

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS**

MEETING MINUTES  
Regular Board Meeting  
April 16, 2019

**MEETING CALLED TO ORDER** Quorum established, meeting called to order at **6:02 p.m.**

**Members present:** Lonnie Harrelson (President), Allen Jacobs (Vice-President), Cliff Krebs (Treasurer), Dave Liddell (Secretary), and Julie Halsnoy (Director).

**Board member absent:** Paul Corcoran (Director)

**Management representative present:** Jennifer Williams

**1. Agenda Review and Adoption**

- Meeting agenda adopted with the addition of Board Member Vacancy Committee under old business. **MSC**

**2. Minutes (Review and Approval)**

- Motion made to approve the March 19, 2019 Board Meeting minutes. **MSC**

**EXECUTIVE SESSION**

Motion made to enter Executive Session to discuss (a) Due Process Hearings, (b) Executive Minutes, (c) Delinquency, (d) Legal, (e) Proposals, (f) Correspondence (none), and (g) CC&R review. **MSC**

**3. Executive Session (6:05 p.m. – 7:52 p.m.)**

**OPEN SESSION**

- Motion made to reenter Open Session. **MSC**
- Minutes are kept separate, as items discussed in executive session are confidential. All motions are made in Open Session.
- 3.(a)(1) The Board motioned to send the owner a certified letter giving the homeowner until 4/30/19 to pressure wash the front door steps or be assessed \$10 per day, for a maximum of 90 days, or until the actions are completed. **MSC**
- 3.(a)(2) The Board motioned to send the owner a certified letter giving the homeowner 15 days from the date of the letter to replace the fence slat or be assessed \$10 per day, for a maximum of 90 days, or until the actions are completed. **MSC**
- 3.(a)(3) The Board motioned to send the owner a certified letter giving the homeowner until 6/15/19 to repair the left side of the garage roof or be assessed \$10 per day, for a maximum of 90 days, or until the actions are completed. **MSC**

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- 3.(b)(1) The Board motioned to approve Executive Minutes from the 3/19/19 Regular Board Meeting. MSC
  
- 3.(e)(2) The Board motioned for management to request an estimate from Price Electrical for the exact same fixtures listed in Relay Electric's proposal. If they do not provide a proposal that is at a lower cost within two weeks, accept Relay Electric's proposal for: four LED Jamestown Wall Mount Uplights (two large/two small), and the removal/capping of two lights in the rear of the Clubhouse for a total cost of \$3,150 to come from the Replacement Reserve. MSC
  
- 3.(e)(6) Management received proposals for power washing the pool house and the fence surrounding the pool. The board motioned to accept Always Clean Services' proposal to clean concrete pool decking area and Option B & C, for a total cost of \$1,560.00 to come from Pool Supplies & Repairs Line 08240. MSC

**4. Homeowner's Forum** – No homeowners present.

**5. Reports**

**5.a. Financial Report** – (Treasurer: Cliff Krebs) **In attendance**

- The Board reviewed the March 2019 financial report; the Treasurer reported no issues or concerns.

**5.b. Manager's Report** – (Manager: Jennifer Williams) **In attendance**

- Board reviewed the Manager's Report.

**6. Committee News/Issues**

**6.a. Architectural Committee:** (Chairperson: Julie Halsnoy) **In attendance**

- Nothing significant to report.

**6.b. Social Committee:** (Chairperson: Aimee Curley) **Not in attendance**

- The Children's Spring Party on April 7 was well attended and huge success.
- The 2d annual Great Cheshire Rib Smoke-Off is at the Clubhouse on April 27.

**6.c. Pool Committee:** (Chairpersons: Jim and Mary Burren) **Not in attendance**

- Coordinated with Management to establish the dates for issuing pool passes.

**6.d. Newsletter Committee:** (Chairperson: Ann Dumenigo) **Not in attendance**

- The Spring 2019 Cheshire Chat will be out this week.

**6.e. Neighborhood Watch:** (Chairperson: Alan Crouch) **Not in attendance**

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- 25 April is the next Quarterly CCPC meeting.

**6.f. Swim Team:** (Representative: Tracy Tucker) **Not in attendance**

- Nothing significant to report.

**6.g. Yard of the Month Committee:** (Chairperson: Imelda Barrera / Melissa Dominek) **Not in Attendance**

- Yard of the month will restart in May.

**7. OLD BUSINESS**

**7.a. Pool / Playground Drainage.** Management received two of three estimates requested; tabled until a proposal with more specificity from Creasy Enterprises, or a proposal from another vendor, is received.

**7.b. ACC Guidelines.** The Board is finalizing their review of the revised version of the guidelines and will provide feedback prior to next month's meeting.

**7.c. Insurance.** Management is actively searching to obtain a more cost-effective insurance policy and was provided a copy of the Swim Team's (Flying Fish) registration form, which several insurance agents requested.

**7.d. Board Member Vacancy Committee.** Last month a Board Member Vacancy Committee was established and is being led by Julie Halsnoy, to engage and encourage CFHOA residents for serving as a Director on the Association's Board. The committee will continue looking for opportunities to promote volunteerism within the HOA and on the Association's Board.

**8. NEW BUSINESS**

**8.a. Clubhouse.** Management will request proposals for fixing the motion sensor lights in the rear of the Clubhouse and a camera security system for monitoring the front and back doors.

**8.b. Crime Prevention/No Trespassing.** Our current signage states "for residents only", "no loitering", "open sunrise to sunset", etc. Confirmed with Officer Ellen Heins-Gonzales (Crime Prevention Unit), that although Cheshire Forest does have a letter on file which allows the police to enforce laws on our property, we must also display "NO TRESPASSING" signs for the police to enforce trespassing. The Board directed management to identify "NO TRESPASSING" signs and provide options to the Board as soon as possible.

**8.c. NABR.** Chesapeake Bay Management is offering a new website for association owners to utilize, while everyone in Cheshire Forest has access to the Facebook Page, Nextdoor and the website at Cheshireforest.org, this website would be for owners only and provided at no cost. Management will provide a link to NABR for the Board to preview and then discuss at next month's BOD meeting.

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**8.d. Taxes.** Management was notified by DesRoches that an extension was filed for the Association's taxes. The Association owes \$300 for Federal and \$100 for State taxes which has been paid by CBM.

**MEETING ADJOURNED – 9:23 p.m. Next Meeting on May 21, 2019.**



DAVE LIDDELL  
CFHOA Secretary



LONNIE HARRELSON  
CFHOA President