

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS**

MEETING MINUTES
Regular Board Meeting
August 18, 2020

MEETING CALLED TO ORDER: Quorum established; meeting called to order at **6:03 p.m.**

Members present: Lonnie Harrelson (President), Allen Jacobs (Vice President), Cliff Krebs (Treasurer) late arrival, Paul Corcoran (Secretary), and Mitch Gold (Director)

Board members absent: Julie Halsnøy (Director), and Tom Speelman (Director),

Management representative present: Jennifer Williams

1. Agenda Review and Adoption

- The board motioned to approve the Aug 18, 2020 meeting agenda. MSC

2. Minutes (Review and Approval)

- The board motioned to approve the July 21, 2020 Board Meeting minutes. MSC

EXECUTIVE SESSION

Motion made to enter Executive Session to discuss (a) Executive Minutes, (b) Due Process Hearings, (c) Delinquency, (d) Owner Correspondence, (e) Storm cleanup and trimming proposal, (f) Violation Log, and (g) Management Proposals.

MSC

3. Executive Session (6:07 p.m. – 7:18 p.m. and 8:50 p.m. – 10:09 p.m.)

OPEN SESSION

- The board motioned 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 approve the Executive Minutes from the July 21, 2020 Regular Board Meeting. MSC
- 3.(b)(1) The Board motioned to send the owner a certified letter giving the homeowner 15 days from the date of the letter to power wash home 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)(2) The Board motioned to send the owner a certified letter giving the homeowner 15 days from the date of the letter to paint trim, faded shutters and gable vent on home 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

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS**

- 3.(b)(3) The Board motioned to send the owner a certified letter giving the homeowner until 30 Sep 2020 to paint faded shutters and trim of home 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)(4) The Board motioned to send the owner a certified letter giving the homeowner 15 days from the date of the letter to remove weeds from driveway cracks, crevices and landscaped beds 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)(5) The Board motioned to send the owner a certified letter giving the homeowner 15 days from the date of the letter to clean/paint trim 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)(6) The Board motioned to send the owner a certified letter giving the homeowner 15 days from the date of the letter to power wash home 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)(7) The Board motioned to send the owner a certified letter giving the homeowner 15 days from the date of the letter to replace rotten wood/paint trim 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)(8) The Board amended the original motion to send the owner a certified letter giving the homeowner until 30 Sep 2020 to repair rotten trim on roofline and paint 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)(9) The Board motioned to send the owner a certified letter giving the homeowner 15 days from the date of the letter to power wash home 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)(10) The Board motioned to send the owner a certified letter giving the homeowner until 30 Sep 2020 to replace rotten wood/paint trim 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)(11) The Board motioned to send the owner a certified letter giving the homeowner until 30 Sep 2020 to power wash siding of the home 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)(12) The Board motioned to send the owner a certified letter giving the homeowner until 30 Sep 2020 to paint/clean trim 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)(13). The Board motioned to send the owner a certified letter giving the homeowner 15 days from the date of the letter to remove weeds from landscape beds and driveway cracks and crevices 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

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS**

- 3.(d)(1). The Board motioned to approve homeowner’s request for payment plan of \$120 per month until account is no longer delinquent; with the stipulation that the homeowner must remain current with active assessments. Any default in the approved payment plan, the account immediately goes into collections. MSC

- 3.(e)(1) The Board motioned to approve the Atlantic Arbor invoice for the removal of a fallen tree for \$1400, funded from Operating Reserves. MSC

- 3.(g)(1) The Board motioned to review property management company proposals and make a decision to identify the management company of choice and begin contract negotiations with the end result to replace current management company. MSC

- 3.(g)(2) The Board motioned to enter in contract negotiations for an initial (2) year agreement of property management services as detailed in the United Property Associate’s starting proposal. MSC

4. Homeowner’s Forum – (2) Homeowners present

- Homeowners came in to drop off ACC request for planting (3) trees in their yard.

5. Reports

5.a. Financial Report – (Treasurer: Cliff Krebs) **Not in attendance**

- Nothing significant to add.

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: Mitch Gold) **In attendance.**

- Nothing Significant to report.

