

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS**

**MEETING MINUTES  
Regular Board Meeting  
March 16, 2021**

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

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

**Board members absent:** Tom Speelman (Director)

**Management representative present:** John Kohlman.

**1. Agenda Review and Adoption**

- Motion made to approve the March 16, 2021 Agenda with the addition of new business agenda item, Verizon. MSC

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

- Motion made to approve the February 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, and (g) Delinquency. MSC

**3. Executive Session (6:02 p.m. – 7:00 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 March 16, 2021 Agenda with the requested change in order to: (a) Agenda Review and Adoption, (b) Executive Minutes, (c) Due Process, (d) Manager's Report, (e) Owner Correspondence, (f) Violation Log, and (g) Delinquency Report. MSC
- 3.(b)(1) Motion made to approve the Executive Minutes from the February 16, 2021 Regular Board Meeting. MSC
- 3.(c)(1) The Board motioned to send the owner a certified letter giving the homeowner until 30 April 2021 to store boat 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

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS**

**4. Homeowner's Forum** – (9) Homeowners present

- Board member indicated that a homeowner wished to record the meeting as allowed by law – a discussion ensued as to the legality and practicality. Board agreed to discuss whether rules regarding how recordings are made could be adopted.
- The HOA President introduced the board members to the homeowners. The President thanked the homeowners for coming by.
- One homeowner discussed her child and friend came to the clubhouse to play tennis on the tennis court. They left their bikes in front of the club house while playing on the tennis courts in the rear of the club house. When they were done playing tennis, their bike tires were flat, the lights on the bike were broken, and the chains were off. Homeowner filed a police report. Homeowner referenced a sign on the tennis court that states there is a video camera on premises. Homeowner took comfort in thinking there was a camera watching over the area and was upset to find out there are no cameras. Homeowner was unaware of any problems at the club house, or that individuals are being targeted. Cheshire Forest is a private association and comes with a cost by each homeowner and that provides a feeling of comfort and security. Homeowner stated that having the police come into the neighborhood makes the whole neighborhood look bad. Homeowner feels that there is no reason to not have cameras. Currently, the homeowner no longer allows the middle school aged kids come to the club house, which part of her dues pay for.
- A second homeowner defines herself as a caring mother and wants cameras. Homeowner got fuming mad at posts on Facebook. The homeowner's child was identified as one of the boys who fit a description of a child causing problems but there is no proof one way or another who the child in question actually is.
- A third homeowner discussed how they had to file a police report as well and have positive identification of teenagers who offered a "hit" on their vape for \$2 to younger underage kids. The young kids accepted and paid the \$2 and became ill after using the vape. A comment was made that there are usually up to 25 kids hanging around the club house.
- The final homeowner who addressed the board wanted to make 3 points and then leave so that others could enter the room. First, professionalism. The homeowner exclaimed that someone from the board was cursing at another unnamed individual. The homeowner recommended that the board member should behave professionally or step down from their duties. Second, the homeowner has four friends who are selling their house and leaving because of the problems at the club house; and is considered this as an option as well. Encouraged board to do something about the issues. Finally, July 1, 2021 board meetings will be legally allowed to be held online and homeowner wants the board to consider using virtual means of participating. The board has to enact rules and regulations, but the board should consider it.
- Three homeowners present chose to leave due to time constraints and COVID restrictions allowing only 10 people at a time to gather inside.

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS**

- The Board explained to the residents that the recently formed Security Committee is looking into the security concerns and should have a report/recommendations for the board soon. Once the board has that report, recommendations made will be reviewed/considered.

**5. Reports**

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

- Treasurer reports the turnover between management companies has caused delays for UPA in providing complete financial reports and reconciliations. There is also concern on bills being paid on time. Treasurer will coordinate with UPA finance personnel on specifics.
- Request the Balance Sheet, Budget Comparison, and Manager’s Financial Report be included in the Board Package, all other Financial Reports should be provided to the Treasurer.

