

MEETING MINUTES  
Regular Board Meeting  
**September 22, 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), Tom Speelman (Director), Paul Corcoran (Secretary), Mitch Gold (Director), and Cliff Krebs (Treasurer) late arrival

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

**Management representative present:** None

**1. Agenda Review and Adoption**

- The board motioned to approve the Sep 22, 2020 meeting agenda, with the addition of the Dominion Energy Powerline Project into new business.  
**MSC**

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

- The board motioned to approve the Aug 18, 2020 Board Meeting minutes.  
**MSC**

**EXECUTIVE SESSION**

Motion made to enter Executive Session to discuss (a) Executive Minutes, (b) Delinquency, (c) Owner Correspondence, (d) 2020-2021 Winter Maintenance Contract, (e) 2021 Pool Season Proposals (with an option for a monitor if needed for next year), and (f) violation log, (g) Management Company Discussions.

**MSC**

**3. Executive Session (6:07 p.m. – 7:20 p.m. and 8:29 p.m. – 8:51 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 Aug 18, 2020 Regular Board Meeting.

### MSC

- 3.(e)(1) The board motioned to approve AAA Pool's 2021 pool contract for \$47,500; the motion was amended to ensure that section 15A is removed from the contract before signing. MSC
- 3.(f)(1) The board motioned to have management request the landscape contract with Newell Landscaping scope of work remain unchanged with the exception of the cost of the contract be amended to \$45,000, which equates to approximately a 3% raise.

### MSC

- 3.(h)(1) The Board motioned to approve termination notification of current management contract and move forward with final legal review and acceptance upon agreement with the United Property Associates contract for management services.

### MSC

#### 4. Homeowner's Forum – (3) Homeowners present

- Mr. Bullard, 753 Yorkshire Trail homeowner addressed concerns with the goose population around the lake. He stated that the proliferation has grown from 10 to 12 a few years ago to over a hundred. He offered the use of reflective tape to be used to try and curb the goose problem. Also, he requests signs be put up to discourage the feeding of the animals. Homeowner offers his own support to help build and apply geese repellent tape to try and reduce the population. Homeowner also offered success with owl statues or even better owl statues that also have motion.
- Mr. Benjamin Carpenter, who is 20 years old and has lived in the community his entire life. He addressed the board on his employment as a contractor. He feels as though his ability to be profitable has been hampered because he can't fit material in his SUV. He is looking to purchase a covered trailer in good condition to utilize for his company. He read the governing documents and understands trailers are not authorized on homeowner lots unless VFNP. The Board thanked him for appearing before the board, but trailers must be stored in accordance with the governing documents.
- Mr. Chris Bowers came by to thank the board for the hard work with opening the pool. A lot of families really enjoyed it and he just wanted to come by and say thank you.

#### 5. Reports

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

- Tracking on all requirements and we are in a good financial state.
- On 8 October at 6pm the board will meet to discuss the annual budget.

##### **5.b. Manager's Report** – (Manager: Jennifer Williams) **Not 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**

- Adult Bash – Cancelled due to lack of Volunteers to support.
- Food trucks once a month, 4th Wednesday, through end of year.
- Looking for volunteers and topics for Halloween options.

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

- Pool season concluded on 13 Sep.
- Pool equipment stored and pool cover put on 14 Sep.

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

- Request for input for the Fall Cheshire Chat came out today.

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

- National Night Out event for 6 Oct has been cancelled.
- Distributed August and September Community Awareness reports to Block Captains.
- 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**

- 517 Archer Place is the Yard of the Month for the month of September. 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. The board has contracted with Reserve Advisors to prepare the 2021 Reserve Study (this is being planned to being the first quarter of 2021).

## **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. 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. Board members were asked to review the 2019 audit. This topic will be readdressed at the October Board Meeting.

**8.c. 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 4 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.

The Vice President is going to look into options for a larger, off-site, meeting location and follow back up at the October meeting.

**8.c. Dominion Energy Powerline Project.** Dominion Energy has been sending out letters discussing the powerline project with specific instructions with regards to easements and access

along the power lines. The ACC should be aware homeowners may start addressing and the ACC should continue to address all easement challenges when appropriate while processing requests.

Motion made to reenter Executive Session to discuss Violation log, goose reflective tape, and Management Company Discussions at 8:29.

**MEETING ADJOURNED** – 8:54 p.m. *Next Meeting is scheduled for Oct 20, 2020.*

PAUL CORCORAN  
CFHOA Secretary

LONNIE HARRELSON  
CFHOA President