

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS**

MEETING MINUTES
Regular Board Meeting
July 20, 2021

1. MEETING CALLED TO ORDER: Quorum established; meeting called to order at **6:05 p.m.**

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

Board members absent: Tom Speelman (Director)

Management representative present: John Kohlman.

2. Agenda Review and Adoption

- Motion amended to approve the July 20, 2021 agenda with the addition of new business item Swimming Pool Lane Line. MSC

3. Minutes (Review and Approval)

- Motion made to approve the June 15, 2021 Regular 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 Cases 2021-8 thru 13, (d) Manager's Report, (e) Owner Correspondence, (f) Collections (letter of engagement), (g) Violation Logs, (h) Delinquency Report review update, and (i) Delinquency Report. MSC

4. Executive Session (6:10 p.m. – 7:04 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 July 20, 2021, Executive Session Agenda. MSC
- 3.(b)(1) Motion made to approve the Executive Minutes from the June 15, 2021, Regular Board Meeting. MSC
- 3.(c)(1) The Board motioned to send the owner a certified letter explaining the siding is not in violation of governing documents at this time. Manager will follow up with homeowner. MSC
- 3.(c)(2) The Board motioned to send the owner a certified letter giving the homeowner 15 days from the date of the letter to complete the siding on home needs to be cleaned in accordance with

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

MSC

- A motion was made to return to open session at 7:04 pm.

MSC

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

- Nothing Significant to discuss at this time.

6. Reports

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

- Financially secure and looking at pre-pays and collections coming in.
- Walked through the budget and discussed the desire to have management “ask” the board prior to making changes in the budget report to minimize time ensuring accuracy.
- Disbursements were discussed and how line items are broken out.
- There was a significant increase from water bill covering Feb - Apr in comparison to Apr – May (\$115 to \$759) and the board requested management to track down the problem.

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

- Manager reviewed and discussed the manager's report provided in the board package.
- Board asked management about AAA Pools' promised addendum for pool services not provided.
- Club House checklist needs to be updated.

7. Committee News/Issues

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

- Board Reviewed New Basketball Goal Language in ACC Guidelines.
- Manager recommended mailing out copies of the updated ACC Guidelines.

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

- Movie night with the swim team was a big splash.
- Adults asked if there is a way to incorporate a similar event for the Adult Bash.

7c. Pool Committee: (Chairpersons: Jim and Mary Burres) **Not in attendance**

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- Request has been made to purchase an additional lane line marker, in the event the lane line marker being utilized for lap lane swimming breaks.
- There was a complaint about the lap lane, indicating it's a hazard, there are challenges with the basketball hoop usage, etc. Data will be gathered to identify usage of the lap lane.

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

- Newsletter was posted and mailed out.

7.e. Neighborhood Watch / Security Committee: (Chairperson: Cheryl Griner) **In attendance**

- Currently working on proposals for cameras and other taskings from Security Committee Report.
- National Night Out event planned for 3 August.

7.f. Communications Committee: (Chairperson: Jane McKlveen) **In attendance**

- The Communications Committee was established with the initial tasks of:
 1. Increase HOA member engagement
 2. Update the HOA website and I.T. Infrastructure to enable secure communication
 3. Amend HOA policies and procedures
 4. Advise the community on how and when to report problems (in conjunction with the NWSC)
 5. Update signage on Cheshire Forest property.
- **Increase HOA member engagement**
 - The committee continues to work to improve HOA member engagement
- **Update the HOA website and I.T. Infrastructure to enable secure communication**
 - An HOA Board Facebook account has been created to deliver official notices and announcements approved by the board.
 - Creating an HOA Board Nextdoor account has proven to be difficult if possible due to a home address being required to establish an account.
 - The committee is looking for ways to engage residents to ensure information is flowing to and from residents regularly. To help with this communication flow, a Cheshire Forest Comms Committee Facebook account was created. The goal of creating a Cheshire Forest Comms Committee is to push information to residents that does not require Board approval. Examples would be general and factual information that is in line with the goals and agenda of the Board of Directors. After guidance from the Board of Directors, a Standard Operating Procedure document will be developed.

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- Research continues to be done on options to present to the Board for an updated/upgraded website for the Association. As requested – a simple report will be produced laying out the pros and cons of each CMS (3) including costs, and a plan/roadmap as to how the chosen CMS would be implemented and maintained.
- New clubhouse router was installed and secured.
- **Amend HOA policies and procedures**
 - To be discussed at the next Communications Committee meeting – will include a charter for the new communications committee.
- **Advise the community on how and when to report problems (in conjunction with the NWSC)**
 - Will be discussed at the next comms committee meeting
- **Update signage on Cheshire Forest Property**
 - Signage will need to support any upgraded security cameras that are installed; therefore, this task is delayed pending a security camera update.

7.g. Swim Team: (Representative: Tracy Tucker) **In attendance**

- Last meet is an away meet on Saturday 24 July.
- End of the season swim team party will be on 25 July.

7.h. Yard of the Month Committee: (Chairperson: Imelda Barrera) **Not in attendance**

- June 2021 yard of the month was 712 Lincolnshire Ct.
- July 2021 yard of the month is 804 Waterfall Way
- Congratulations!

8. OLD BUSINESS

8.a. Pool / Playground Drainage. Update: the natural gas line has been marked, and it runs right in the middle of the existing swale. Construction will not begin until later August timeframe as to not interfere with Swim Team season.

8.b. 2020 Taxes. Treasurer will coordinate with Management Financial/Accounting to work this issue. This will occur during the delinquency report meeting with management.

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8.c. Reserve Study. Update: Revised Reserve Study has been received. In accordance with the Study, Replacement Reserve funding requires an approximate \$5000.00 per year increase for the next four years and then a more moderate increase after. Replacement Reserve funding to be discussed during the annual budget planning process.

9. NEW BUSINESS

9.a. CD's. A rate sheet was provided to the board via email from management.

- Motion was made to deposit \$16,462.42 into a 12-month CD with Towne Bank at a rate of .32% from Cash Operational Reserves line item 11142. MSC
- Motion made to deposit \$28,379.53 into a 12-month CD with Towne Bank at a rate of .32% from Replacement Reserves line item 11144. MSC

9.b. Swimming Pool Lane Line. The treasurer will research and purchase an additional lane line.

10. MEETING ADJOURNED – 8:35 p.m. *Next Meeting is scheduled for August 17, 2021.*

PAUL CORCORAN
CFHOA Secretary

ALLEN JACOBS
CFHOA President