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

- Board reviewed the Manager’s Report.
- Sand for Volleyball Court. Board member will reach out to Jude Donato and ask for a time frame for sand delivery.
- Replacement Reserve CD. Request manager to provide CD rate information.
- Reserve Study. Requested Manager to provide an update to the reserve study currently underway by Reserve Advisors.
- Board Meeting Agenda Topics. Manager asked to be notified in advance with any requested modifications to the agenda that is sent out, prior to the meeting, so it can be properly added.

**6. Committee News/Issues**

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

- Year to date, 8 applications have been requested. Seven have been approved.

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

- Still trying for an Easter Spring Party within the neighborhood. Hoping for Sunday 28 March for a Trick-or-Treat type event but Easter themed.
- Additionally, there are attempts to have a movie night, thinking about doing it in the parking lot of the club house. Target date is April 2.

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

- Currently working the 2021 Pool Season Rules.

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS**

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

- Input requests for the spring newsletter should be coming out soon.

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

- Filed an updated “authorization for police entry onto private property” so CPD can enforce laws and ordinances in our common areas.
- Met with the CPD crime prevention specialist, and the main topics discussed were:
  - It is not uncommon for HOA neighborhoods to have a tier of consequences when rules are broken in common areas - ex: small fine first, then larger fine, then even banning, and pressing charges
  - Recommends good cameras with good lighting
  - fake cameras are a liability
  - South Norfolk is an example of what happens to a good neighborhood when problems are ignored
  - HOA board members could be held liable if they ignore safety concerns and they do nothing about it.
  - Officer Everette said it was great that we had a security committee and taking steps to implement changes
- The specialist only looked at the club house area, no other association common areas.
- HOA committees can be held liable in civil court for not taking action to address problems.
- Been working with the Security Committee

**6.f. Swim Team: (Representative: Tracy Tucker) Not in attendance, but phoned-in**

- A League call occurred two weeks ago, and the League is discussing creative ways to have a swim team season while following COVID restrictions. It may be required to extend the pool hours for the swim team for Saturday meets. More details are required so the specifics can be clearly understood by all (Board, Swim Team, Pool Contractor, Pool Committee, and residents).
- The question was asked if the pool is still going to be open for Memorial Day. The manager has been asked to validate the planned opening date with AAA Pools, the pool contractor.
- A board member asked if it was the boards intention to let all HOA members phone in to meetings from now on – the board said that it would be something to be discussed.

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

- Nothing significant to report.

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS**

**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. No updates at this time. Anticipate Mid to End of March for work to begin.

**7.b. Common Area Tree Trimming.** Manager and two board members drove around the common areas to assess trees requiring trimming/removal. Manager has received one bid and will solicit bids from two other tree services.


**7.c. 2021 Action Items.** The 2021 action items were reviewed. Clubhouse bathrooms renovation and mulch refurbishment in the playground area are two areas of focus. A scope of work for bathroom renovations will be put together and provided to move forward for requests for proposal. Manager requested a meeting on the first Tuesday in April to discuss bathroom renovations/proposals.

**8. NEW BUSINESS**

**8.a. Invoice from VPS playgrounds (spring 2019).** Treasurer could not find any VPS bill being paid in 2019. March 2019 minutes approved \$1104.00 for VPS work and materials, to be funded from replacement reserves. Manager to ensure invoice is paid from replacement reserves.

**8.b. Verizon.** A board member provided an email to the Manager, Board President and Vice president detailing the current Verizon contract and ways/options to upgrade the bandwidth, obtain a new router and minimize the TV bill. That email will be sent to all board members for review. The board member recommended that we wait to change the contract until a decision regarding security cameras has been made as that decision will affect the bandwidth and router/firewall requirements.

**MEETING ADJOURNED – 8:54 p.m. Next Meeting is scheduled for April 20, 2021.**

  
For PAUL CORCORAN  
CFHOA Secretary

  
ALLEN JACOBS  
CFHOA President