

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS**

MEETING MINUTES
Regular Board Meeting
15 March 2022

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

Board Members present: Erin Karol (President), Mitch Gold (Vice President), Cliff Krebs (Treasurer), Jamie Groves (Secretary), Rebecca Monnikendam (Director), and Casie Nash (Director).

Board members absent: Jane McKlveen (Director)

Management representative present: John Kohlman

AGENDA REVIEW AND ADOPTION

A motion was made which was seconded and carried to approve the agenda with the following additions:

- Proposal for All Clean pressure washing services added to New Business.
- Proposal for providing mulch to the playground area added to New Business.
- Review of termite service contract for services that were already being provided added to New Business.

EXECUTIVE SESSION

A motion was made which was seconded and carried to enter Executive Session at 6:01 p.m. to discuss the following:

- (a) Due Process Cases
 - 2022-02 (Basketball goal at the street)
 - 2022-03 (Basketball goal at the street)
 - 2022-04 (Basketball goal at the street)
 - 2022-05 (Window A/C unit above garage)
 - 2022-06 (Trailer in the driveway)
- (b) Proposals
 - 1) Proposal from Tennis Courts Inc for pickleball lines. This proposal will be discussed under New Business.
- (c) Owner Correspondence (none)
- (d) Violation Logs
- (e) Delinquency Report (as of 3/8/2022)
 - 1) Waiver request for resident JW 2022-1
- (f) Payment Plans
- (g) Collection Cases 2022

OPEN SESSION

- (a) Due Process Cases

2022-02 (Basketball goal at the street). The homeowner was present.

The resident reports the violation has been corrected. The Board motioned which was seconded and carried to send the resident a due process results letter.

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2022-03 (Basketball goal at the street). Resolved

2022-04 (Basketball goal at the street). The homeowner was present.

The Board motioned which was seconded and carried to send the owner a certified letter giving the homeowner 15 days from the date of the letter to store the basketball goal in accordance with the governing documents or be assessed \$10 per day, for a maximum of 90 days, or until the action is completed.

2202-05 (Window A/C unit above garage). The homeowner was present

The Board motioned which was seconded and carried to send the owner a certified letter giving the homeowner 15 days from the date of the letter to remove the A/C from the window in accordance with the governing documents or be assessed \$10 per day, for a maximum of 90 days, or until the action is completed.

2202-06 (Trailer in the driveway). The homeowner was not present.

The Board motioned which was seconded and carried to send the owner a certified letter giving the homeowner 15 days from the date of the letter to remove the trailer from the 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.

(b) Owner Correspondence: None

(c) Violation Logs: The Board reviewed the Violation Logs.

(d) Delinquency Report: The Board reviewed the Delinquency Report.

JW 2022-1: The board motioned which was seconded and carried to acknowledge the October assessment was paid and waived the interest and late fees recorded in the ledger.

(e) Payment Plans: The Board reviewed current Payment Plans.

(a) Collection Cases 2022: The Board reviewed Collection Cases for 2022.

MINUTES REVIEW AND APPROVAL

A motion was made which was seconded and carried to approve the 15 February 2022 Board Meeting minutes.

HOMEOWNERS FORUM

(2) Homeowners present. A homeowner discussed the need to replenish the sand at the volleyball court. This will be discussed under New Business.

COMMITTEE UPDATE

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION
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Architectural Committee: (Chairperson: Mitch Gold) In attendance.

- Nothing Significant to Report

Communications Committee: (Chairperson: Jane McKlveen) Not In attendance

- Concerns were noted about outdated items on the website.

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

- There was a discussion on vendors to install video cameras at the clubhouse. The Property Manager has a list of potential vendors and will provide to Cliff who has been working with the Neighborhood Watch / Security Committee for further communication and progress.

Newsletter Committee: (Chairperson: Ann Dumenigo) Not in attendance

- Inputs to the Cheshire Chat are due NLT 28 March to permit an April release of the newsletter.

Nominating Committee: (Chairperson: Casie Nash) In attendance

- Nothing Significant to Report

Pool Committee: (Chairpersons: Chris and Rebecca Monnikendam / Joseph and Courtney VonTersch) In attendance

- The Board reviewed and updated the pool rules.

