

**Chesapeake Region Chapter  
Board of Director's Minutes  
Wednesday, September 3, 2025  
9:00 am  
Zoom meeting**

**Attendance:** Gary Saylor, President  
Cindy McKoin, Vice-President  
Jennifer Melson, Secretary  
Michelle Jones, Treasurer  
James Anderson, Director  
Rebecca Clemson-Petrik, Director  
Hillary Collins, Director  
B.K. Swartwood, Director

**Chapter Staff:** Valerie Lykins, Executive Director, Angela Marsh, Marketing and Events Manager

**Call to Order**

The meeting was called to order by Mr. Saylor at 9:03 am.

**Approval of Minutes**

- Ms. Swartwood **motioned** to approve the Board of Directors meeting minutes dated August 6, 2025, with the amendment that the Communications Committees one page document goes into Board packets rather than to Management companies. Ms. McKoin seconded. VOTE: (8-0-0). All in favor. Motion passed.

**Treasurers Report**

- Ms. Lykins and Ms. Jones provided the Board with the July financial summary, balance sheet and budget vs. actuals.

**Old Business**

- **Ratify Turf Valley Contract**
  - Ms. McKoin **motioned** to ratify the Boards approval of the contract for the 2026 Golf Outing at Turf Valley. Ms. Clemson-Petrik seconded. VOTE: (8-0-0). All in favor. Motion passed.
- **Ratify Delmarva Expo Catering Contract**
  - Ms. Melson **motioned** to ratify the Boards approval of the 2025 Delmarva Expo catering contract. Ms. Jones seconded. VOTE: (8-0-0). All in favor. Motion passed.
- **2026 Annual Sponsorships and Breakfast Sponsors**
  - Tabled until the September Planning Retreat when the 2026 budget is complete.

**New Business**

- **Committee Action Items**
  - **Education Committee**
    - Ms. Swartwood motioned to approve the following presentations for 2026:

1. Planning or Paying: What Maryland's New Reserve Law Means for Your Community – Michelle Baldry, Reserve Advisors & Nicole Williams, Rees Broome & Candace Lewis, Cardinal Management – **January Homeowner Webinar**
  - a. The Board would like to incorporate DE laws (or updates) as well.
  - b. The Board would like to incorporate how to catch up financially if your funding is far behind.
2. What's All that Racket?! How to Handle Nuisance in the Community – Brian Fellner, Fellner Legal - **February Breakfast Webinar**
3. The Legal Tightrope: Managing Compliance, Liability, and Resident Expectations in the Age of Instant Feedback – Hillary Collins, Rees Broome & Chris Petrik, FirstService Residential – **March In Person Breakfast Seminar**
  - a. This course must provide 2 hours of education
4. Customer Service, It's the Difference – Noni Roan, Pinnacle Financial & Beth Bencivenni, RestoreCore AND Myth Busters – Staci Gelfound, WPM & Chase Hudson, Sahouri Insurance & Ian Douglas, WHITEFORD – **May Education & Happy Hour**
  - a. The Board recognized a lot of similarities in these two presentations. They would like to combine them for one presentation.
  - b. They would like to incorporate a Manager speaker or HOA speaker from the property that is chosen for 2025 Community of the Year (name to follow)
  - c. This course must provide 2 hours of education.
5. Watershed Assistance Grant Program – Don Petree, Brightview & Megan Diehl, Chesapeake Bay Trust – **October Homeowner Webinar**
  - a. The Board would like to include a DE speaker (Jen Melson may have recommendation)
  - b. The Board recommends the following title for the program: "Untapped Grants and Resources for Maryland and Delaware; Watershed Assistance Programs
6. Living Structures - The Anatomy of Your Building – Joseph Wilcher, Charlie Davis & Thomas Murphy, Walker Consultants – **December In Person Breakfast Seminar**
  - a. There can only be one speaker from each company.
  - b. The Board would like to incorporate a Manager speaker.
  - c. This course must provide 2 hours of education.
7. Maryland Benchmarking & BEPS Compliance: What Community Associations Need to Know - Julian Belilty, David Longard & Adam Herzer, Honeydew Energy Advisors – Manager **Lunch and Learn – June or July**
  - a. This will depend on where MD is with the benchmarking and any further changes.
  - b. Honeydew will work with the State for the presentation.

