CHESAPEAKE HAVEN HOME OWNERS ASSOCIATION

158 Ohio Ave Earleville MD 21919
chesapeakehaven.com and chesapeakehaven.nextdoor.com

Meeting Minutes – CHHOA Spring General Meeting
May 31, 2025

Meeting: Held at Cecilton Volunteer Fire Company - Banquet Hall
Called to order at 10:35 a.m. by Vice President John Vitela

Members Present:

Board of Directors: John Vitela, Vice President, Jinni McNulty, Treasurer; Kay Kehler, Secretary; Tony Meenan, Director; Travis Stacherski, Director
Excused: Francy Cross, President; Bea Decker, Director

Members: Donald & Lucretia Chadwick, Dennis Dempsey, Linda Dolinger, Alicia Funkhouser & Nick Connell, Tom Kehler, Craig & Kelly Mitchell

Verification of Quorum:

Definition of quorum: 20% of 72 properties who are in good standing. Currently there are 29 in arrears, 43 in good standing. 20% of 43 equates to a required 9 eligible voting members.
Quorum for this meeting:

11 voting members present (quorum met)

Note: Kehler counts as 2 votes; 2 separate properties

We restated voting eligibility: only those whose dues are current.

President's Address:

John Vitela, Vice President, thanked everyone for coming.

- Welcome new neighbors
  - Matthew Sherwood (90 Rhode Island Ave) – not present
  - Richard and Kristen Feltus (15 Kent Ave) – not present

Review of Minutes:

Fall General Meeting November 9, 2024 minutes were reviewed; no questions posed.

- Motion to approve made by Lucretia Chadwick, seconded by Craig Mitchell to accept minutes. All approved, no oppose, no abstentions.

Treasurer's Report:

Jinni McNulty presented.

- Two documents reviewed for activity January 1, 2025-May 31, 2025: Budget status and the Profit & Loss Statement.
    - 2025 budget is $18,000
    - $10,967.40 spent to date
    - 29 properties in arrears (current and prior outstanding)
    - Insurance cost increased $218
    - Cost of stone material has increased
    - Mosquito spraying cost will remain same as 2024
- Statements were sent out to those in arrears. Additional list was provided to attorney for which letters would be sent, however, letters went to an incorrect list.
- Motion to accept made by Dennis Dempsey; seconded by Craig Mitchell to accept reports. All approved, no oppose, no abstentions.

Old Business:

Welcome Letter – Kay Kehler

- Suggestion was made by Lucretia Chadwick at Fall 2024 meeting to create and send new residents a letter with general information about the community; letter was created by Kay. First letter sent to new residents at 90 Rhode Island Ave.
- We are made aware of new residents by communication with relators/title companies through our website contact us page.

Nomination Committee – John Vitela

- We are seeking Board members for 2026-2027 term
- Committee to review applicants prior to creation of ballot mailing to go out in advance of Fall 2025 meeting.
- Chairman to be a Board member, plus one or two members of the Association

New Business:

Road Committee - Kay Kehler presented

Community Roads Repair/Plowing Update:

- Snow was plowed January 6, 2025 by contractor Rob Dixon, Jr. Cost $175.
- Two stop sign replacements completed April 2025 by Tom Kehler. 24" signs cost $68.35 (no poles were needed). Locations were:
    - Connecticut/Baltimore heading west which knocked down January 2025 by someone doing donuts around it.
    - Connecticut/Grove Neck replaced the one that was very old and faded.
    - 2025 Spring raking/stone/stone spreading was completed in April by contractor Mike Zang at cost $9,475
- Working on Statement of Work (SOW) for road raking/stone/stone spreading for purpose of soliciting quotes from contractors for the 2026 season (due to Mike Zang pending retirement.) Goal is to have quotes in advance of 2026 budget planning.
    - List of potential contractors is below; open to suggestions for others

        - Nexscape Land Management Inc, (formerly D&D Landscaping) – Chesapeake City, MD
        - S&S Property Maintenance – Henderson, MD (near Sudlersville)
            - Met with him March 21 just to review general scope
        - Mega Materials – Earleville, MD
        - Piney Creek Land Services – North East, MD
- Future: Scope and quote still TBD regarding pipe under intersection at corner of Cecil/Connecticut by Matherly (60 Connecticut) property will require a 4-foot extension to the pipe which would move it further out of the roadway; thereby preventing it from getting crushed. There is a huge tree above that pipe. Tom Kehler/John Vitela will revisit this for scope/source contractor and Road Committee would request quote for review, contingent on budget.

Main Entrance Sign for Chesapeake Haven

- Mike Heaney (63 Connecticut Ave) reached out and offered to refresh it: skim off scaling, give it fresh coat of lacquer, will do it on site in warm weather – no charge to community; he will let me know when. Mike designed and made the sign decades ago.

Beach Gate:

- Reminder: Last vehicle out, please close and lock gate.

