

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS**

MEETING MINUTES
Regular Board Meeting
July 21, 2020

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

Members present: Lonnie Harrelson (President), 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 July 21, 2020 meeting agenda with the updated version of the telephone conference with Attorney Jeff Hunn. MSC

2. Minutes (Review and Approval)

- The board motioned to approve the June 16, 2020 Board Meeting minutes. MSC
- The board motioned to approve the July 14, 2020 Special Meeting with Attorney 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, f, g) Contracts, and (h) CC&R review. MSC

3. Executive Session (6:04 p.m. – 7:32 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 June 16, 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 clean brick steps 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 until 7 Sep 2020 to repair/replace rotten wood around the garage in accordance with the governing

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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 until 7 Sep 2020 to paint trim 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
- 3.(b)(4) The Board motioned to send the homeowner an email, from management, giving the homeowner until 7 Sep 2020 to complete power washing in accordance with the governing documents. MSC
- 3.(b)(5) The Board motioned to keep this violation active and re-assess during the August 2020 regular board meeting. MSC
- 3.(b)(6) The Board motioned to send the owner a certified letter giving the homeowner until 15 Sep 2020 to replace missing shingles 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
- 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 power 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)(8) The Board motioned to send the owner a certified letter giving the homeowner 15 days from the date of the letter to power 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)(9) The Board motioned to send the owner a certified letter giving the homeowner 15 days from the date of the letter to paint/clean trim 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
- 3.(b)(10) The Board motioned to dismiss the violation, and send the homeowner a letter from management, to inform homeowner this violation has been closed. MSC
- 3.(b)(11) The Board motioned to send the owner a certified letter giving the homeowner an extension until 1 Aug 2020 to power wash in accordance with the governing documents or be assessed \$10 per day, for a maximum of 90 days, or until the action is complete. MSC
- 3.(b)(12) The Board motioned to send the owner a certified letter giving the homeowner until 15 October 2020 to complete power washing 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 until 15 October 2020 to paint trim around home and shed 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)(14) The Board motioned to send the owner a certified letter giving the homeowner until 15 October 2020 to replace rotten wood on home and paint to match in accordance with the

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governing documents or be assessed \$10 per day, for a maximum of 90 days, or until the action is completed. MSC

- 3.(d)(1) A motion was made to send the homeowner a letter from accounting waiving the remaining non-compliance fees of \$766, confirming receipt of \$134 in non-compliance fees that have been collected, and that all boat violations have been closed out at this time. MSC
- 3.(f)(1) A motion was made to not replace or paint the deck at this time, while awaiting results of 2021 Reserve Study to assess deck options. MSC
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4. Homeowner's Forum – (3) Homeowners present

- Homeowners began with discussion on the status of rentals for the club house and pool. Concern was that nosemi-private or private pool parties are authorized for this year. The homeowner has an existing reservation that included the club house and pool. The homeowner was informed that the pool reservation is cancelled, and they should receive a refund from management. The club house reservation is still active; however, an updated waiver must be signed due to regulations as a result of COVID.
- Questions were asked about conducting the monthly meetings virtual because of COVID numbers rising. The current meeting is practiced in accordance with all regulations as a result of COVID, but a virtual meeting option will be explored. If a homeowner is uncomfortable attending a meeting due to COVID, they are encouraged to write a letter or an email to the management team and the board can discuss during the meeting.
- Question was asked about updates regarding security cameras around the clubhouse. This initiative fell dormant due to shift of focus resulting from COVID restrictions. The same concerns are present, what are the procedures or policies, who is going to manage the cameras, maintenance and upkeep of the systems, etc. This topic could be addressed again in future meetings if added to the agenda.

5. Reports

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

- All reports have been reviewed and are in good standing.
- The Treasurer will be draw up a scope of work and provide historical references to present to the board in consideration for hiring a professional electrician to assess the club house electrical draw. This stems from continuously excessive electrical bills.

5.b. Manager's Report – (Manager: Jennifer Williams) **In attendance**

- Board reviewed the Manager's Report.

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- Motion was made to approve the Jeff Hunn (HOA lawyer) updated club house rental agreement.

MSC

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

- Outdoor Movie Nights in planning
- Adult Bash – in planning for September involving food trucks and ticket vouchers.
- Eat the Streets (Food Trucks) continue in July and August

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

- Coordinating with Murray Brothers for Pool Opening on 22 July.

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

- Summer Chat posted 11 July.

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

- Nothing Significant to report.
- 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.

- Practice is scheduled to start July 23rd.

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

- 505 Archer Place is the Yard of the Month for the month of July. Congratulations, job well done!

7. OLD BUSINESS

7.a. Pool / Playground Drainage. 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,

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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.

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.

7.c. Pool and Club House Opening Status. After the special meeting with Attorney Jeff Hunn and in accordance with the adopted meeting minutes, the HOA has worked with the new pool management company to open (on or about 22 July) and manage the pool within CDC and other executive regulations and orders. Club House rentals has an updated rental agreement that was reviewed by Attorney Jeff Hunn and is ready for rentals to occur.

8. NEW BUSINESS


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


8.b. CDs. Cheshire Forest has (2) CDs that mature on July 23rd. Operating Reserve CD 7541 and Replacement Reserve CD 7542. The Manager provided the most current rates for the board to review.

A motion was made to roll over Operating Reserve CD 7541 and Replacement Reserve CD 7542 with Olde Pointe Bank for a term of 12 months at .4%.

MSC

MEETING ADJOURNED – 8:20 p.m. *Next Meeting is scheduled for Aug 18, 2020.*


PAUL CORCORAN
CFHOA Secretary


LONNIE HARRELSON
CFHOA President