

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS**

MEETING MINUTES  
Regular Board Meeting  
May 18, 2021

**MEETING CALLED TO ORDER:** Quorum established; meeting called to order at 5:59 p.m.

**Board Members present:** Allen Jacobs (President), Mitch Gold (Vice President), Cliff Krebs (Treasurer), Paul Corcoran (Secretary), Jamie Groves (Director); late arrivals are Tom Speelman (Director), and Jane McKlveen (Director).

**Board members absent:** none

**Management representative present:** John Kohlman.

**1. Agenda Review and Adoption**

- Motion made to approve the May 18, 2021 Agenda, with the addition of adding new business item CD rates. MSC

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

- Motion made to approve the April 20, 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 Logs, and (g) Delinquency Report. MSC

**3. Executive Session (6:02 p.m. – 6:38 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 May 18, 2021 Agenda. MSC
- 3.(b)(1) Motion made to approve the Executive Minutes from the April 20, 2021 Regular Board Meeting. MSC
- 3.(e)(1). The Board motioned to send the owner a certified letter giving the homeowner until 19 May 2021 to correct the inoperable vehicle(s) in driveway 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
- A motion was made to return to open session at 6:38 pm. MSC

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

- One homeowner discussed how an airsoft toy gun incident happened when two kids shot other kids with the air soft guns at the clubhouse playground. A toy gun was found on a bench at the clubhouse playground. One child found the toy gun and reported it to their parents, who posted it on Facebook.
- Homeowner is looking for previous year annual homeowners meeting minutes online. Also, homeowner requests a copy of the board package monthly.
- Homeowner requested an update on the power lines replacement operations by Dominion Power. One concern was the number of trees that are required to be in the yard of the homeowner, because Dominion cut down some trees in the homeowner's yard. When will those trees be required to be replanted? Additionally, homeowner asked if there are cameras observing the clubhouse playground.
- Homeowner present to discuss basketball goals and requests to readdress the ACC Guidelines and potential changes.

**5. Reports**

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

- Everything on the financial report is accurate and checks out. There are still questions about "Avid" approval for invoices. Invoices are being received, sometimes, more than 30 days prior to invoice due dates. Avid is the program management uses to approve invoices that are outside the threshold of the manager's approval authority.

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

- Manager wanted to make sure the financials format is good with the board.
- Manager went through the report covering items completed as addressed in the board package.

**6. Committee News/Issues**

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

- Nothing Significant to Report.

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

- Update provided via email, June 5<sup>th</sup> is the neighborhood yard sale. Rain date is June 12<sup>th</sup>.
- June 17<sup>th</sup> End of School Teen Pool Party.

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- June 26<sup>th</sup> Adult Pizza by the Pool Party.

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

- Nothing Significant to Report, outside of pool discussion.

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

- Nothing Significant to Report.

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

- Voiced support of the security committee recommendations provided to the board on 18 May.

**6.f. Swim Team:** (Representative: Tracy Tucker) **In attendance**

- Current registration is at 88 swimmers. Expected to have around 100 swimmers.
- Dates for all swim meets will be provided to the Manager and the board members.

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

- Nothing significant to report.

**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. Hoping to start work the week after Memorial Day Weekend.

**7.b. Reserve Study.** Board package (page 25, 26, and 27) includes the draft response email to go back to Reserve Advisors. There are also two pages of line items that contain questions and requests for responses. There is six months to address any issues with the preliminary study. Major concern for the reserve study is the projected pool replacement, as it has a large impact on the financial projections to support the reserve study. On the 4th of May five board members met and reviewed the preliminary reserve study to include discussions on the projected pool replacement and the associated \$550,000 dollar cost. The response to the Preliminary Reserve Study to be sent to Reserve Advisors by management.

**7.c. Pool Opening Preparations.** Mr. Jim Durkee, Vice President of AAA Pools, was called via conference call. Call was to discuss AAA Pools support of Pool Contract. In addition, an email was received late afternoon 18 May discussing further pool opening information. Below are bullets from the phone call:

- As of today (18 May) and due to lifeguard shortage, AAA has divided their contracted pools into 3 groups, Cheshire Forest is in Group 2. If manning levels are not increased, one option is that the pool will

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be open one week, and then closed two weeks. The Board expressed displeasure with that course of action. AAA again reiterated it is a personnel shortage driving these options.

- Current AAA staffing levels should have Cheshire Forest pool open through 20 June as contracted. As 20 June approaches, further pool opening schedules past 20 June to be addressed.

- Discussed lifeguard shortages and what AAA was doing to address shortages. Cheshire Forest will send notice to the community that AAA is hiring.

- AAA confirmed pool will still be maintained even though it may not be open.

- AAA to provide credits for contracted hours that the pool is not open. Cheshire Forest requested an addendum to the pool management contract to reflect the credit process.

- AAA continues to address/work the personnel shortages and are hopeful they can out-perform today's pool schedule expectations as the summer progresses.

After the phone call, Director Jamie Groves discussed the action items list for pool opening. Pool rules to be edited to reflect today's information and then posted. Semi-Private parties will be re-added to the rules, as current regulations do not restrict gatherings. Pool passes not to be utilized again this year, a homeowner listing will be utilized for pool access during open hours. Pressure washing of the pool area and the pool inspection still to be completed.

## **8. NEW BUSINESS**

**8.a. Posting the Agenda Packets / Materials for Board Meetings.** Director Jane McKlveen states that the law states we must make available the agendas for the board meetings. If the agenda is posted it will assist with homeowners to decide if they want to attend the meeting. It was requested to put something on Facebook to indicate that a post will be made on cheshireforest.org for homeowners to reference. It was recommended that the agenda be posted on Cheshireforest.org, and once final meeting minutes are signed, the agenda is replaced with the signed minutes.

A motion was made to post monthly Board Meeting open session agendas on the Cheshireforest.org website, when provided to board members from management. **MSC**

**8.b. Notice of Board Meetings given to Members.** The gatherings that happen outside the regularly scheduled monthly board meetings, are in question. Management was asked if the law classifies all gatherings as meetings, and therefore legally requires notification to all Cheshire Forest Homeowners. The review on May 4, 2021 was viewed as a work session to prepare for the monthly scheduled board meeting. It was questioned that this work session should have been notified to all association members. The review conducted on 4 May was discussed at today's meeting, para 7.b. above.


**8.c. 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.


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

**8.e. CD Rates.** Management provided a printout outlining current CD rates from Atlantic Union Bank, Towne Bank, Old Point Bank, Dollar Bank, National Cooperative Bank (NCB), and CIT Bank. It was recommended to table this topic until the June board meeting to allow the Treasurer to make recommendations of funds to be placed in a CD(s).

**MEETING ADJOURNED** – 9:10 p.m. *Next Meeting is scheduled for June 15, 2021.*

  
PAUL CORCORAN  
CFHOA Secretary

  
ALLEN JACOBS  
CFHOA President