

**CAI CHESAPEAKE REGION CHAPTER**  
**Board of Director's Meeting**  
**October 17, 2018**  
**American Community Management**

The meeting was called to order at 4:09 p.m. by Ruth Harlan.

Board members present were Ruth Harlan, Neil Alioto, Maura Hancock, Allen Mott, Gary Saylor and Kerrie Zander.

Also present were Camille Cimino and Nan Blake.

Absent were: Bill Hasselman, Rod Clark & John Taylor

Mr. Alioto motioned to accept the agenda as presented. Mr. Saylor seconded. Approved.

Mr. Alioto motioned to accept the minutes of the September 26, 2018 Board of Directors meeting as submitted. Ms. Hancock seconded. Approved.

**CED MANAGEMENT & COMMITTEE REPORTS**

**Education (Bill Hasselman)**

- Evaluations from the September 26<sup>th</sup> Breakfast Seminar Evaluations were provided
  - Attendance was ok
  - It was noted that speakers need to speak into the microphone
- September 26<sup>th</sup> Breakfast Seminar Financial Worksheet was provided
- November 2<sup>nd</sup> Board Leadership Development Workshop in Fenwick, MD (3) people attending to date.
  - Ms. Cimino reported that Legum & Norman recently hosted a no cost breakfast program similar to the Chapter Breakfast program. She feels this event has impacted registration for Chapter's November 2<sup>nd</sup> workshop.
  - Ms. Cimino called Legum & Norman and asked to work together in coordinating dates for future events.
  - Ms. Harlan asked Mr. Mott to open a discussion with his Delmarva contacts to encourage coordinating events for the region
    - *The Board agreed to cancel the November 2<sup>nd</sup> Board Leadership Development Workshop in Fenwick, DE based on the low registration for MD program.*
- November 3<sup>rd</sup> Board Leadership Development Workshop in Rehoboth Beach, DE (9) people registered
- November 10<sup>th</sup> HO Seminar – Navigating Covenant & Rules Enforcement (8) people attending to date
- Letters were sent to all 2019 Volunteer Seminar Coordinators asking for their seminar description and outlines
  - Due date for all to respond is November 9<sup>th</sup>
- Ms. Harlan attended the October Homeowner Seminar and reported that many HOA's in Baltimore are making progress due to CAI's guidance.

### **Expo** (Kerrie Zander)

- Registration as of October 17<sup>th</sup> is 286 attendees – attendance number is low
- Ms. Cimino suggested offering an early bird rate for future Expos
- Ribbons for Platinum Sponsors in the Expo have been ordered; some sponsors will have two ribbons
- Total Expo Sponsorships sold:
  - 2018: **12,800** 2017: **10,825**
- Staff has decided against using personal cell phones with an app for polling at the General Session due to high cost and lack of onsite available technicians. Small individual audience response devices will be used and a technician will be onsite.
- Membership will use three different name tag colors to distinguish non-members, manager members and homeowner and business partners.
- It was suggested to have a membership committee person at the entrance to guide attendees to the correct check-in location to pick up their badges (member vs. non-members)

### **Membership** (Ruth Harlan)

- Minutes from the Membership Committee Meeting were provided in the Board packet
- Help is needed at the Expo Membership Booth – Mr. Saylor volunteered to assist
- The committee asked that the Board consider adding a budget line for the Membership Committee
- Ms. Harlan suggested offering a \$50 gift card to non homeowner members attending the expo who sign up within 30 days after the Annual Expo. There is money in the budget to cover the expense.
- September 2018 statistics for Expired Members, New Members and Matrix Report were provided in the Board packet
  - September 2017 - **852** members
  - September 2018 - **1,026** members
  - As of September 30, 2018:  
BP's: **164** Mgr's: **320** H/O's: **494** Mgmt Co's: **48** = **1,026**

### **DelMarva** (Allen Mott)

- Minutes from the last Committee conference call were provided in the Board packet
- Meet & Greet for Delmarva Managers was proposed for Friday evening, November 2<sup>nd</sup>.
- Ms. Harlan requested that Mr. Mott begin dialogues with Delmarva Committee for growing an Eastern Shore presence at events held on Eastern Shore. Not enough are joining CAI.
- It was suggested to add a future agenda item to consider traveling to the eastern shore for membership discussions

### **Newsletter** (Rod Clark)

- Working on Fall Issue

### **Finance** (Rod Clark)

- Account Balance Summary as of September 30 provided in the Board packet
- Profit & Loss Year to Date Report, July & August, provided in the Board packet