Social Committee: (Chairperson: Christopher Bowers) In attendance

- Nothing Significant to Report

Swim Team: (Chairperson: Tracy Tucker) Not in attendance

Mitch Gold provided an update from the committee:

- The league is beginning to work on a schedule.
- Recruitment will start the last week of April.
- Practice will begin the Tuesday after Memorial Day.
- Divisionals are the last Saturday in July. We have been asked to host if the pool is available.
- All-Stars is the first weekend in August.

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

- Nothing significant to report.

REPORTS

Financial Report: The Treasurer gave an overview of the current financials.

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Manager's Report: The Board reviewed the Manager's Report.

OLD BUSINESS

- Damaged slide at the playground: The Board voted electronically at an earlier date to approve the replacement of the damaged slide at the playground per the quote attached to these minutes.

NEW BUSINESS

- Volleyball Court Sand: Cliff and the Property Manager will work towards ordering sand for the volleyball court
- Tennis Court Inc proposal to paint pickleball lines on the tennis courts: The Board motioned which was seconded and carried to approve the painting of both tennis courts, adding pickleball lines per the quote in the Executive Board package.
- Proposal to replenish mulch at the playground: The Board motioned which was seconded and carried to approve adding mulch to the playground per the proposal attached to these minutes.
- Proposal from Always Clean for pressure washing services: The Board motioned which was seconded and carried to approve all pressure washing services per the proposal attached to these minutes.
- 2022 Pool Rules: The board motioned which was seconded and carried to approve the 2022 pool rules as amended.
- Termite contract: The board motioned which was seconded and carried to ratify the existing Ehrlich termite agreement as shown in the contract attached to these minutes.

ACTION ITEM REVIEW

- Cheshire Chat inputs due NLT 28 March
- The Property Manager will obtain quotes to trim the Holly trees at the clubhouse.
- The Property Manager will obtain quotes for replacing the clubhouse deck railing.
- The Property Manager will obtain quotes for remodeling the clubhouse restrooms.

MEETING ADJOURNED – 8:30 p.m. *The next meeting is scheduled for 26 April 2022.*

Jamie Groves
CFHOA Secretary

Erin Karol
CFHOA President

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS**



All Recreation of Virginia
20609 Gordon Park Square
Suite 190
Ashburn, VA 20147
Cell Phone: 703-994-9565
Main Office: 888-419-0001
Fax:

PROPOSAL

Quote #: K8FPQ1648

Date: 02/16/22

Sales Rep. Eric White

Customer's PO No:

Shipping Method: Common Carrier

Terms:

50% deposit with the order, the balance is due upon completion.

Bill To:
United Property Associates
5849 Harbour View Blvd., Suite 200

Ship To:
Cheshire Forest HOA
c/o All Recreation

Suffolk VA 23435

Attn: John Kohlman

Phone: 757.484.0759 Ext.

Fax:

Email: jkohlman@unitedpropertyassoc

Attn:

Phone: Ext.

Fax:

Email:

Qty	Item No.	Description	Unit Price	Ext. Price
1	Site Work	To remove and dispose of existing Double Rail Slide and deliver and install new Double Rail Slide.	\$2,500.00	\$2,500.00
			SubTotal	\$2,500.00
			Sales Tax	\$0.00
			Freight	\$0.00
			Total	\$2,500.00

WE PROPOSE hereby to furnish complete in accordance with the above specifications. Accounts over 10 days old are subject to 1-1/2% monthly charge. We accept Credit Card Payments from Visa & Mastercard. However, we will add a 2% convenience fee to any proposal two-thousand dollars or greater. NOTE: This proposal may be withdrawn by All Recreation of Virginia, Inc. if not accepted with ten (10) days. Customer is responsible to locate and mark all private utilities. All Recreation of Virginia, Inc. and it's installers will not be held responsible for any damage to any private utilities damaged in the installation process which were not located and marked by the customer.

Authorized All Recreation of VA, Inc. Signature

Printed Name of Authorized All Recreation of VA

ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are satisfactory and are hereby accepted:

Authorized Customer Signature

Printed Name of Authorized Customer

3 / 1 / 22
Date

Tax Exempt Number

Make checks payable to All Recreation of Virginia, Inc. Please put proposal/invoice number(s) on check.

