

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS**

MEETING MINUTES
Regular Board Meeting
May 21, 2019

MEETING CALLED TO ORDER Quorum established, meeting called to order at **6:00 p.m.**

Members present: Lonnie Harrelson (President), Allen Jacobs (Vice-President), Dave Liddell (Secretary), and Paul Corcoran (Director).

Board member absent: Cliff Krebs (Treasurer) and Julie Halsnoy (Director)

Management representative present: Jennifer Williams

1. Agenda Review and Adoption

- Meeting agenda adopted as written. **MSC**

2. Minutes (Review and Approval)

- Motion made to approve the April 16, 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. – 8:51 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 15 days from the date of the letter to paint and/or clean the trim 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 until 6/30/19 to pressure wash the siding on house 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 vacate the record of the due process hearing given the extenuating circumstances and homeowner correspondence with Management. **MSC**
- 3.(a)(4) The Board motioned to send the owner a certified letter giving the homeowner until 7/15/19 to remove the air conditioning unit in the window or be assessed \$10 per day for a maximum of 90 days, or until the actions are completed. **MSC**

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- 3.(a)(5) The Board motioned to send the owner a certified letter giving the homeowner 15 days from the date of the letter to pressure wash the siding on house or be assessed \$10 per day for a maximum of 90 days, or until the actions are completed. **MSC**
- 3.(a)(6) The Board motioned to send the owner a certified letter giving the homeowner 15 days from the date of the letter to remove all unsightly material in the driveway or be assessed \$10 per day for a maximum of 90 days, until the actions are completed. **MSC**
- 3.(a)(7) The Board motioned to send each owner a certified letter giving the homeowner 15 days from the date of the letter to pay all assessments or have their voting rights and right to use the recreational facilities revoked until their account is paid in full. **MSC**
- 3.(b)(1) The Board motioned to approve Executive Minutes from the 4/16/19 Regular Board Meeting. **MSC**
- 3.(e)(1) Drainage Issue. The Board motioned to accept the proposal from Hydracrete Services, Inc. for \$10,500.00 to be funded from the Operating Reserves Account. In addition, board directed Management to coordinate with contractor to delay the work until September 2019 so as not to interfere with Swim Team and Pool activities. **MSC**
- 3.(e)(2) Janitorial Service. The Board motioned to accept the proposal from J's Cleaning Services dated 4/3/19, pending clarification that the cleaning specifications are completed with at least one clubhouse rental, absent the \$400 monthly cleaning cost, when there is at least one clubhouse rental per month. **MSC**
- 3.(e)(3) Crepe Myrtle Bark Scale Disease. The Board motioned to accept the proposal from Aubrey's Tree Service for \$1,300.00 to be funded from line 09612 Grounds Improvement and Repair. **MSC**
- 3.(e)(4) Repointing Brick. The Board motioned to accept Acelution's proposal to repoint and replace select brickwork at the Clubhouse and monument signs for \$9,515.00, to be funded from Replacement Reserves. **MSC**

4. Homeowner's Forum – No homeowners present.

5. Reports

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

- The Board reviewed the April 2019 financial report.

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

- Board reviewed the Manager's Report.

6. Committee News/Issues

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6.a. Architectural Committee: (Chairperson: Julie Halsnoy) **Not in attendance**

- Nothing significant to report.

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

- The Community Yard Sale is on 1 June, rain date 8 June. Jay Connolly is coordinating.

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

- Purchased new outdoor ping pong table and accessories.
- Worked with Management on issuing pool passes.
- City of Chesapeake health/safety inspection completed 20 May (passed).

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

- Nothing significant to report.

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

- Nothing significant to report.

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

- Held several info/registration events.
- Conducted a Parents meeting on 19 May.
- Swim Team practice begins 28 May.
- Home meets are currently scheduled for 6, 13, and 20 July.

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

- The Yard of the Month for May is 726 Yorkshire Trail.

7. OLD BUSINESS

7.a. Pool / Playground Drainage. See paragraph 3.(e)(1) above.

7.b. ACC Guidelines. Tabled until ACC Chair is present.

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 have requested.

7.d. 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

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Cheshireforest.org, this website would be for owners only and provided at no cost. Management provided a link to NABR for the Board to preview.

8. NEW BUSINESS

8.a. Clubhouse Security Cameras. Management obtained 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. Arborist Report. Management confirmed with an arborist that some of the Crepe Myrtle trees on Parker Road are infected with Bark Scale Disease. See paragraph 3.(e)(3) above.

MEETING ADJOURNED – 9:31 p.m. Next Meeting on June 18, 2019.


DAVE LIDDELL
CFHOA Secretary


LONNIE HARRELSON
CFHOA President