

MEETING MINUTES  
Regular Board Meeting  
**October 20, 2020**

**MEETING CALLED TO ORDER:** Quorum established; meeting called to order at **5:59 p.m.**

**Members present:** Lonnie Harrelson (President) Late Arrival, 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**

- The board motioned to approve the Oct 20, 2020 meeting agenda with the addition of new business item 8.c. replacement reserve CD maturing on November 2, 2020.

**MSC**

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

- The board motioned to approve the Sep 22, 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) Murray Brothers – Replace 50 Anchors for pool cover, (f) 2021 Pool Season Modified Negotiated Proposal, (g) Landscaping Contract, (h) Craftsman Fencing Last Portion of Fence, (i) DesRoches (2020-2022), and (j) Violation Log.

**MSC**

**3. Executive Session (6:03 p.m. – 7:00 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 Sep 22, 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 pressure wash 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 clean gutters to remove growth 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)(3) The Board motioned to send the owner a certified letter giving the homeowner 15 days from the date of the letter to remove boat 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 replace rotten wood on trim 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)(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 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 to clean/paint sidelight windows in accordance with the governing documents or or be assessed \$10 per day, for a maximum of 90 days, or until the action is completed.

**MSC**

- 3.(c)(1)(a)(1) The board motioned to sign a lien for delinquent assessment of \$375.00, CCR #35 & 36 for \$1,800.00, and late fees of \$37.50 plus interest at 10% per annum, Attorney Fees of 33% and Costs incident to this proceeding.

**MSC**

- 3.(g)(1) The Board motioned to accept and sign the proposed contract submitted by Newell Lawn Service LLC for years 2021 and 2022.

**MSC**

- 3.(h)(1) The Board motioned to accept the proposal from Craftsman Fencing

to replace the remaining 32 linear feet of fence on the Parker Road portion of the entrance to be taken from replacement reserves.

**MSC**

**4. Homeowner's Forum** – (8) Homeowners present

- Topics discussed during the Homeowner's Forum include the following:
  - One homeowner is concerned with the lack of use of the playground, tennis courts, and clubhouse area because of the disrespectful youth hanging out in these same areas.
  - One homeowner had an incident at the clubhouse with unruly teenagers. She asked the kids to move on and play somewhere else, and they yelled and shouted degrading comments to the Homeowner. At the end of the night while cleaning the bathroom she noticed items missing. Suspicion is that some kids had gained entry to the clubhouse and removed these items.
  - Numerous times vulgar language has been used towards adults and other homeowners. Some of the kids who are causing the trouble are “invited” by some of the homeowner's kids. The disrespect problem has caused more issues than the actual fact that these kids are hanging out around the clubhouse.
  - When asked by the board what actions are desired by Homeowners, there was uncertainty of what can be done.
  - The Neighborhood watch has mentioned that the issue likely needs to be addressed to the Chief of Police and/or Precinct Captain.
  - Perception is that the idea of calling the non-emergency line doesn't seem that it will make a difference.
  - One homeowner told a homeowner, who called to report a sexual assault on her child, that nothing can be done without proof.
  - Homeowner suggested to have a Private Security Company to patrol the area and try and keep the peace.
  - Another homeowner requested to make a requirement that homeowners or minors must have a pass displayed or can only have so many visitors allowed.
  - One homeowner said that the neighborhood watch needs to step up and do more to take care of this problem. The Neighborhood Watch is comprised of volunteers and they are not a security patrol.
  - More volunteers are needed to help with the existing volunteer committees, or even establish new committees that can help with this issue.
  - Another homeowner stated that they do not want their own property targeted or vandalized, so they are not comfortable and won't report a crime or a kid being disrespectful.
  - One homeowner reported that it is common knowledge in the local high schools, that drugs are being sold here in the community. Another homeowner wants there to be a system where parents can be instantly notified about incidents that are occurring around the clubhouse so parents can act immediately on engaging their kids.
  - One homeowner wants the board to engage in Social Media, specifically on

Facebook, but the board will not engage in non-official social media sites. The board engages via official social media accounts and sites.

- Neighborhood Watch will contact the Precinct Captain for additional CPD presence and for potential solutions/strategies to assist with the youth problems around the clubhouse. Email will be sent out to those in attendance with an update of that communication.
- Calling the Police when incidents happen was stressed to the homeowners in attendance. If we do not engage/call the Police, the Police will not have records of any issues at/ around our clubhouse.
- Additionally, homeowner Jude Donato, requested another dump truck full of sand for the volleyball court in the Spring of 2021.

## **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: Mitch Gold) In attendance.**

- Nothing Significant to report.

### **6.b. Social Committee: (Chairperson: Vacant) Not in attendance**

- Social Committee chair has resigned.
- Article included in Cheshire Chat requesting volunteer or volunteers to lead this committee.

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

- Nothing Significant to report.

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

- Fall Cheshire Chat was posted on Monday 19 Oct.

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

- Filed a vandalism report with CPD for another (#2) broken landscape light.

- Remain in contact with CPD on youth issues around the clubhouse.
- Invited CPD to the Annual Homeowners meeting.
- Reminder that the CPD 1<sup>st</sup> 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.**

- Nothing significant to report.