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION
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Newell Lawn Service

690 Fryar Place Chesapeake, VA 23322	
Phone #	Fax #
757-482-0678	757-482-9721

Estimate

Date	Estimate #
3/11/2022	4525

Name / Address
United Property Associates Cheshire Forest HOA Attn: John Kohlman, CMCA 5849 Harbour View Blvd., Suite 200 Suffolk, VA 23435-3768

Ship To
Cheshire Forest Clubhouse Lot and Grounds

Customer Phone	Project
757/484-0759	

Item	Description	Total	Rate
115	Playground Box Chestnut Certified Playground Mulch fill divits and top dress	2,788.56	2,788.56

*Approved
3/15/22*

FOR BOARD PRES
X Signature *[Signature]*

Authorization from client to perform work as agreed. Please read terms prior to signing this contract.

Please advise on the above services. Thank you for your business	Total	\$2,788.56
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E-mail	newellnt2014@aol.com
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Web Site	www.newellawnandlandscape.net
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CHESHIRE FOREST HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS



CHESHIRE FOREST
C/O UNITED PROPERTY ASSOCIATES
525 S. INDEPENDENCE BLVD., SUITE 200
VIRGINIA BEACH, VA 23452

March 15, 2022

Attn: JOHN KOHLMAN

WE HEREBY SUBMIT SPECIFICATIONS AN ESTIMATE FOR WORK TO BE PERFORMED AT THE CHESHIRE FOREST LOCATED AT 500 CHESHIRE FOREST DRIVE IN CHESAPEAKE, VA

PRICE'S ARE AS FOLLOWS:

CONCRETE POOL DECKING AREA

1. WASH ALL CONCRETE POOL DECK AREA ON BACK AND SIDE OF CLUBHOUSE.
2. WASH 11 CONCRETE TABLES, 1 SMALL COMPOSITE BENCH INSIDE CHILDRENS POOL AREA. ALL POOL FURNITURE WILL NEED TO BE MOVED FOR CLEANING TO BE PERFORMED.
3. CLEAN OUT POOL DRAINS ON POOL DECK CONCRETE AREA.

COST: \$ 1,050.00

OPTIONAL WASHING: A

LOW POWER WASH COMPOSITE DECK AND GAZEBO

1. LOW POWER WASH BACK GREY COMPOSITE DECKING, RAMP AND RAILS.
2. LOW POWER WASH UNDER GAZEBO: METAL POST AND LATTICE.
3. LOW POWER WASH 3-LARGE PICNIC TABLES, 2-CHILDRENS TABLES AND 2 PLANTER BOXES.

ALL AREAS BEING CLEANED WILL BE PRE- TREATED WITH A COMPOSITE DECK CLEANER, THEN WASHED FOR THE REMOVAL OF MOLD, MILDEW, DIRT, ENVIRONMENTAL DEBRIS AND REMOVABLE STAINS.

COST: \$ 475.00

OPTIONAL WASHING: B

WASH EXTERIOR OF POOL / BATHROOM BUILDING

WASH ALL VINYL SIDING AND TRIM ON BUILDING TO REMOVE MILDEW, DIRT, AND WELL WATER STAINS

COST: \$ 90.00

OPTIONAL WASHING: C

WASH WHITE FENCE AROUND POOL AREA

WASH BOTH SIDES OF WHITE FENCE AROUND POOL AREA. FENCE WILL BE CLEANED FOR THE REMOVAL OF MILDEW, DIRT, & WELL WATER RUST STAINS.

COST: \$ 420.00

OPTIONAL WASHING: D

WASH CONCRETE WALKWAYS AT THE CLUB HOUSE

WASH THE CONCRETE SIDEWALK IN FRONT OF THE CLUBHOUSE AND LEADING TO THE BACK OF THE CLUBHOUSE TO THE TENNIS COURTS AND POOL. CONCRETE WILL BE CLEANED FOR THE REMOVAL OF MILDEW, DIRT, & WELL WATER RUST STAINS.

COST: \$ 400.00

OPTIONAL WASHING: E

WASH FRONT ONLY OF THE CLUBHOUSE BUILDING

WASH ALL BRICK, VINYL SIDING AND TRIM ON THE FRONT OF THE BUILDING. WASH 8 COLUMNS. WASH FRONT ENTRANCE BRICK PATIO AND BRICK STEPS
WASH THE FRONT BRICK WALLS ON BOTH SIDES OF THE CLUBHOUSE FOR THE REMOVAL OF MILDEW & DIRT.

