

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS**

MEETING MINUTES  
Regular Board Meeting  
June 15, 2021

**1. MEETING CALLED TO ORDER:** Quorum established; meeting called to order at 5:56 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.

**2. Agenda Review and Adoption**

- Motion was amended to approve the June 15, 2021 Agenda, with the removal of Creation of Board FB and other Social Media Accounts and Recommendations for Cheshire Forest CMS / Website upgrades. MSC

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

- Motion made to approve the May 18, 2021, Regular Board Meeting minutes. MSC
- Motion made to approve the June 8, 2021, Special Board Meeting Minutes. MSC

**EXECUTIVE SESSION**

Motion made to enter Executive Session to discuss (a) Agenda Review and Adoption, (b) Executive Minutes, (c) Review complaint form filed on May 18, 2021, (d) Manager's Report, (e) Owner Correspondence, (f) Violation Logs, and (g) Delinquency Report. MSC

**4. Executive Session (6:01 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 June 15, 2021, Executive Session Agenda. MSC
- 3.(b)(1) Motion made to approve the Executive Minutes from the May 18, 2021, Regular Board Meeting. MSC
- 3.(c)(1) Motion made to accept the complaint. MSC
- A motion was made to return to open session at 7:04 pm. MSC

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

- Homeowner wanted to ask how an individual can join the pool committee. Board President will get homeowner in communication with the current committee to move forward. The second request is for a period when adults can swim laps in a swim lane. Management recommendation was that it is not called "adult swim" and that it only be for a period of time, not the entire day.

**6. Reports**

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

- Email was sent to Craig to set a time to go over taxes.
- There are negatives appearing on actual expenses. Management reported that the negative reflects a reimbursement back to the association. There was a question about the website domain payment. Management explains it was an internal error, in that the wrong association was charged, and when the mistake was discovered, the reimbursement was credited back.
- Budget Line number 53000 reflects the balance of the payment for the reserve study of \$1,450.00. This expense to be reclassified and charged to Budget Line number 55490 Replacement Reserves.

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

- Manager reviewed and discussed the manager's report provided in the board package.

**7. Committee News/Issues**

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

- Nothing Significant to Report.

**7.b. Social Committee:** (Chairperson: Christopher Bowers) **Not in attendance**

- School's out pool party for teenagers is 17 June.
- Treasurer request receipts for events that have been completed.

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

- Nothing Significant to Report.

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

- Summer Cheshire Chat to be released early July, expect request for input late June.

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

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- Research has been under way for addressing the assigned tasks from the special security committee report.
- There is going to need to be a meeting for all volunteers to address the camera recommendations.

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

- The committee current consists of Tamika Vasquez, Lori Rattan, Erin Karrol.

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

- The swim team has 119 swimmers, 47 (39%) are new to the team, 67 families, and 23 new families
- Because there are so many 6 and under, and being behind where they normally are, an additional coach was added.
- For the Meets when the 6 and under are not ready for the actual meets, there will be a guppy meet that will occur on Fridays immediately prior to the Saturday meets.
- Looking to potentially extend the pool hours for one night so the swim team can host an appreciation movie night where pizza will also be provided. The tentative date requested is July 15<sup>th</sup> however there remains a lifeguard requirement.

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

- May 2021 yard of the month was 828 Cheshire Forest Drive. Congratulations!

**8. OLD BUSINESS**

**8.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. Contractor currently awaiting Mis-Utility to mark gas lines. Mis-Utility were recently on the premises, but were marking lines for Dominion Power's project, not for Cheshire Forest.

**8.b. 2020 Taxes.** Treasurer will coordinate with Management Financial/Accounting to work this issue.

**8.c. Reserve Study.** On 9 June 2021 Reserve Advisors (RA) responded to the Cheshire Forest initial response to the Preliminary Reserve Study. Those comments provided in the board package. RA accepted some changes, need to verify with Quality Assurance on other questions, and asked for further clarification on one item. Management will respond back to RA, provide information requested, ask for further information, and determine when the "Final" Reserve Study will be received.

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**8.d. Pool Schedule.** AAA Pools provided a tentative schedule for pool open dates, post 20 June, reflecting the one week open, two weeks closed rotation. Management and board continue to communicate with AAA requesting updates on lifeguard shortages.

The board will explore options of hiring lifeguards from other pool companies to address the AAA Pools shortfall. The board will also request the addendum to the current contract for a reduction of costs for the lack of services being provided.

**8.e. Basketball Goals.** Several violation letters were sent out to members of the association regarding basketball goals. Several homeowners contacted management requesting a change to the rules for basketball goals in the architectural control committee guidelines. Since COVID started it appears that basketball goals have increased across the community. One opinion was that basketball goals in the street create a safety issue. The ACC will recommend amended guidance on portable basketball goals. The ACC is in the process of updating the ACC Guidelines to include basketball goals and other updates.

**9. NEW BUSINESS**

**9.a. Recap of June 8, 2021, Special Meeting to address Security Committee recommendations.** The Board President discussed the outcome of the meeting with the manager as the manager was not present at the 8 June meeting. Now management is up to speed with the new committees and responsibilities. Discussions about committee charters, committee responsibilities, who is part of the committee, also discussed.

**9.b. Delinquency Report.** This report was discussed in the executive minutes in detail, but the board is still working with management to address and build a report that will work for the board's purpose.

**9.c. CD's.** A rate sheet was provided to the board via email from management. Board member Mitch Gold discussed the figures as posted on the financial sheets.

- Motion was made to deposit \$40,000 into a 12-month CD with CIT Bank at a rate of .45% from Cash Operational Reserves line item 11020. MSC
- Motion made to purchase 2 CDs; one for \$100,000 into a 12-month CD with CIT Bank at a rate of .45%; and a second for \$100,000 into a 24-month CD with CIT Bank at a rate of .65% from Replacement Reserves line item 11030. MSC

**9.d. Upgrade / Changes to FIOS service and router.**

The board agrees to cancel the cable TV options as soon as the contract allows as well as increasing bandwidth to 100Mbps and purchasing a router at a cost of \$299 from Verizon (as detailed in quote VA11648113312 – forwarded to the board on 3/16/2021). The board treasurer will work to complete this action by 25 June 2021.

**9.e. Creation of HOA/Board Social Media Account (late add).**

- Motion was made, and then amended to create an email address for the board, cheshireforesthoadboard@gmail.com to create official social media accounts on Facebook and Nextdoor for the HOA for official notices from the board. All notices will only be posted when

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the board has agreed to (via a special meeting or email concurrence) as a specific and pre-approved board authorized message. The communications committee will create and maintain accounts and include a listing of all messages posted in the following month's committee reports section. **MSC**

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



PAUL CORCORAN  
CFHOA Secretary



ALLEN JACOBS  
CFHOA President