



## Chesapeake Haven Home Owners Association

Chesapeakehaven.com

Board Meeting Minutes – April 15, 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

Board Member Not Present: Marshall Leffew

Non Board Members Present: Galina McKee

### Call to Order

- Closed Meeting called to order at 9:38 AM.
- General Meeting called to order at 10:11 AM.

### President's Comments / Property Discussion

• [REDACTED]

[REDACTED]	Total:	[REDACTED]
	Payments/Credits	[REDACTED]
	Balance Due	[REDACTED]

• [REDACTED]

Account Identifier:	District:	[REDACTED]	
Owner Information			
Owner Name:	[REDACTED]	Use:	[REDACTED]
Mailing Address:	[REDACTED]	Principal Residence:	[REDACTED]
		Deed Reference:	[REDACTED]
Location & Structure Information			
Premises Address:	[REDACTED]	Legal Description:	[REDACTED]
Map:	Grid:	Parcel:	Sub District:
Subdivision:	Section:	Block:	Lot:
Assessment Year:	Plat No:		





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Account Identifier: [REDACTED]

### Owner Information

Owner Name: [REDACTED]

Use:

Principal Residence: [REDACTED]

Mailing Address: [REDACTED]

Deed Reference: [REDACTED]

### Location & Structure Information

Premises Address: [REDACTED]

Legal Description: [REDACTED]

Map:	Grid:	Parcel:	Sub District:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plat No:
[REDACTED]				[REDACTED]		[REDACTED]			[REDACTED]
									Plat Ref: [REDACTED]

Account Identifier: [REDACTED]

### Owner Information

Owner Name: [REDACTED]

Use:

Principal Residence: [REDACTED]

Mailing Address: [REDACTED]

Deed Reference: [REDACTED]

### Location & Structure Information

Premises Address: [REDACTED]

Legal Description: [REDACTED]

Map:	Grid:	Parcel:	Sub District:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plat No:
[REDACTED]				[REDACTED]		[REDACTED]			[REDACTED]
									Plat Ref: [REDACTED]

- CHHOA 2018 invoices - Tony will print out hard copies of the invoices and statements.



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### Treasurer Report

- Tony explained bookkeeping software. QuickBooks software is licensed to HOA. Runs on detachable hard drive. The software makes you backup. And it is also backed up to thumb drive. Tony has disc, license and passwords. We could have it put in the cloud and have more users. Yes you can export the data to the .xls file. If we want to upgrade license to cloud; we think we could have multiple people. We are not doing banking thru quickbooks. We have 5 seats with our 1 paid license; need to see if others can have read-only access. Tony gave Jan the software disc and password information to load on her PC. will get with Jan before he leaves, he will give copies of invoices. Tony will attempt to get a hard copy of the invoices; and then the software. Tony gave Jan the license version of QuickBooks.
- Tony proposes removing paper check photocopies
- Treasurer report 2018 thru 4/13/18 was presented (thanks to Connie for printing it)
- All required Maryland Business Annual Reports and Personal Property reports have been filed.
- 2017 HOA Federal tax filing has been filed
- 2017 HOA Maryland taxes have been filed
- Regarding the \$700 showed for legal on Treasurer's report; defined as:
  - \$550 for bylaw review and election eligibility for board member election
  - \$150 January 12 to revise that letter regarding election eligibility; process server conversations relative serving [REDACTED]
- 2/15/18: \$85 for emails with process server and [REDACTED] and process server fee for bad address
- Tony said 3/16/18: \$167.50 complete and file voluntary dismissal on [REDACTED]
- Tony should pay these 2/15 and 3/16 invoices.
- Treasurer report accepted by all Board members.
- Tony has the resident agent filing; Kay signed it; Marshall has to sign it. Then we need it scanned and given to all Board members for their files; it then needs to be mailed with the check. Tony had envelope and check ready to go once signature is obtained. Since Marshall was not in attendance, Jan will get Marshall to sign; then Jan will mail it.
- Regarding Tony getting mail out of the CHHOA 158 Ohio Ave mailbox, as per today 4/15/18, Jan will leave the mail in the box for Tony. Tony makes 2-3 trips during week to check box as he is not always here on weekends. Jan is always available to be available to pick up mail should Tony need her to.
- Galina suggested the treasurer have a CHHOA laptop; she would donate the laptop.
- Tony gave all HOA paper records through 2017 to Brian Bennett at his request for inspection
  - There are some additional records still outstanding that will be requested of Tony per separate document
- Tony gave a loadable up to date copy of all company info and transactions for 2018 to Jan Bickford Morrow after the meeting. This would allow a duplicate of the QB system used by the HOA, but could not be posted ongoing at this point in time.
- Dual signature requirement on checks was discussed. Tony will check with bank for their requirements. Temporarily, Ted Heath will cosign checks prepared by Tony.

### Old Business

- Beach Stairs:
  - Dean and Marshall – still working on it; nothing new yet to report
- Request for historical documents to secretary
  - 2014 thru 2016 who got the ballots; what the ballot was for; election results; Secretary will circulate to all Board members within 3 weeks from this meeting 4/15/18





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#### New Business

- Road Maintenance:
  - Tom communicated with Mike. He handled the tree and also filled the potholes. Tom asked Mike to take care of soft spots and he did.
  - Brian Bennett reached out the county regarding the culvert end of Ohio Ave; county is going to replace the culvert at cost of county. Dan Webber is the chief of roads. They have 50' on both sides of the road.
- Tom mentioned that 3 presidents ago the road master was dissolved.
  - Roads/common areas will be co-mananger: Dean primary contact, Tom, and Brian will work collectively to handle the roads.
- We need inspections, what to do, and decision
- Mosquito spraying 2018 season
- Mosquito job – John M will be the coordinator again; Jan offered to open/close gate
- Cecil county repository – need to get documents uploaded 2014-2018
- Galina McKee presented Board with proxy vote in writing for her for duration of 2018
- Galina asked if there was a reply to the office of attorney from [REDACTED] Nat relayed that [REDACTED] says he has replied and that a woman from that office has had follow-up conversations with [REDACTED]

#### Closing Comments

- Thanked Connie for hosting meeting

#### Adjourn

- Motion to adjourn meeting 12:28 PM; meeting adjourned.

#### Prepared by:

Kay Kehler  
Secretary