Beach Steps at Bottom (Cantilevered):

- Steps were damaged during fall storm debris; were removed for repairs. Dave Cross (65 Kent Ave.) coordinated the rewelding/repair. Steps were reinstalled early May 2025 by Dave, Travis Stacherski and John Vitela.
- Reminder: Please pull up and secure stairs when exiting beach.
- Regarding latch on cantilevered stairs, Travis mentioned a bigger latch will be put in place

Mosquito Control:

- Required application forms were submitted April 6, 2025 via email to Cecil County coordinator Melissa Dorsey.
    - No price increase; spraying remains weekly (weather permitting) at $35/15 minutes, rounded to nearest 15 minutes.
    - Spraying will begin June 2025; spray technician will advise which day of week and actual start date once all applications are received by mid-May deadline. I will follow-up with spray tech, and will update Mosquito Spraying info page on chesapeakehaven.com.

AED (Defibrillator):

- Still no response to my contacts to Wendi Pardee, EMS Chief of Cecilton Volunteer Fire Company, to inquire if they can come on-site to teach CPR and AED instruction. No reply to date despite repeated emails. Also called Cecilton VFC non-emergency number; gentleman sent her a text with my contact info and reason. Still no contact from her.
- REMINDER: Our LIFEPAK CR2 AED unit is housed in a box near 132 Ohio Ave. The unit verbally walks you through use step-by-step. *Do not* open the box unless you intend to use the unit; doing so uses valuable battery power. Of course, first step is always to call 911. How-to use video provided by the manufacturer is viewable via this link: https://www.youtube.com/watch?v=WtN56rbzEgw

Beach Access Area Repairs Committee **–** Travis Stacherski presented

- Email was sent to Army Corp of Engineers
- Spoke to a West View Shores board member with regard to their living shoreline project; took them eight months before they had a reply from the Army Corp of Engineers
- Looking at drainage issues at top of steps
- Travis and committee member Tony Meenan will develop list of issues, solicit member input, create a schedule for maintenance and minimum needs
- Tony has been doing research on groups who can assist us

By-Laws Review Committee – John Vitela presented

- Making progress; doing side-by-side comparison to identify duplication; old docs are in .pdf format that is difficult to work with
- Anticipate having a cleaned up draft document by end of summer 2025

Open Forum:

- What amount is in the reserve account (was not listed on Treasurer Report)
    - Jinni stated $15,100 in reserve, allocated across several buckets
    - As a 5013C we are required to have a reserve
    - Is there a limit to what can or should be in reserve
- What was reason for meeting location at firehouse
    - Francy Cross graciously hosts meetings but could not attend this meeting due to a schedule conflict. Several CHHOA members were contacted as alternates but could not host.
    - We require location protected from weather if necessary, and ability to plug in laptops. It is not a requirement that a Board member must host.
    - Kay reached out to CFVC which was fortunately available; could be a future permanent location.
    - Travis mentioned a contact who uses St. Paul's United Methodist Church, 1687 Crystal Beach Rd, Earleville. Kay will reach out to them to inquire.
- Could a directory of neighbors be created and put on website
    - Could be a privacy issue; thus we would not pursue this
    - Alternative could be paper list of just name and street; put in welcome packet
    - Best to simply introduce yourself to your neighbors

- Emailed meeting notices and invoices going in spam box
    - Some members invoices and meeting notices went to spam box
    - Should we consider using a service vs. sending via Gmail
        - Could use Mail Chimp, for example
        - John has information on a service free of charge to non-profits
- What more can be done about speeding vehicles (cars, golf carts, etc)
    - Stop signs and speed limit signs have been posted for years
    - Suggest that take pictures
    - Address the parents
    - Dust will occur; we have gravel roads
- Sign near 5 Ohio Ave for deaf resident
    - Kay will reach out to Cecil County highway department
- Treasurers Reports on website
    - Most recent report available is from 2020; can we more added
    - Some recent past reports presented required corrections, thus not added
    - We will strive to get more added
- What can be done to collect more dues arrears; do we need a new strategy
    - Jinni confirmed 29 in arrears, totaling about $20K
    - Suggestion that we send statements USPS instead of email
    - Is problem that lawyer is not giving us attention needed; we are at bottom of list
    - Jinni stated we do have a retainer
    - Jinni will reach out to Kirsch law to inquire if then handle HOA legal
    - Suggestion we have a 'collections' committee
        - Motion made by Alicia Funkhouser that a committee be created in order to assist the CHHOA in the process of collection of unpaid dues and deeds not inclusive of the association dues. This committee will be under the office of the President. Motion seconded by Lucretia Chadwick. All approved, no oppose, no abstentions.
        - President appoints Alicia Funkhouser as chairperson of said committee. Committee will be comprised of chair and four members in good standing.

Meeting adjournment

- Motion to adjourn by Craig Mitchell; seconded by Travis Stacherski; all approved.
- Meeting adjourned 11:52 a.m.