6.b. Social Committee: (Chairperson: Randi Corcoran) **Not in attendance**

- Updated Social Events Facebook Page rules.

- Adult Bash – in planning for September involving food trucks and ticket vouchers.

- Eat the Streets (Food Trucks) continue.

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

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS**

- Discussed two issues with Pool Management Company, (1) lifeguard must be in lifeguard chair if there is anyone in the pool, and (2) lifeguards should not/are not allowed to leave the pool area while on break.

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

- Nothing Significant to report.

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

- Engaged Lt. Creeley (1st Precinct XO) on the issues with kids hanging out in clubhouse area.
- Reminder that the CPD 1st Precinct Executive Officer encourages homeowners to continue the use of the non-emergency line for trespassing type issues (757) 382-6161.

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

- Wrapped up 2020 Swim Season, timed swims on two practices, improvement on many swimmers in just a 3-week season.
- 84 swimmers, 13 new kids, 48 total families.
- Returning money to those families that didn't participate but signed up.

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

- 505 Yorkshire Drive is the Yard of the Month for the month of August. Congratulations, job well done!

7. OLD BUSINESS

7.a. Drainage Issue. 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 was scheduled to occur April 7th. The 7 April meeting was delayed to COVID-19 restrictions. Management will move forward obtaining quote and specifications. Two contractors came by on 9 June to gather information for proposals, and we are currently awaiting those proposals. Manager and Board Members met onsite with contractors to discuss the drainage issue behind the clubhouse. At this time the manager is awaiting additional proposals that were requested to the contractors.

7.b. Reserve Items. Manager has included the items slated for replacement this year, there may be items from previous years that have not been completed and the board should review these as well. Once the items that will be replaced are identified manager can begin obtaining proposals as the board requests. This was discussed at the previous meeting and tabled for further discussion and items from previous years not completed. This item was tabled from the previous meeting to obtain additional proposals for the rear deck area and remains awaiting proposals. A motion was approved to not replace or paint the deck at this time, while awaiting results of 2021 Reserve Study to assess deck options.

8. NEW BUSINESS

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS**

8.a. 2020 Goals. Manager has included the 2020 Goals presented to the membership at the Annual Meeting in November.

8.b. Security Cameras. This topic was previously discussed between the Board of Directors. As COVID happened the discussion stalled. Recent emails to the Board of Directors and comments made by various homeowners about this topic has placed it back on the agenda for discussion and any direction that it may proceed. Virginia Laws were discussed. Cameras are allowed in areas where it is reasonably expected that privacy is not expected (common areas). It is not legal to record voice or conversations. Any storage of video camera pictures or videos must be accessible by anyone.

Pros: Improve public safety, reduced crime rate, assist in catching criminals, provide evidence and gathering clues, bring convenience to everyday life

Cons: Easily abused, hard to prevent blackmail/voyeurism/wrong uses, effectiveness is doubtful, doesn't deter criminal minded individuals, when used only as a threat and put to the test if no action is taken on criminal activities they become ineffective, expensive to maintain and monitor compared to crime that is desired to be prevented

The ultimate desire is for action to be taken to keep the club house area a safe and friendly environment. Actions to achieve this have been taken and continue to be taken. The CPD now routinely come by on regular shifts. The Neighborhood watch continues to publish non-emergency phone numbers that can be called in the event of harassment or unsafe actions. Residents have stepped up reporting to CPD incidents and situations around the club house area. When it comes to installing cameras, there are a lot of questions that go unanswered. Who is the active monitor of the cameras? Who has the responsibility/authority to monitor the cameras? What does a picture or video lead to? Who is going to pursue criminal charges or press charges? They can provide a false sense of security (cameras that are not consistently monitored will be lacking in ability to stop bad or criminal behavior). How do you link previous photos and/or names of individuals? CPD Officer Rindfleisch participated in the discussion on security cameras and how they could be employed and how it is one aspect of many that are required to deter criminal actions. It takes multiple methods and approaches to be successful in deterring this criminal actions and behavior.

MEETING ADJOURNED – 10:09 p.m. *Next Meeting is scheduled for Sep 15, 2020.*

PAUL CORCORAN
CFHOA Secretary

LONNIE HARRELSON
CFHOA President