

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

**Attendees:**

Bruce Wahl, President  
Paul Doherty, Secretary/Treasurer  
Laura DeLena, Member at Large  
Jon Shafner, Member at Large  
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 President Bruce Wahl at 7:00 p.m. Microsoft Teams virtual meeting platform was utilized.

**Executive Session:**

The Board moved into Executive Session to conduct hearing and discuss unit maintenance.

**Action Items/Return to Open Meeting:**

- One unit will be sent notice of Board's understanding of repair process to be completed no later than March.

**Approval of the Meeting Minutes:**

*Jon Shafner made a motion to approve the November 5, 2025 meeting minutes as submitted, Laura DeLena seconded the motion and the vote carried unanimously with one abstention.*

**President's Report:**

- No Report

**Treasurer's Report:**

- Financial Summary, balance sheet & revenue/expense report through October 2025 were provided to the Board for review and full financial statements are available on the community portal.
- No unusual expenses and on budget.
- Significant reserve expenses on tree work this 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**
  - Flowers installed at signs.
- **Social Committee**
  - No Report.
- **Yacht Club Committee**
  - The 2026 contracts and letters have been prepared and will be mailed this weekend.
- **Architectural Committee**
  - Board welcomed Brenda Cross as the new Architectural Committee Chairperson.
  - 4030 17<sup>th</sup> Street – Architectural application approved to replace three windows.

- 7783 Dentzell - Architectural application approved to install handrails.
- 4002 Carousel – *Laura DeLena made a motion to approve the architectural application to replace roof, Paul Doherty seconded the motion and the vote carried unanimously.*

- **Sign Committee**

- Duncan Frazier provided a sketch of proposed beach sign. Sign must convey the original purpose to keep trespassers off beach. Proposed wording: Private Beach, Chesapeake Station Residents & Guest Only. Sign must be durable material able to sustain beach weather. Bruce Wahl to provide information on company the Town of Chesapeake Beach uses for signs.
- Duncan Frazier submitting follow up request to have extra “No Parking” signs near the entrance removed as they detract from the new entrance/signs. *Laura DeLena made a motion to have the signs removed, Paul Doherty seconded the motion and the vote carried unanimously with one abstention.* Bruce Wahl will make arrangements to have the signs removed.

### Unfinished Business:

- The Overlook sidewalks – One proposal received from CSG for full perimeter sidewalk replacement with concrete ramp for \$23,035.00 and a second option for partial sidewalk replacement with concrete ramp for a cost of \$5,890.00. Additional proposal to be obtained. Bruce Wahl to provide information on contractors used by the Town of Chesapeake Beach.
- Draft Resolution 8 to establish a process for obstructed water view complaints. Board to review and work on over the winter months.

### New Business:

- 4002 Arcade – Paul Doherty working with owner concerning siding material.
- 4013 Band Shell – Follow up letter regarding van to be sent to unit owner by certified mail and copy sent to resident.
- 7822 C Street – Highlands to remove tree limbs overhanging roof.
- *Laura DeLena made a motion to remove the broken bench on the beach, Paul Doherty seconded the motion and the vote carried unanimously.* Highlands will be instructed to remove the broken bench. Duncan Frazier will research replacement options for consideration.
- *Paul Doherty made a motion to approve the snow plowing agreement with Highlands, Bruce Wahl seconded the motion and the vote carried unanimously.*
- Paul Doherty has scheduled a meeting with civil engineering firm COA Barrett for Thursday, December 11th at 9:00 a.m. Duncan Frazier will attend the meeting with Paul Doherty.

### 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. Paul Doherty made a motion to move into Executive Session to discuss accounts receivable and unit maintenance. Laura DeLena seconded the motion and the vote carried unanimously and the meeting proceeded into Executive Session.*

### Action Items/Return to Open Meeting:

- Two accounts to be sent demand notice by certified mail. If payment not received, accounts to be sent to attorney.

