Report

Treasurer's Report:

- Financial Summary, balance sheet & revenue/expense report through September 2025 were provided to the Board for review and full financial statements are available on the community portal.
- Non routine expenses during the month of September - \$550/beach maintenance, \$612.50/legal expense, and \$149.78/annual meeting expense.
- Year to date performance is slightly under budget for the year.

Manager's Report:

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

Committee Reports/Architectural Review:

- **Grounds Committee**
 - Highlands has been working on cleaning up the pathway and is about halfway through the process. Next phase is mainly removing the vines over growing the pine trees on the left side.
 - Tree service completed behind 4010 17th Street.
 - Tri-County Tree reviewed the tree behind 7785 C Street and determined that the tree is healthy. Provided cost to trim of \$1,850.00. As tree is reported healthy, no action will be taken.
- **Social Committee**
 - No Report.
 - There was a great turnout at the Octoberfest held on 10/25.
- **Yacht Club Committee**
 - Abandoned kayak in space V was donated to an owner.
 - Beginning the process of preparing 2027 contracts and letters to send out to owners.
- **Architectural Committee**
 - Board welcomed Brenda Cross as the new Architectural Committee Chairperson.

- 4018 17th Street – Architectural application approved to replace siding, gutters/downspouts approved.
- 7790 Dentzel - Architectural application approved to paint exterior door moulding, install decorative screen below front door landing, and repair landscaping in left corner was approved.
- 7779 Dentzel – Architectural application previously approved to replace deck and railing. Follow up application submitted to increase size of deck, change railings to cable, and screen in lower level deck. Application dis-approved.

- **Sign Committee**

- Laura DeLena prepared a list of faded signs and recommendations for removal, relocation, and replacement. List has been provided to Dave Temple to work with Highlands to coordinate removal and relocation of signs.
- Duncan Frazier obtained proposal from Designs & Signs for replacement signs. Duncan Frazier will work on sign verbiage and adding logo. South County Signs and Graphics will be contacted for proposal.
- With the change in verbiage on the private beach signs, Bruce Wahl will speak to Rod and Reel about informing guests that beach use is not permitted.

Unfinished Business:

- *Jon Shafner made a motion to install shrubs at 7822 C Street. There was no second and the motion died. Owner will be notified.*
- The Overlook sidewalks will be reviewed for repairs and adding handicap parking spaces and access ramps. Contractor to schedule appointment with Kim Brams. Bruce Wahl to provide additional contractors.
- Draft Resolution 8 to establish a process for obstructed water view complaints. Board to review and work on over the winter months.

New Business:

No new business.

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. Jon Shafner seconded the motion and the vote carried unanimously and the meeting proceeded into Executive Session.

Action Items/Return to Open Meeting:

- Two accounts sent demand notice.
- Two units sent hearing notices. One owner granted 30 day extension and one owner granted 45 day extension.

Adjournment:

Laura DeLena made a motion to adjourn the meeting, Jon Shafner seconded the motion and the vote carried unanimously. The meeting was adjourned at 8:16 p.m. The next meeting is scheduled for Wednesday, December 3, 2025 at 8:21 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.
- 4010 17th Street – TriCounty has scheduled tree work for 9/17. LCC to collect reimbursement amount from owner. Payment received. Service re-scheduled for 10/7.
- 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. Service re-scheduled for 10/7.
- 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.
- 4018 17th Street – Provided copy of resolution 3 for siding replacement information.
- 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 and snow plowing agreement for signature.
- Communication among Board members regarding website complaints regarding bay views & weeding walking path.
- Processed reimbursement to Board Treasurer for annual P.O. Box.
- 7788 Dentzel – Architectural application received and approved for landscaping project (10/1 BOD mtg.) and owner notified.
- 4018 17th Street – Architectural application received to replace siding and gutters and forwarded to the Board/ACC members for review. Response provided to owner that white gutters/downspouts not permitted and requested additional information on siding. Received re-submitted architectural application and forwarded to Board. Owner to provide hard samples of siding/gutters for Board review.
- Submitted reimbursement payment to Paul Doherty (\$52.99) for purchase of trash can.
- Provided information on sign company used in the past. TNT Signs & Graphics in Huntingtown.
- Provided instruction on sign removal and or re-location to Highlands.
- 7790 Dentzel – Architectural application received to exterior door moulding, install decorative screen below front door landing, repair landscaping on left corner.
- 7779 Dentzel – Architectural application submitted for revision to previously approved application to increase size of deck, screen in lower level, and change railings to cables. Application only included one owner signature. Informed owner to re-submit application with two owners signatures. Received completed application and provided to Board for

review. Application disapproved and owner notified.

- 10/21/25 – Community Visit – Items previously noted: faded community signs – board in process of removing/replacing, low internal private property signs to be removed, sign post replaced at C Street TH exit corner, faded signs removed on C St. fence, C Street TH entry closest to main entrance Private Property Sign post replaced.
- Inquiry received about concrete repairs in the Overlook near 4024/4026 17th Street.
- 4002 Arcade – Response to hearing notice received and provided to the Board.
- 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

- 4018 17th – Architectural application to replace siding and gutters/downspouts.
- 7790 Dentzel – Architectural application received to peceivedaint exterior door mounding, install decorative screen below front door landing, repair landscaping in left corner.
- 7779 Dentzel – Architectural application previously approved to replace deck and railing. Application re-submitted to increase size of deck, change railings to cable, and screen in lower level. Application not approved and owner notified that cable railings are not permitted.

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 plus 4th quarter past due (demand notice sent), 1 accounts 1 quarter plus 4th quarter past due, or more past due, 7 accounts owe 4th quarter, 1 parking fee past due plus 4th quarter, 4 parking fee owe 4th quarter. Review report for other past due balances.
- See attached Accounts Receivable/Attorney Report.
**Discussion to occur in Executive Session.

Closings

- 7737 C Street, 10/10/25

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; 2 accounts two quarters plus 4th quarter past due (demand notice sent), 1 accounts 1 quarter plus 4th quarter past due, or more past due, 7 accounts owe 4th quarter, 1 parking fee past due plus 4th quarter, 4 parking fee owe 4th quarter. 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		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