

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS**

MEETING MINUTES
Regular Board Meeting
October 19, 2021

MEETING CALLED TO ORDER: Quorum established; meeting called to order at 6:00 p.m.

Board Members present: Allen Jacobs (President), Mitch Gold (Vice President), Cliff Krebs (Treasurer), Jamie Groves (Secretary). Jane McKlveen (Director) dialed into the meeting.

Board members absent: Paul Corcoran (Director) and Tom Speelman (Director)

Management representative present: John Kohlman dialed into the meeting

1. Agenda Review and Adoption

- Motion made to approve the October 19, 2021 Agenda with the addition of Security Cameras/Lighting Update under Old Business. MSC

2. Minutes (Review and Approval)

- There are no minutes to approve for the September meeting due to the meeting being canceled.
- Motion made to approve the 17 August 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, (d) Manager's Report, (e) Proposals, (f) Owner Correspondence, (g) Violation Log, (h) Delinquency Report, (i) Debtor Balance Report, and (j) Pre-paid Reports. MSC

3. Executive Session 6:08 p.m – 7:21 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 October 19, 2021 Executive Session Agenda with the addition of Debtor Balance Report. MSC
- 3.(b)(1) Motion made to approve the Executive Minutes from the August 17, 2021 Regular Board Meeting. MSC
- 3.(c)(1) The Board motioned to send the owner a certified letter giving the homeowner 15 days from the date of the letter to clean the 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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BOARD OF DIRECTORS**

- 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 clean the 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**

- 3.(c)(4) The Board motioned to dismiss the violation and asked the homeowner to keep the area maintained. **MSC**

- 3.(e)(1) A motion was made to accept the 2022 AAA Pools proposal at \$49,500 to be funded from account number 54670. **MSC**

- 3.(j) A motion was made to take 71 past owner prepaid accounts (Resident 2), totaling \$4626.05, and write them off the books. **MSC**

4. Homeowner's Forum – (3) Homeowners present

- No discussion.

5. Reports

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

- Nothing significant to report. All finances are in line.
- The Board President questioned the Property Manager about the reimbursement of funds from AAA Pools due to the pool being closed for five days during the 2021 pool season. The Property Manager will discuss this with AAA Pools.

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

- 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**

- Halloween party on October 24, 2021. The Property Manager will ensure the clubhouse remains available on October 23, 2021 to facilitate party preparations. On-duty patrolling police officers will be invited.
- The Christmas party is scheduled for December 5, 2021. The Property Manager will ensure the clubhouse remains available on December 4, 2021 to facilitate party preparations. Funds from the Social Committee budget will be used to purchase decorations.

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

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS**

- The 2021 Pool Season was the final season that Jim and Mary Burres will act as Pool Committee chairs. Board members will solicit volunteers.

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

- Fall Cheshire Chat has been sent out.

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

- The Chairperson attended the Chesapeake Crime Prevention Council (CCPC) meeting and will provide information on what was discussed to residents.

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

- There were multiple social media posts to include an update on wooden bench repair in the neighborhood and the posting of the Fall Cheshire Chat.
- Quotes for an updated Cheshire Forest website have been obtained. A brief from the Communications Committee to the Board is expected in December 2021 to include options, features and pricing.
- The Communications Committee submitted its draft Charter for review by the Board.
- The Communications Committee will post on social media about the upcoming annual meeting.

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

The Treasurer is working with the Swim Team to ensure UPA swim team financials are up to date.

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

- Congratulations to the yard of the month winners.
 - August: 704 Pleasant Way
 - September: 302 Cheshire Forest Drive
 - October: 733 Yorkshire Trail

7. OLD BUSINESS

7.a. 2020 Taxes

Taxes were signed in September and submitted. Property Manager to provide copies to the Board.

7.b Security Camera / Lighting Update

- The Neighborhood Watch/Security Committee is working with Board members and security experts within the neighborhood to determine the appropriate path moving forward with security cameras. A threat assessment of the clubhouse area will be conducted.

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION
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- Options for updating the lighting in the vicinity of the clubhouse are also being discussed.
- A brief to the Board is planned for January to include options, features and cost.

8. NEW BUSINESS

8.a. 2022 Operating Budget. Board reviewed the 2022 Budget.

- A motion was made to adopt the calendar year 2022 budget with quarterly assessments remaining at \$125 per quarter. MSC

8.b. 2020 Audit (review & approve)

- Reviewed and approved the audit. As a recommendation of the review, \$2150.00 was moved from the Operating Account to Replacement Reserves.

8.c. Pickle Ball Courts. Request received asking for Pickle Ball Court Lines be painted/overlayed on the existing tennis courts.

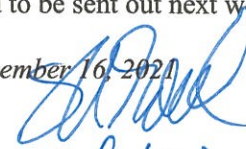
- The Communications Committee will assess interest within the neighborhood and provide feedback to the Board.

8.d. Annual meeting notice (review)

- The Board reviewed the annual meeting notice. Notice planned to be sent out next week.

MEETING ADJOURNED – 8:43 p.m. *Next Meeting is scheduled for November 16, 2021*


JAMERSON GROVES
CFHOA Secretary


ON BEHALF OF
ALLEN JACOBS
CFHOA President