The following Call for Presentations were **not approved** by the Board of Directors for presentation in 2026:

1. Modern Governance: Mastering Virtual Meeting and Electronic Voting for Maryland Communities – Kevin Robinson/Get Quorum
  - a. The Board felt it was too similar to the June 2025 presentation.
2. I Moved Into My Community – What Now? – Staci Gelfound, WPM
  - a. The Board was unable to review as no presentation was provided. Deadline was July 31<sup>st</sup> and further extended to August 25<sup>th</sup>.
3. Carving Out a Path for Your Future: Unlocking Potential Through Mentorship and Personal Development – Candace Lewis, Cardinal Management & Shayla Love, FirstService Residential
  - a. Chapter had a similar presentation in 2024 at a Manger Lunch & Learn

4. Pool Access: A Mobile Pool Pass Solution for Residential Communities – Lukas Prokop & Holiday Watson, PoolEntry
  - a. Too limited, impacts a small number of members.
5. Replacing Fire System Land Lines with Cell Phone Technology, George Breig –
  - a. Too limited, impacts a small number of members.

Ms. Jones seconded. VOTE: (7-0-0). All in favor. Motion passed. *(Ms. Clemson-Petrik left the meeting at 10:00 am)*

- **Legislative Committee**

- Ms. Swartwood **motioned** to approve that the LAC committee prepare the articles for publication in the Beacon annually after the Legislative Session ends and is approved by the Governor. Ms. Collins seconded. VOTE: (7-0-0). All in favor. Motion passed.

- **2025 Chapter Awards - Decision for Awards and Wording**

- Ms. Swartwood **motioned** to approve the awards wording “In grateful recognition of your efforts to unite and inspire the Chesapeake Region Chapter. Charging ahead, facing the mission and “Being the Bison.” Ms. Melson seconded. VOTE: (7-0-0). All in favor. Motion passed.
  - Ms. Jones **motioned** to approve the Spectra Blue Diamond Award for the Chapter awards. Ms. Swartwood seconded. VOTE: (7-0-0). All in favor. Motion passed.

*(Ms. Clemson-Petrik returned at 10:31 am)*

- **2025 Community of the Year and Award**

- Ms. Jones **motioned** to approve that the 2025 Community of the Year Award be awarded to Captain's Cove Golf & Yacht Club. Ms. Swartwood seconded. VOTE: (8-0-0). All in favor. Motion passed.

*(Ms. Melson & Mr. Anderson left the meeting at 11:00 am)*

- Ms. Swartwood **motioned** to approve the Mirrored Crystal Plaque as the Community Association of the Year Award. Ms. Collins seconded. VOTE: (6-0-0). All in favor. Motion passed.
  - Ms. Jones motioned to approve the following wording for the Community Association of the Year Award:  
2025 Community Association of the Year  
Presented to: [Community Name]  
Your commitment to excellence, resident engagement, and community spirit sets a shining example for all.  
Awarded by or Presented by Chesapeake Region Chapter CAI  
Ms. McKoin seconded. VOTE: (6-0-0). All in favor. Motion passed.

- **Attendee Giveaway for Annual Expo**

- Ms. Swartwood **motioned** to approve the customized playing card set as the Chapter giveaway at the 2025 Annual Expo. Ms. Jones seconded. VOTE: (6-0-0). All in favor. Motion passed.

- **2026 Bear Trap Golf Outing Contract**

- Ms. Jones motioned to approve the 2026 Delmarva Golf Outing contract at Bear Trap Dunes Golf Course. Ms. Swartwood seconded. VOTE: (6-0-0). All in favor. Motion passed.

- **Giveaway for PG County**

- Ms. Jones motioned to approve giving away two CAI Board books and an Expo ticket as a raffle prize for the Prince George's County event. Ms. Swartwood seconded. VOTE: (6-0-0). All in favor. Motion passed.

### **CED Management Report**

- Ms. Lykins and Ms. Marsh put together the CED Management report on the following subjects: membership breakdown with numbers, social media/website/email engagement, Spring/Summer Beacon Magazine statistics, Marley Glen registration numbers and expenses, Sept 26th Clean Up Day registration numbers, October Expo booths, tables, sponsorships and registrations sold, Delmarva Expo booths, sponsorships, and registrations sold, and the October 24<sup>th</sup> OC Clean-Up Day registration numbers.

### **Additions to the Agenda**

- **Board of Directors Update**

- Ms. Lykins noted that Ms. Melson is heading in a new career direction but will be finishing out her Manager Board Member term for the remainder of 2025. The Board will appoint someone to fulfill her remaining two-year term on the Board in 2026.

### **Adjournment:**

- Ms. Swartwood motioned to adjourn the Board meeting at 11:34 am. Ms. Jones seconded. VOTE: (6-0-0). All in favor. Motion passed.

**Next meeting:** The next Board meeting will be held on Wednesday, October 1<sup>st</sup> at 9:00 am via zoom.