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

- 701 Lords Landing Ct. is the Yard of the Month for the month of October.  
Congratulations, job well done!

**7. OLD BUSINESS**

**7.a. Drainage Issue.** Manager has requested proposals for the drainage issue. At the time the package was created there were no proposals received. Once they are received Manager can provide them to the Board at the meeting. Currently the manager is waiting more information prior to obtaining proposals. Specs have been provided at the January meeting by Cliff and a request for proposal was sent out to contractors for bids. At the February meeting it was requested to have Bud Creasy modify his proposal to include cleaning out the existing swale. That proposal was requested and has been received. Previous meeting the Board requested additional proposals for this request. A proposal was approved for Hydracrete, manager requested the silt fence to be installed and for the work to be done the week after Labor Day when the pool closes. Hydracrete has the work scheduled for the week of September 9th - if this works for the Board manager will let the contractor know. This item is scheduled for work to be completed week of September 9th weather permitting. The contractor has completed his work; manager, contractor, vice president and treasurer met onsite to do a post construction meeting October 1, 2019. If needed the extent of this meeting that occurred can be discussed in Executive Session. At this time, the Board and contractor agreed to payment of \$7,500 of work completed which has been paid to the contractor. At this time, the manager is looking for what the Board would like to do at this point. Tabled from the previous meeting for Cliff to contact contractors. Manager and Board members met onsite with contractors to discuss the drainage issue behind the clubhouse. At this time manager is awaiting additional proposals that were requested by Cliffs contractors.

Update from Cliff Krebs, was that one of the contractors said they could not meet the requirements to perform work within the community, and it was requested to management to provide what the requirements are.

**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. Based on the last meeting the Board will be reviewing the fence at the March Meeting along with proposals for the decking that have been received. This item was tabled from the previous meeting to obtain additional proposals for the rear deck area. This item was tabled from the previous meeting for fence replacement to be completed and the rear deck at the clubhouse has been placed on hold until the new reserve study. The board has contracted with Reserve Advisors to prepare the 2021 Reserve Study (this is planned to be completed the first quarter of 2021)

**7.c. 2019 Audit.** Manager has worked with the auditors and has received the 2019 financial audit prepared by DesRoches. At this time, the board should review the audit that has been provided by the CPA. This item was tabled from the previous meeting for further board review. Upon further review, questions were asked about the audit's high risk finding regarding the fact that deposits at Union Bank exceed FDIC insurance limits. Manager will provide Board members with a copy of the surety bond that covers these deposits.

**7.d. Annual Meeting Preparations.** With the current guidelines and mandates in place by the Governor of Virginia this year annual meeting should be discussed with the association attorney. Per the Bylaws, Article X, Section 2, states in part "Election to the Board of Directors shall be by secret written ballot..." In recent years the attendance at the annual meetings have been under the allowable gathering limit allowed, but the membership meeting invites all 508 homes to attend, with the additional mandates manager does not think that the clubhouse can hold anyone that wanted to attend and be able to socially distance themselves as required. At this time, the Board will also need to appoint a Nominating Committee that consists of the Chair being a Board member and 2 additional association members. There are two (2) terms up at this annual meeting, Lonnie Harrelson, and Julie Halsnoy. Once all of the logistics are discussed manager can prepare the annual meeting mailing for approval and if needed order the chairs and discuss sign in.

To allow for social distancing and the following of COVID-19 safety protocols, the Annual Meeting will be held at Resurrection Lutheran Church, on November 17<sup>th</sup>, 2020 at 7:00 pm. Registration will begin at 6:30 pm.

## **8. NEW BUSINESS**

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

**8.b. Annual Meeting/Budget Mailing.** Manager has prepared the Annual Meeting/Budget Mailing for the board to review. The Annual Meeting portion of the mailing may need to be modified based on the Vice Presidents research to hold the Annual Meeting. Based on the adopted budget from the budget meeting there is \$3,427.20 in Year End Net income, at this time where would the board like to place the Net Amount within the budget. Annual Meeting mailing to be reviewed one last time, and then mailed out the week of 26 October 2020. Additionally, the \$3,427.20 will be deposited into Operating Reserves within the

budget.

**8.c. CD.** Replacement Reserve CD 1041, for \$46,769.22 currently held with Towne Bank matures on November 2, 2020. CD rates were provided to the Board.

The Board Motioned and was seconded to move the Replacement Reserve CD 1041 monies, a total of \$46,769.22 plus interest, into the Replacement Reserves after closing out the current agreement with Towne Bank, and re-invest this exact amount into a Replacement Reserve CD in January 2021. The motion was amended and seconded to move the Replacement Reserve CD 1041 monies, a total of \$46,769.22 plus interest, into the Replacement Reserves after closing out the current agreement with Towne Bank, and re-invest in January 2021

**MSC**

**MEETING ADJOURNED** – 8:45 p.m. *Next Meeting is scheduled for Nov 17, 2020.*

PAUL CORCORAN  
CFHOA Secretary

LONNIE HARRELSON  
CFHOA President