

# MEETING MINUTES

## Chesapeake Village Homeowners' Members Meeting

**Date:** May 13, 2025 **Time:** 7:30 p.m.

**Location:** Videoconference

**Board members:** Richard Burch (Vice President), Monty Wood (Secretary), Rick Brinkley (Treasurer), Jamilia Howard (At-Large). Absent: Mark Petrakis (President).  
**Residents:** 1

### AGENDA TOPICS

#### ■ Agenda topic *Call to Order, Roll Call* | Presenter *Richard Burch*

The meeting was called to order at 8:07 p.m. by Richard Burch.

#### ■ Agenda topic *Approval of Agenda* | Presenter *Mark Petrakis / Monty Wood*

The Board unanimously approved the agenda for the meeting.

#### ■ Agenda topic *Corrections /Approval of Previous Meeting Minutes* | Presenter *Monty Wood*

The Board approved the April 2025 meeting minutes.

Action Items	Person responsible	Deadline
Create agenda for next meeting, keep minutes of previous meeting	Monty Wood	Continuous
Post agenda and minutes from the previous meeting.	Mark Petrakis	Continuous

#### ■ Agenda topic *Recurrent Business* | Presenter *Mark Petrakis*

##### Management Services

The HOA Board is looking to hire a management company to handle administrative duties. Key needs: financial management, online portal, dues collection, vendor payments, and administrative tasks (resale packets, ARC requests). The Board hopes to interview three companies to start in 2026. The three are Majerle Management, Westward 360, and Clark Simson Miller. Proposed monthly fees range from \$580 to \$750 for their services.

The Board met with Westward 360 on May 12, and met with Majerle Management on April 24. The Clark Simson Miller meeting is scheduled for May 15.

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## **Landownership Issues**

The Board is trying to obtain clear ownership of Open Space C and Residue C & D on the neighborhood map. Residue C & D and Open Space C are still in question, as well as Dark Star Lane and the Future Right of Way (near the circle). Residue B is now in Chesapeake Village's name. We are still trying to obtain a quick claim deed from Quality Built Homes and Over Water LLC. Matt Dyer, Esq., is the attorney on this case.

Matt Dyer reports that deeds will be coming to him soon.

## **Common Areas**

Green Roots, the landscaping contractor, submitted a proposal to do some pruning and trimming in some common areas. The proposal is unclear if it is monthly or a one-time deal. We need to get a clarification.

Green Roots has begun cutting back some brush.

Green Roots submitted a proposal to powerwash the front brick sign for \$955. The Board felt that was too expensive to remove graffiti. After using a wirebrush on the paint, and subsequent plant growth, the graffiti is no longer visible.

The Board will continue to look for cheaper insurance than the rates we're getting from Nationwide.

## **Complaints**

A North Calvert Woods landscaper is creating ruts on Dark Star Lane. This revives the question, "Who owns the land along Dark Star? Is it the HOA or is Chesapeake Beach? We need to contact the town about the issue.

There was a complaint that a homeowner was dumping food and pet waste over their fence along Hill Gail Drive. The complaint said rats were now living in the overgrowth. The homeowner has received multiple citations about the overgrowth.

## **Committees**

Community Improvement Committee: Part 2 of the drawings from the landscape architect (Anik Jhaveri, KOr.10) are on hold because of landownership issues.

Social Committee: We still do not have members or a chair for this committee. A renter in the neighborhood, Gene Summers, is offering to coordinate several seasonal events – a spring clean-up, a summer cookout, and a fall charity drive.

Welcome Committee: No new residents. Heather Kennerly is the new committee chair. No new residents reported this month.

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HOA Covenants Review Committee: If Open Space C becomes Chesapeake Village property, we will need to update the covenants with that information. If that happens, it would be an ideal time to update other parts of the covenants.

Luminaries Committee: The next event is scheduled for December 13, 2025.

## **Architecture Review Committee**

The following projects have been approved:

- i. 7116 Chesapeake Village Blvd (front and side doors)

The ARC chair is interested in updating the rules and standards to include guidance with requests received.

Note: Approvals for projects should include a note that homeowners are responsible for any permits that may need to be obtained from the Town of Chesapeake Beach or Calvert County or the State of Maryland.

Note: The HOA Board will not approve fences, decks, exterior improvements, etc., if the homeowner is “not in good standing,” meaning the homeowner has an outstanding inspection violation or has a delinquent account. Also, homeowners will not receive the \$100 annual dues discount if the homeowner is “not in good standing.”

## **Review of Action Items**

<b>Action Items</b>	<b>Person responsible</b>	<b>Deadline</b>
Obtain clear ownership of traffic circle right-of-way	Board	Ongoing
Find out who really owns Dark Star Lane and other areas	Board	Ongoing
Correct county records to remove Over Water LLC from property records	Board	Ongoing
Ask Green Roots to send confirmation that work has been done	Mark Petrakis	Ongoing
Determine recipients for the welcome packages	Mark Petrakis	Continuous
Oversee neighborhood committees	Mark Petrakis	Continuous
Draft individual letters to homeowners with serious ARC violations	Mark Petrakis and Richard Burch	Continuous

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Check to see if homeowners have inspection violations before ARC approvals	Mark Petrakis	Continuous
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Schedule the next Community Improvement Committee meeting	Justin Matz	Continuous
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## ■ Agenda topic *President's Report* | Presenter *Mark Petrakis*

Property inspections were conducted by Marlowe & Associates the week of April 14. Violations are ready to be reviewed. Another round of inspections are scheduled for June.

News from the Town of Chesapeake Beach:

- a. [Town of Chesapeake Beach Provides Temporary Utility Bill Relief Through Emergency Ordinance 25-02](#) (April 16)

Action Items	Person responsible	Deadline
Maintain resale packages	Mark Petrakis	Continuous
Post Chesapeake Beach town updates on the HOA's Facebook page and HOA website	Mark Petrakis	Continuous

## ■ Agenda topic *Treasurer's Report* | *Rick Brinkley*

204 out of 218 homeowners have paid their 2025 assessments (95 percent) so far. Six still owe for last year. There is \$46,301 in the checking account, and \$257,880 in the money market account.

The Board will contact the attorney about sending a letter to the homeowners in arrears.

Action Items	Person responsible	Deadline
Update the database containing the list of residence and their owners after each sale	Board	Continuous
Check to see if homeowners are paid up before ARC approvals	Rick Brinkley	Continuous
Deposit dues, keep track of who has paid or not	Rick Brinkley	Continuous

# MEETING MINUTES

## ■ Agenda topic *Around the Board* | Presenter *Around the Board*

The Board decided to table the idea of a group photo for the 76th consecutive month.

Action Items	Person responsible	Deadline
Take group photo for website	Board	Continuous

## ■ Agenda topic *Community Comments* | Presenter *Open Forum*

None.

## ■ Agenda topic *Calendar* | Presenter *Mark Petrakis*

Next HOA meeting: June 10, 2025.

<https://zoom.us/join/88509759992?occurrence=1681255800000>

Meeting ID: 885 0975 9992

## ■ Agenda topic *Adjourn* | Presenter *Mark Petrakis*

The meeting was adjourned at 8:54 p.m.