### 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 8:16 p.m. The next meeting is scheduled for Wednesday, January 7, 2026 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.
- 4018 17<sup>th</sup> 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. Application approved.
- 7790 Dentzel – Architectural application received to paint exterior door moulding, install decorative screen below front door landing, repair landscaping on left corner. Application approved and owner notified.
- Inquiry received about concrete repairs in the Overlook near 4024/4026 17<sup>th</sup> Street. Concrete proposal received.
- 4002 Arcade – Response to hearing notice received and provided to the Board. Owner sent email as a follow up requesting a later hearing date other than November 5<sup>th</sup>. Owner indicated is close to starting the window installation and obtaining estimates to fix siding. Owner stated that both windows and siding were approved and would like to show progress at the hearing and does not believe that 11/5 is sufficient time. Finding white cedar has been a continuing challenge and inquired if this was the only wood choice. Responded to owner that only have approved application on file for window replacement and informed to submit application for siding replacement. Provided copy of Resolution 3 guidelines pertaining to siding and informed that have the option to switch to vinyl/hardie board. Requested submit an outline in writing of the plan and timeline for completing the repairs/replacement to provide to the Board and inquired if owner would be available for December Board meeting. Owner notified that 30 day extension granted and that Board will continue with fining process without further notice if work not completed within the timeframe. May contact Sentry to attend meeting. Informed owner that CRM Construction has recently made natural siding replacement in the community and provided contact information. Follow up email received through website confirming siding material. Email sent to Board members for feedback.
- 4002 Carousel – Response to hearing notice received and provided to the Board. Owner requesting an extension of 45 – 60 days as securing estimates for roof replacement. Owner advised that 45 day extension granted.
- 4014 Band Shell – Owner reported complaint about neighbor at 4013 Band Shell parking commercial van (Entrust Solutions) blocking her water view. Received email with pictures from owner and forwarded to Board. Received follow up email. See attached.
- 4013 Band Shell – Sent notice to owner inquiring if oversized van will be parked on a temporary basis and request that resident park the vehicle on the sidewalk side of the driveway.
- 7822 C Street – Response provided to owner indicating that Board has reviewed the

response to the request to install shrubs in the common area near unit and has once again voted not to install shrubs in this area. Informed that owner may install shrubs, with prior approval and completion of an architectural application (provided application).

- 4008 Arcade – Hearing notice drafted and sent to owner for incomplete maintenance. Owner responded to hearing notice indicating that was hoping to have repairs completed this year, but due to financial and personal hardships unable to do so. Plans on attending 12/3 Board meeting (Executive Session).
- Received request for Oktoberfest reimbursements. Submitted requests for payment processing.
- Request received to post sign for non profit organization at entrance close to Rod and Reel. Request denied as posting on signs in common area is not permitted.
- 7822 C Street – Owner requested tree trimming indicating that they are impeding with solar panels.
- 4030 17<sup>th</sup> Street – Architectural Application received and approved to replace three windows.
- 4002 Carousel – Owner submitted architectural application for roof replacement excluding neighbor's signatures stating not required as replacement mandated by Board. Architectural application forwarded to Board for review. Approval responses received from: Laura, response from Paul with concern on color, Brenda Cross approved (ACC).  
**Action Required.**
- 11/24/25 – Community Visit – Items previously noted: faded community signs – board in process of removing/replacing, low internal private property signs to be removed (sign next to 7783 Dentzel must be re-secured or added to larger post or removed), tree branches placed on tree next to common areas sidewalk in front of 7782 C Street, 7736 C Street-Boat & canoe in driveway, several Direct TV dishes noted.
- 7783 Dentzel – ACC Chairperson provided architectural application for Board approval to install metal handrails for safety purposes. Approval responses received for plain metal handrails similar to the ones along the sidewalk to the shopping center from: Paul, Kim, & Laura (Brenda Cross approved). **Responses required from Bruce and Jon.**
- Broken bench reported on sidewalk by the bay.
- 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: 12/3/25
- Please advise if any further action required of the Board.

## Architectural Requests

- 4018 17<sup>th</sup> – Architectural application approved to replace siding and gutters/downspouts.
- 7790 Dentzel – Architectural application approved to paint exterior door mounding, install decorative screen below front door landing, repair landscaping in left corner.
- 4030 17<sup>th</sup> Street – Architectural application approved to replace three windows.
- 4002 Carousel – Architectural application received for roof replacement. **Action Required.**

## 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 three quarters past due (demand notice sent), 4 accounts 1 quarter past due, or more past due, 7 accounts owe 4<sup>th</sup> quarter, 1 parking fee 4 quarters past due, 3 parking fee 1 quarter past due. 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 three quarters past due (demand notice sent), 4 accounts 1 quarter past due, or more past due, 7 accounts owe 4<sup>th</sup> quarter, 1 parking fee 4 quarters past due, 3 parking fee 1 quarter 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.