- September bank statements were provided in the Board packet
  - Payments made for the new office space (First National Bank)
  - Ms. Harlan lead a discussion of moving forward with Audit recommendations:
    - Material Weakness - Invoice Approval
      - Invoices under an agreed amount be approved by the Board
      - Invoices over an agreed amount must be approved by the Board
      - Finance Committee will decide the dollar amount
    - Segregation of Financial Duties
      - Reporting and recording should not be done by the staff
      - Sarfino and Rhoades, LLC can do bookkeeping for an estimated cost of \$2,250 per month however, the firm cannot do both auditing and bookkeeping therefore an outside bookkeeper is to be hired
      - Michael Fry of PS Bookkeeping will perform bookkeeping duties at \$375 per month
- Mr. Alioto *motioned* accept the proposal from Michael Fry as outlined in his correspondence and to proceed accordingly. Mr. Saylor seconded. Vote was five (5) ayes and 1 abstention (Mr. Mott)
- Ms. Harlan and Mr. Alioto volunteered to work with Mr. Clark to transition to the new bookkeeper
  - Mr. Clark will be asked if CAI's taxes have been filed. Mr. Mott will ask the auditor how many tax extensions were filed and, if needed, is another extension possible

#### **Holiday Social** (Gary Saylor)

- Sponsorship sales update was provided in the Board packet; Mr. Saylor indicated that committee is still trying to sell sponsorships for the game tents.
- \$5,350 sponsorship sales to date for 2018 (\$8,800 final sales in 2017)
- Invitation was mailed to members
- Copy of invitation was provided in the Board packet

#### **Golf** (Maura Hancock)

- No Report

#### **Nominating** (Allen Mott)

- Ballots were mailed on October 5th

#### **LAC** (Legislative Action Committee) (John Taylor) Ms. Harlan reported for Mr. Taylor

- Bill 1684 was passed or is this upcoming legislation? Bill directs FEMA to assist homeowners/condominium associations that provided essential services after a disaster in receiving reimbursements from entities that received FEMA funds (Is description correct?)
- Flood insurance program ends on November 30<sup>th</sup>; looking for new option
- Future topics to be reviewed:
  - Collections
  - Service Animals
  - Pet Policy

- Electrical plug-ins for Cars

## Old Business

- Chapter Scholarships:
  - Three scholarship applications were received

Ms. Hancock *motioned* to deny all three applications. Mr. Alioto seconded. Board members reviewed the applications and agreed that each was incomplete. Board members are also unsure if the applicants meet the scholarship program's criteria. Motion was *tabled* pending further discussion and clarity next year. Ms. Cimino will send the current application criteria to Board members for review.

- Office Space Update
  - Ms. Harlan, Ms. Hancock and Ms. Cimino met with contractors to review renovation of the new office space.
    - Mr. Mott *motioned* to authorize Ms. Harlan, Ms. Hancock and Ms. Cimino to make all decisions related to flooring, painting and other décor incidentals needed for the new office space. Mr. Saylor seconded. Approved.
  - Floor covering will be carpet squares throughout with the exception of vinyl flooring in the entry. Floor trim will be vinyl in the staff workroom and kitchen and carpet in the conference room.
  - Ms. Cimino's work area will have a half wall with glass and no side wall.
  - Entrance door will be half glass.
  - The architect, Mr. Lloyd, has said that a firewall will not be needed.
  - An exterior wall has been damaged by water. The issue was reported to the building Manager for repair.
  - The size of the kitchenette has been reduced.
  - Double doors will be used for the storage room.
  - A second fire egress is pending.
  - Ms. Harlan is organizing a master binder for the project.
  - Andre Brown will work with Ms. Zander on outdoor signage.
  - Any logo used must be National's; Ms. Cimino will forward the logo to Ms. Zander.
  - The Board agreed to engage subcontractors through Mr. Brown.
  - Foundation for Community Association Research has submitted a request that the Board consider making a \$500 donation to the organization.
  - Mr. Alioto asked if the 10 copies of 'Wired' referenced in the letter were received. Ms. Cimino is unsure but noted that any publications received are put out for member use. The Board requested that going forward, any multiple copies of publication/reports in Chapter office are to be presented to the Board before distribution.

Mr. Alioto *motioned* to table the discussion of contribution pursuant to the solicitation until next month when verification that the 10 copies of 'Wired' were received. Mr. Mott seconded. Accepted.

Mr. Alioto motioned to adjourn the Board meeting at 6:09 pm. Ms. Hancock seconded. Approved.

Respectfully submitted by:

Nan Blake

Recording Secretary

October 24, 2018

Date