

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS**

**MEETING MINUTES
Regular Board Meeting
July 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), Julie Halsnoy (Director), and Paul Corcoran (Director).

Board member absent: None

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 June 18, 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, and (g) CC&R review. **MSC**

3. Executive Session (6:04 p.m. – 6:51 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 until 8/31/19 to clean the siding or be assessed \$10 per day, for a maximum of 90 days, or until the actions are completed. **MSC**
- 3.(a)(2) This property was recently sold. The Board motioned to send the new homeowner a “first notice” letter to clean the siding. **MSC**
- 3.(a)(3) The Board motioned to send the owner a certified letter giving the homeowner 15 days from the date of the letter to remove the trailer or be assessed \$10 per day for a maximum of 90 days, or until the action is completed. **MSC**
- 3.(b)(1) The Board motioned to approve Executive Minutes from the June 18, 2019 Regular Board Meeting. **MSC**

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4. Homeowner's Forum – No homeowners present.

5. Reports

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

- The Board reviewed the June 2019 financial report.

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

- Board reviewed the Manager's Report.
- Two (2) swing set chains/seats still need to be upgraded once parts are received by VPS.
- Management is contacting Aubrey's Tree Service to confirm that the Crepe Myrtle Bark Scale Disease treatment was completed.

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**

- Nothing significant to report.

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

- Nothing significant to report.

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

- Currently compiling the Summer Chat.

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

- Hosting National Night Out event at the clubhouse on 6 August.

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

- The general swim season concludes on July 20th. Swimmers selected for Divisionals and AllStars will continue practicing over the next two weeks.

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

- The Yard of the Month for July is 820 Keeling Drive.

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7. OLD BUSINESS

7.a. Pool / Playground Drainage. Hydracrete will complete the work during the week of 9 September 2019.

7.b. ACC Guidelines. The ACC Committee has approved the revision of the ACC Guidelines with an effective date of 1 September 2019. An article will be included in the Summer Cheshire Chat.

7.c. Insurance. Received an insurance estimate from Morgan Marrow. The board will review the proposal and discuss it at the August Board meeting.

7.d. NABR. The board agreed to allow Management link NABR to the Cheshire Forest.org website after publishing an article in the Summer Cheshire Chat explaining its functionality.

8. NEW BUSINESS

8.a. Hampton Roads Utility Billing System (HRUBS). On June 24, 2019 Chesapeake Bay Management received an \$4,336.83 invoice from HRUBS for irrigation water going back to 2015, which Management believes was sent in error. Chesapeake Public Utilities (Mildred Smith) is researching to determine the validity of the invoice.

MEETING ADJOURNED – 7:51p.m. Next Meeting on August 20, 2019.


DAVE LIDDELL
CFHOA Secretary


LONNIE HARRELSON
CFHOA President