

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS**

**MEETING MINUTES
Regular Board Meeting
January 19, 2021**

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

1. Agenda Review and Adoption

- Motion made to approve the January 19, 2021 Agenda with the addition of Electronic Venues for Monthly Meetings, and Community Outreach added to old business from the December 15th 2020 Board Meeting. **MSC**

2. Minutes (Review and Approval)

- Motion made to approve the December 15, 2020 Board Meeting minutes. **MSC**

EXECUTIVE SESSION

Motion made to enter Executive Session to discuss (a) Executive Minutes, (b) Delinquency, (c) Owner Correspondence, (d) Violation Letter (Sample), and (e) Violation Log sample. **MSC**

3. Executive Session (6:04 p.m. – 6:40 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) The Board motioned to approve the Executive Minutes from the December 15, 2020 Regular Board Meeting **MSC**

4. Homeowner's Forum – (1) Homeowner present

- Homeowner came in to talk about a few items. Recently moved into the neighborhood in August. Question was asked about new assessments slips/coupons. Manager asked the homeowner if the welcome letter received from management had four coupons enclosed. Homeowner was not sure about how many coupons were included. Homeowner was informed to email John Kohlman and he will resend coupons. The second topic the homeowner asked about was the HOA's independent accountants. Homeowner has experience in HOA accounting and offered to assist if needed. The final point of discussion was that someone drove by the homeowner's house and

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was taking pictures. The homeowner wanted to ask if there was someone from management that drove by today and took pictures. The answer was no, it was not management.

5. Reports

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

- No financial report at this time. UPA sent over an incomplete financial report this afternoon and has not been reviewed by the board yet.

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

- Board reviewed the Manager’s Report.

6. Committee News/Issues

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

- One application in December that was processed, and an additional earlier in January.

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

- There are a few small activities, teen aged focused, being put together to include the teens in the community. The first is a movie night planned for the easter time frame. More to follow.

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

- Nothing Significant to report.

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

- Winter Cheshire Chat released 13 January 2021.

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

- Al Crouch and Al Jacobs will be stepping down as head of Neighborhood Watch. The current Block Captains will be contacted to see if there is a volunteer to take over.

6.f. Swim Team: (Representative: Tracy Tucker) Not in attendance

- Planning on recruiting for the team in March.

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

- Nothing significant to report.

7. OLD BUSINESS


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8.d. Common Area Tree Trimming. At the front entrance (Parker and Sheffield Drive), it has been noticed that some tree trimming is required. Manager will meet with board members to determine overall common area tree trimming requirements, so that a proper scope of work can be detailed and sent out for proposals.

Board of Director Meeting Notification. There was a discussion amongst board members on the notification requirements for a Board of Director meeting vice an Association meeting. Specifically, is there a requirement to email homeowners that a BOD meeting is scheduled. CFHOA governing documents and the Virginia Property Owners Association Act outlines notification requirements for meetings. After discussion, the HOA's BOD meetings are announced in accordance with current directives.

A motion was made, for those homeowners who have accepted to receive email communication, to continue to be informed via email in advance that a board meeting is occurring, and a homeowners' forum is available. The motion did not receive a second, and therefore does not move forward.

MEETING ADJOURNED – 9:15 p.m. Next Meeting is scheduled for February 16, 2021.


PAUL CORCORAN
CFHOA Secretary


ALLEN JACOBS
CFHOA President