

MEETING MINUTES
Regular Board Meeting
December 15, 2020

MEETING CALLED TO ORDER: Quorum established; meeting called to order at **6:01 p.m.**

Members present: Allen Jacobs (President), Mitch Gold (Vice President), Cliff Krebs (Treasurer) Paul Corcoran (Secretary), Tom Speelman (Director), Jane McKlveen (Director), and Jamie Groves (Director)

Board members absent: None

Management representative present: Jen Williams

1. Agenda Review and Adoption

- The board motioned to approve the December 15, 2020 meeting agenda, with the addition of new business topics to discuss the property and workman's compensation insurance, discuss using electronic venue for monthly meetings, and community outreach. **MSC**

2. Minutes (Review and Approval)

- The board motioned to approve the October 20, 2020 Board Meeting, October Special Meeting, and November Annual Meeting minutes. **MSC**

EXECUTIVE SESSION

Motion made to enter Executive Session to discuss (a) Executive Minutes, (b) Delinquency, (c) Owner Correspondence, (d) 2021 Pool Season Modified Negotiated Proposal – AAA, (e) Winter Maintenance Contract – Modified - AAA, (f) DesRoches Proposal (2020-2022), (g) Violation Log and (h) swale contract proposal. **MSC**

3. Executive Session (6:23 p.m. – 7:17 p.m. and 8:55 p.m. – 9:14 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 October 20, 2020

Regular Board Meeting.

MSC

- 3.(c)(1) The board motioned to remove all late fees from 4th Quarter 2020 assessment.
MSC
- 3.(c)(2) The board motioned to waive all late fees from 4th Quarter 2020 assessment. **MSC**
- 3.(e)(1) The board motioned to approve AAA Pool's winter maintenance contract to be funded from budget line number 8210, Pool Operations.
MSC
- 3.(f)(1) The board motioned to approve the (3) year contract proposal from DesRoches & Company to serve as CFHOA's independent accountants to be funded from budget line number 7140, Audit and Tax Preparation.
MSC
- 3.(h)(1) The board motioned to approve contract proposal from K&B Lawn Care as provided with a description of "Grade existing swale for drainage, fix low areas where water is standing, bring in topsoil and seed as needed" to be funded from budget line number 9920, Operating Reserves.

MSC

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

- Lonnie Harrelson and Christopher Bowers were present.
- One homeowner emailed a board member, who shared the email, asking when new payment coupon books will be coming out. A letter will be sent this week with pertinent information.
- One homeowner emailed a board member, who shared the email, regarding safety at the club house. As a new resident and with a four-year-old son, he wants to help keep the community great. Homeowner is unhappy with the current board's approach to dealing with the problem kids at the clubhouse.

5. Reports

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

- The annual budget was reviewed and explained by the Treasurer for new board members.

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.**

- Processed 5 applications.

6.b. Social Committee: (Chairperson: Christopher Bowers) **In attendance**

- Attempting to host a neighborhood Christmas Light Walk with a Coffee/Cocoa Truck.
 - Requests have been sent out to local coffee trucks to see if a flat fee can be agreed upon.
 - Requesting thoughts on using neighbors with a “ServeSafe” food handler certification to run a similar Cocoa / Coffee Brunch
- Discussed/requested input for future events proposals / Plans with consideration for government mandates.
- Recommendation from the board was to ensure reading Virginia Governor’s COVID restrictions and regulations (Executive Directive 72).

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**

- Winter Cheshire Chat input is due 10 Jan 2021.

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

- Spoke to Lt Creeley (CPD 1st Precinct) on December 14th regarding continuing issues with kids at clubhouse, incident with resident at clubhouse December 11th, and incident at Cheshire Forest Park (along Edgewood Arch) on December 12th. CPD to continue to monitor clubhouse area and asks for Cheshire Forest to assist with identifying problem kids.
- 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.
- One board member explained that there are people who want to help fix the problems around the clubhouse. Indications have identified that people are open to volunteering to assist solving the problem. It was recommended that if notification came from the board to establish a working committee to gather input and provide combined responses and options, to the board, the community can provide useful options. Thoughts about contacting people through all methods of contact (email, social media, etc) calling for volunteers and soliciting ideas on how to address the problem was discussed. One suggestion was made to form an ad hoc committee to address problems around the club

house. An article will be included in the Winter 2021 Cheshire Chat to discuss the formation of a committee.

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**

- Yard of the month for November was 651 Edgewood Arch. Great job and Congratulations!

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. This business was addressed in executive session, resulting in 3.(h)(1) approved motion. Work is expected to begin as soon as a series of dry days occur.

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. The board has contracted with Reserve Advisors to prepare the 2021 Reserve Study (this is being planned to being the first quarter of 2021). Nothing further to discuss.

8. NEW BUSINESS

8.a. Property and Workman's Compensation Insurance. The insurance broker sent our insurance policies requesting signatures by 1 January 2021. The Treasurer will contact the insurance company to discuss certain line items. Once communication is complete an email will be sent to all board members for update and signature will be provided upon board vote.

8.b. Electronic Venues for Monthly Meetings. Since COVID the Virginia Governor has approved to allow 100% participation via virtual meetings for board members. One board member expressed how communication is key and there is difficulty for people to attend

meetings in person. It is suggested to use zoom or another virtual meeting platform for board members to conduct monthly meetings (executive sessions). Additionally, it is suggested to use zoom or another virtual meeting platform for open sessions, to make it easier for homeowners to participate from other locations. One board member will reach out to United Property Associates (new management company) on January 1, 2021 to research options for conducting virtual meetings with a goal of presenting potential options during the January meeting.

8.c. Community Outreach. Potential for adding an “Ask the Board” button on Nextdoor and cheshireforest.org was discussed. Discussion included who (Manager or board member(s)) would respond to these questions. Will coordinate with United Property Associates, new management company, for potential use of this button. More discussion at January meeting.

MEETING ADJOURNED – 9:15 p.m. *Next Meeting is scheduled for Jan 19, 2021.*

PAUL CORCORAN
CFHOA Secretary

ALLEN JACOBS
CFHOA President