



Chesapeake Haven Home Owners Association

Chesapeakehaven.com

Board Meeting Minutes – March 17, 2018 – Final

Board Members Present: Natalie Allen-Rees, Brian Bennett, Jan Bickford-Morrow, Ted Heath, Dean Jones, Kay Kehler, Tom Kehler, Connie Loukinen, Tony Meenan, John Molyneux
Non Board Members Present: Marshall Leffew

Call to Order

- Meeting called to order at 10:01 AM.

President's Comments

- Filling open director seat - nominations
- Finalizing mailing list so annual dues invoices can be mailed out
- Reiterated that when financials are discussed that non-Board members may not be present
- Non-board members who attend meeting will have time to express their requests but cannot take over the meeting

Old Business

- Secretary read minutes from January 20th meeting
- Treasurer Tony Meenan met with PNC bank (January 23rd) regarding the CHHOA account and the electronic payment to the CHHOA account by members for dues payment.
 - To upgrade the CHHOA business account to do this would cost the CHHOA about \$40 a month (Tony after the meeting confirmed it would actually be \$45 month)
 - The PNC business banking consultant therefore recommended that we continue using paper checks since we are a small non-profit
- If we didn't upgrade the CHHOA business account as mentioned above, then each time a CHHOA member would pay online it would cost them \$15 each transaction for ACH.
- CHHOA business standing status listed as not in good standing. The SDAT lists the reason for the not in good standing is because the 2017 personal property return needs to be filed.
 - Because there was confusion as to when it needed to be filed (calendar year or tax year), Tony determined it has to be in calendar year. There is no penalty.
 - Action item – Tony will file the 2017 as well as the 2018 personal property return
 - We also need to update the Agent information. Currently listed as Chuck Pie'. Tony actually had that form ready for signature but due to what transpired later in meeting Tony needs to redo the form and prepare it for signatures. We made resolution that resident agent changes from Chuck Pie' to Marshall Leffew as Agent.
 - Action item – Tony will redo the certification and get Marshall and Kay to sign it. Then Tony will be able to mail it. Cost to do this is \$25

Vacant Director Seat Nomination

- Nominees discussion: Marshall Leffew expressed desire to join board as Director. Frank Montisano, who was a write in, in Fall for director position, was asked but declined this time around. Shirley Jones was asked but declined this time. Galina McKee's name was submitted.
- Secret ballot was conducted; votes tabulated and results are as follows:
 - Marshall Leffew 8
 - Galina McKee 1
 - Write-in: Steve Day 1

Marshall was confirmed as new director. Marshall attended the remainder of the meeting.





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Treasurer Report

- Tony distributed report. He explained it is an interim report. This new format is easy to read; going forward he will use this format. He would prefer to do quarterly. Brief discussion resulted; would prefer a report be available for each meeting vs quarterly.
 - Treasurer reports accompany General Meeting notices
 - Treasurer report is to be available for each Board meeting
- [REDACTED] property – Maryland SDAT (State Department of Assessments and Taxation) still has no evidence any of [REDACTED] property is owned by [REDACTED]. We will move forward with resuming billing [REDACTED] for the properties she owes on for 2018.
- [REDACTED] property owner believes they are not in HOA. Nat reiterated that when she was treasurer she pulled the deed and it is indeed in the HOA. [REDACTED] indeed owes dues.
- Discussion on legal expenses 2018:
 - Costs associated with court filing for lien (\$500) and notice to courts to close case due to fact the person did not own the property (\$150). Was agreed that any future actions do not move forward without validating owner of record via SDAT.

Property Discussion / Mailing List

- Reviewed original and final lists of property owners; a few minor name adjustments to be made to master spreadsheet of property owners
- [REDACTED] property uncollectible: Mail-to address (as per SDAT) has changed again vs prior years. Jan/Brian research indicates this property is outside CHHOA plat. Motion was made to remove from our property list; motion not carried. Motion to have Tony re-confirm that [REDACTED] deed is outside of CHHOA and if confirmed we will remove this property from our CHHOA list – motion approved. Side note: Brian Bennett checked online during meeting and stated this property is listed as a Tax Sale.
- [REDACTED] property, which is currently in bankruptcy, is a multiple lot owner who is to be billed for 2 properties
 - Parcel # [REDACTED] (PT. LOT [REDACTED]) combined with Parcel # [REDACTED] (Lots - [REDACTED])
 - Parcel # [REDACTED] (LOTS [REDACTED] - [REDACTED])
- Dean Jones property on Ohio (open lot) owner record will be stated on invoice as Estate of James Jones but mailed to Dean at his 96 Ohio address. Dean pays for that property on behalf of his dad's estate.
- [REDACTED] name is listed as owner of only one property (Connecticut Ave parcel 0430)
- The invoice format Tony is using starting in 2018 shows current year dues and if there are past dues owed a statement is included that shows that detail.

New Business

- Ted announced he is resigning from the Board. (Ted was previously Vice President until Dave Cross announced his resignation in December.)
 - The Vice President, Jan, assumed President position.
 - Ted was asked to consider remaining on Board in another position; he agreed to remain.
 - Vice president position was then discussed; Ted said he would agree to be Vice President.
- Jan asked when the past treasurer reports Amy Leffew requested be available. Kay stated that the 2014 report is already up on chesapeakehaven.com and can be downloaded. Other reports will be added; will confirm that versions of past reports are indeed the final ones and will get those up as well.
- Jan asked that CHHOA members know they can get documents from chesapeakehaven.com. Kay will include on forthcoming April 2018 General Meeting notice.



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Meeting Dates

- All reminded that all meeting dates are listed on chesapeakehaven.com – Events.
- Board Meeting dates were emailed to all board members back on 2/17/18 and were placed on Chesapeakehaven.com
- Spring General Meeting is held 4th Saturday in April. Date is April 28. Time 12:00PM-2PM. Location: Connie's garage. Meeting will be added to Chesapeakehaven.com - Events

Closing Comments

- Thanked Connie for hosting meeting

Adjourn

- Motion to adjourn meeting 12:19 PM; meeting adjourned.

Prepared by:

Kay Kehler

Secretary

