

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS**

MEETING MINUTES  
Regular Board Meeting  
**April 20, 2021**

**MEETING CALLED TO ORDER:** Quorum established; meeting called to order at **6:00 p.m.**

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

**Board members absent:** Paul Corcoran (Secretary)

**Management representative present:** John Kohlman.

**1. Agenda Review and Adoption**

- Motion made to approve the April 20, 2021 Agenda with the addition of the following agenda topics added to new business: 1) HOA Leader, 2) Virtual Meeting Attendance, and 3) Playground Mulch. MSC
- Motion made to modify meeting agenda to move New Business agenda topics of 1) Tree Pruning Proposals and, 2) Always Clean Services Proposal from Open session to Executive session. MSC

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

- Motion made to approve the March 16, 2021 Board Meeting minutes. MSC

**EXECUTIVE SESSION**

Motion made to enter Executive Session to discuss (a) Agenda Review and Adoption, (b) Executive Minutes, (c) Due Process, (d) Manager's Report, (e) Owner Correspondence, (f) Violation Log, (g) Delinquency and (h) Proposals. MSC

**3. Executive Session (6:03 p.m. -- 7:11 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) Motion made to approve the April 20, 2021 Executive Session Agenda with the addition of sub-paragraph 3.(h) Proposals. MSC
- 3.(b)(1) Motion made to approve the Executive Minutes from the March 16, 2021 Regular Board Meeting. MSC

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- 3.(c)(2) The Board motioned to send the owner a certified letter giving the homeowner until May 31, 2021 to remove soccer goal from side yard and store 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.(c)(3) The Board motioned to send the owner a certified letter giving the homeowner until July 31, 2021 to remove construction debris from driveway 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.(h)(1) Motion made to accept A Atlantic Tree Service's proposal, total cost \$8400.00 to be funded from Operating Reserves, budget line 56600. MSC
  
- 3.(h)(2) Motion made to accept Always Clean Services proposal for a total of \$2035.00 to pressure wash the pool deck, clubhouse deck and gazebo, pool building, and white pool fencing to be funded from budget line 54660 Pool Supplies/Repair. MSC

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

- Three (3) of the Homeowners in attendance were Committee Chairs representing their respective Committees to provide updates to the Board.
- The fourth Homeowner had specific questions regarding the ACC process as is planning an exterior alteration to his home. ACC Committee Chair provided information to homeowner on the ACC Application process.

**5. Reports**

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

- UPA accounting report formatting has been updated.
- Legal fee/cost expense in the amount of \$639 requires detailed explanation from UPA.
- Potential of plumbing expense to be reclassified from operational reserves to Pool Supplies/Repair.

**5.b. Manager's Report** – (Manager: John Kohlman) **In attendance**

- Manager to research legal accounting/expense handling as noted in section 5a above and advise the Board.
- Reviewed all maint./repairs completed during previous period.
- Dominion Energy reached out regarding tree trimming requirements in Cheshire Forest common areas. Dominion Energy to mark trees. Manager indicated Dominion Energy may be reimbursing association in those cases where trees are taken down. More information to follow.

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**6. Committee News/Issues**

**6.a. Architectural Committee:** (Chairperson: Mitch Gold) **In attendance.**

- YTD 12 ACC applications received and processed.
- 4 ACC applications received and processed since last report out to Board.

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

- Easter Egg Walk and Teen Movie Night held and were a success.
- Rib Cook Off scheduled for Saturday 4/24/21 at clubhouse parking lot.

**6.c. Pool Committee:** (Chairpersons: Jim and Mary Burres) **In attendance**

- See specific comments under section 8b of this document.

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

- Spring 2021 Cheshire Chat went out on 13 April.

**6.e. Neighborhood Watch:** (Chairperson: Cheryl Griner) **In attendance**

- National Night Out is currently being worked on and is scheduled to take place August 3, 2021 (First Tuesday in August).
- Chesapeake Crime Prevention Council (CCPC) meetings to restart in July 2021.
- Security Committee report out remains pending at this time.

**6.f. Swim Team:** (Representative: Tracy Tucker) **Not in attendance, however sent an email with a status update as follows:**

- Tentative Meet Schedule received but details still require coordination.
- Requested tentative dates and times for potential pool and clubhouse usage in support of swim meets, but details still need coordination.
- Practices begin the Tuesday after Memorial Day, June 1<sup>st</sup>.

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

- Yard of the Month selections to begin in May.

**7. OLD BUSINESS**

**7.a. Pool / Playground Drainage.** A contract proposal was accepted at the 15 December 2020 meeting to address drainage between the playground and tennis courts. Work is expected to begin as soon as a series of dry days occur. Cliff Krebs to follow-up with contractor about scheduling work. Too much rainfall recently and unable to get heavy equipment into field safely. Work remains on calendar.

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**8. NEW BUSINESS**

**8.a. Reserve Study.** Preliminary Reserve Study received from Reserve Advisors on 4/2/21. Recommendation is made to schedule a separate working group to review the preliminary report for any questions, comments, and concerns. Working group review to be held at the Clubhouse on 5/4/21 at 6:30 pm.

**8.b. Pool Opening Preparations.** Initial pool opening meeting was held on 4/13/21. Goal of that meeting was to define those preparations required before pool opens Memorial Day weekend. Further actions required are:

- Manager to coordinate with AAA Pools to ensure specific pool requirements, COVID Operational Plan and 2021 Pool Rules are agreed upon.
- 2021 Pool Rules to be published via Nextdoor, website, and FB prior to pool opening.
- Manager to obtain required COVID signage and disinfecting supplies.

**8.d. 2020 Taxes.**

- Previous Management Company, Chesapeake Bay Management (CBM), should be working with CFHOA and accounting firm to complete CFHOA 2020 taxes.
- Need to determine who our contact is with accounting firm and CBM.
- Manager to coordinate with UPA accounting and accounting firm to determine UPA involvement in this process.

**8.e. HOA Leader.** HOA Leader is an online resource for HOA related information. Motion made to have Board purchase an annual subscription to HOA Leader for \$119.00/year to allow Board members to leverage expertise. Motion was not seconded.

**8.f. Virtual Meeting Attendance.** Motion made that the Board allows association members to participate in Board meetings virtually by electronic means or by teleconference. The motion was seconded, discussion held on necessity for change to current method of homeowners attending meetings, and limited numbers of homeowners attending past meetings. Motion did not carry.


**8.g. Playground Mulch.** Motion made to have vendor, Newells Landscaping, replenish playground mulch for an amount not to exceed \$3000.00 to be funded from replacement reserves, budget line 55490.

**MSC**

**MEETING ADJOURNED** – A motion was made to adjourn meeting at 9:14 pm. *Next Meeting is scheduled for May 18, 2021.*

**MSC**

  
Mitchell Gold on behalf of  
PAUL CORCORAN  
CFHOA Secretary

  
ALLEN JACOBS  
CFHOA President