

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS**

MEETING MINUTES  
Regular Board Meeting  
February 18, 2020

**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), Paul Corcoran (Secretary), Tom Speelman (Director), and Mitch Gold (Director).

**Board members absent:** Julie Halsnoy (Director)

**Management representative present:** Jennifer Williams.

**1. Agenda Review and Adoption**

- Meeting agenda adopted. MSC

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

- Motion made to approve the January 21, 2020 Board Meeting minutes. MSC

**EXECUTIVE SESSION**

Motion made to enter Executive Session to discuss (a) Due Process Hearings, (b) Executive Minutes, (c) Delinquency, (d) Owner Correspondence, (e) Contracts, and (f) CC&R review. MSC

**3. Executive Session (6:06 p.m. – 7:24 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 store trash cans in accordance with the governing documents 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 the Executive Minutes from the January 21, 2020 Regular Board Meeting. MSC
- 3.(c)(1)(a) The board motioned to write off a bad debt of \$1320.44, and subsequently waive the late fees of \$77.00 and Non-Compliance Fees in the amount of \$1831.00. MSC
- 3.(d)(2) The board motioned to stop non-compliance fees as of February 18, 2020, as well as to eliminate all but \$100 of already accrued non-compliance fees, if the work is completed no later than April, 1, 2020. MSC

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- 3.(e)(1) The board motioned to approve \$2,847.22 to be taken out of replacement reserves to replenish the mulch in the playground. MSC

**4. Homeowner's Forum** – (0) Homeowners present

**5. Reports**

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

- Nothing significant to report.

**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) **Not in attendance.**

- Nothing significant to report.

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

- Working with a potential volunteer for the Kid's Spring/Easter Party.
- May have volunteers to take Social Committee Chair position.

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

- Reviewing / Updating 2020 Pool Rules

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

- Nothing significant to report.

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

- Received a perfect attendance certificate for 2019 CCPC Meetings

**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**

- Nothing significant to report.

**7. OLD BUSINESS**

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**7.a. Pool / Playground Drainage.** Cliff Krebs has requested a contractor present a proposal to address the drainage between the playground and tennis courts. Follow on meeting to discuss proposal, insurance, and scope of work will occur before the next meeting.

**7.b. Reserve Items.** The Manager provided items slated for replacement this year, in accordance with the reserve study, as well as previous year items that have not been completed. At the January Board Meeting, the board discussed replacement of existing clubhouse deck/gazebo with a like structure or the possibility of a stamped concrete patio to include a covered structure (gazebo, etc.). As a note, need to ensure there is a ramp structure to ensure the clubhouse is ADA compliant. The Board requested Management seek proposals for clubhouse deck/gazebo replacement based on the discussions. Still waiting for clubhouse deck proposals to arrive. In addition, the (3) rail fence at the entrance was discussed, as it is in need of repairs. Determination of repair or replacement of fence tabled until next meeting.

**8. NEW BUSINESS**

**8.a. 2020 Goals.** The board reviewed the 2020 goals slide presented to the membership at the November 2019 annual meeting. The board agreed to look into the possibility of installing security cameras for the clubhouse grounds. Board members attending the 14 March 2020 CA day convention agreed to explore what capabilities may be presented by convention vendors and bring information back to discuss at the next board meeting in March.

**8.b. 2019 Surplus.** The Manager is working with Accounting for a final budget closeout figure from 2019 that will be moved to the Replacement Reserves Account. The Manager provided 2019 closeout information to the Treasurer for review.

**MEETING ADJOURNED – 8:00 p.m.** *Next Meeting is scheduled for March 17, 2020.*

PAUL CORCORAN  
CFHOA Secretary

LONNIE HARRELSON  
CFHOA President