

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS**

MEETING MINUTES
Regular Board Meeting
17 August 2021

MEETING CALLED TO ORDER: Quorum established; meeting called to order at **6:04 p.m.**

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

Board members absent: Jamie Groves (Director), Tom Speelman (Director)

Management representative present: None (John Kohlman participated telephonically).

1. Agenda Review and Adoption

- Motion made to approve the 17 August 2021 Agenda. MSC

2. Minutes (Review and Approval)

- Motion made to approve the 20 July 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 Case 2021-14, (d) Manager's Report, (e) Owner Correspondence, (f) Proposals , (g) Violation Log, (h) Delinquency Report, and (i) Pre-paid reports. MSC

3. Executive Session (6:06 p.m. – 6:59 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 17 August 2021 Executive Session Agenda with the change of: a) Agenda Review and Adoption, (b) Executive Minutes, (c) Due Process Case 2021-14, (d) Manager's Report, (e) Owner Correspondence, (f) Proposals , (g) Violation Log, (h) Delinquency Report, and (i) Pre-paid reports. MSC
- 3.(b)(1) Motion made to approve the Executive Minutes from the 20 July 2021 Regular Board Meeting. MSC
- 3.(c)(1) Motion made to send the owner a certified letter giving the homeowner 15 days from the date of the letter to clean dirty siding 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

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- 3.(e)(1) Motion amended to accept the payment plan of \$100 to be paid bi-weekly starting on 20 August 2021 until the Homeowner's arrears are current along with the requirement for all future quarterly assessment payments to be paid on-time. MSC

- 3.(f)(1). Motion amended to engage Pender & Coward services, from this date forward for all new collections' referrals, as per the engagement letter signed by Jeff Hunn dated August 11, 2021 discussing Cheshire Forest Homeowners Association, Inc. Collections. MSC

- 3.(f)(2). Motion made to approve the AAA Pools 2021/2022 Winter Maintenance Contract for a total cost of \$3,587 to be funded from Pool Operations account number 54670. MSC

4. Homeowner's Forum – (0) Homeowners present

- Nothing Significant to Report.

5. Reports

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

- Everything checks out in the financial reports.

- Meeting with UPA went well. UPA breaks down items into greater detail than the board normally breaks things down. Line items will not be added without prior discussion and approval from the Board Treasurer.

- Treasurer will start working on 2022 budget with UPA. All updates, changes, or new additions for the 2022 budget is required for submission to the Board no later than the September regular board meeting. This facilitates the board to prepare and recommend the 2022 budget at the October regular board meeting.

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

- Board reviewed the Manager's Report.

6. Committee News/Issues

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

- Nothing Significant to Report.

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

- Great Adult Bash. Around 70-75 people showed up and participated.

- Triathlon is coming up in September.

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

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- Nothing Significant to Report.

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

- Nothing Significant to Report.

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

- Information on Security Cameras and comparison was provided to the board for review prior to the board meeting.
- A follow-on meeting will be set up to further analyze camera data/recommendations.
- National Night out was a great success.

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

- Committee met to discuss the charter and other things. Minutes will be uploaded and distributed soon. Another meeting will occur soon. The charter is at a point where Board input/review is requested, and it is expected to be provided at the September Regular Board Meeting.
- A couple posts were made on Facebook and Nextdoor regarding meeting dates, times, agenda, as well as a pool update.
- There will likely be a requirement for Communications Committee Budget line for things like domain use, management, etc. Recommendations will be provided by the September regular board meeting deadline.

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

- Nothing Significant to Report.

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

- Nothing significant to report.

7. OLD BUSINESS

7.a. Basketball Goals: Updates have been posted for homeowner review. The topic of when to enforce standards was discussed, and the recommendation is that it is now enforceable and should be annotated in the September inspections. Most recent updated verbiage from the ACC guidelines will be included in any violation letters sent to homeowners addressing basketball goals. .

8. NEW BUSINESS

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8.a. Operating Account Transfer: At the end of CY 2020 budget cycle, there was \$18,000 not expended. As agreed upon at the November 2020 Annual Homeowners meeting, board directed management to transfer those funds from the Operating Account into the Operating Reserves Account.

MEETING ADJOURNED – 8:28 p.m. *Next Meeting is scheduled for 21 September 2021*

PAUL CORCORAN
CFHOA Secretary

ALLEN JACOBS
CFHOA President