COST: \$ 250.00

**PROPERTY HAS WATER SOURCE AVAILABLE
PRICE'S INCLUDE LABOR AND MATERIAL**

OPTIONAL WASHING: F

WASH BRICK ENTRANCE SIGN AND BRICK WALLS

WASH BOTH SIDES OF BRICK ENTRANCE SIGN ON PARKER RD AND SHEFFIELD DR. WASH THE BRICK ENTRANCE SIGN, BRICK WALLS AND WOOD SPLIT RAIL FENCE ON BOTH SIDES FOR THE REMOVAL OF MILDEW & DIRT. WASH BACK SIDE OF BRICK WALLS WERE ACCESSIBLE
PRICE'S INCLUDES LABOR, MATERIAL & WATER SUPPLY

COST: \$ 775.00

THE QUOTED PRICE'S ARE GOOD FOR 60 DAYS FROM THE DATE SHOWN ABOVE

ALL WORK TO BE DONE IN A WORKMAN LIKE MANNER ACCORDING TO STANDARD PRACTICES. ANY ALTERATIONS OR SPECIFICATIONS INVOLVING EXTRA COST WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE CONTRACT. ALL AGREEMENTS CONTINGENT UPON ACCIDENTS OR DELAYS BEYOND OUR CONTROL. OUR EMPLOYEES ARE FULLY COVERED BY WORKMAN'S COMP.

CONTRACTORS SIGNATURE: _____ DOUG GREEN, PRESIDENT DATE: _____

ACCEPTANCE OF PROPOSAL: THE ABOVE OR ATTACHED PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HERBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE ON THE FOLLOWING TERMS: NET 30 DAYS. A SERVICE CHARGE WILL BE ADDED TO DELINQUENT ACCOUNTS OF 3% PER MONTH.

SIGNATURE: *John H. Kraft* TITLE: Board Member DATE: 3/15/22

DISCLAIMER

OUR COMPANY MAKES EVERY EFFORT TO PROVIDE SERVICES WITH NO HARM TO THE CUSTOMER'S GRASS, FLOWERS, SHRUBBERY, OR OUTDOOR FURNITURE. HOWEVER, SOMETIMES, DESPITE OUR BEST EFFORTS, SOME OF THE CHEMICAL OVERSPRAY MAY GET ON THESE ITEMS. WE CANNOT BE HELD RESPONSIBLE FOR THESE FEW EXCEPTIONS AND APOLOGEE IN ADVANCE. SHOULD THEY OCCUR. DUE TO NUMEROUS DIFFERENCES IN WATER SOURCES, WE CANNOT BE HELD RESPONSIBLE FOR ANY HARD WATER SPOTTING ON GLASS WINDOWS.

ALWAYS CLEAN SERVICES HAS BEEN SERVING TIDEWATER SINCE 1963. OUR COMPANY IS LICENSED AND INSURED AND WE ARE COMPETITIVE IN PRICING. IF THERE ARE ANY QUESTIONS OR CONCERNS PLEASE CALL OUR OFFICE AT 757-346-3975 OR FAX 757-490-9274

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION
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Ehrlich

A Rentokil Steritech Company

Your Local Pest Control Experts

Herein referred to as "Company"

AGREEMENT NO. _____

Continuous Subterranean Termite Monitoring/Baiting Service Agreement

OWNER <u>Cheshire Forest</u>	DATE <u>2/2/2022</u>
ADDRESS <u>500 Cheshire Forest</u>	PRIMARY PHONE _____
CITY <u>Chesapeake</u> STATE / ZF <u>23322</u>	SECONDARY PHONE _____
E-MAIL ADDRESS _____	AP CONTACT _____ AP PHONE _____
SERVICE LOCATION (if different from above) _____	
CITY _____ STATE / ZIP _____	PHONE _____
DESCRIPTION OF SERVICE AREA _____	
TAX EXEMPT: <input type="checkbox"/> YES <input type="checkbox"/> NO If Yes, Tax ID Number: _____	

Continuous Subterranean Termite Monitoring/Baiting Service

The Company will install monitoring/baiting stations ("Components") in and/or around the "Service Area" specified above. The Company will provide service to periodically monitor and maintain Components during the effective period of this Agreement. Additional service visits and monitoring/baiting components deemed necessary by the Company will be provided without charge. A visual termite inspection of visibly accessible areas will be offered periodically or completed upon request. Unless you contact us and request discontinuation, your service will continue indefinitely without interruption.

IMPORTANT: Please refer to the back of this Agreement for additional terms and conditions.

Terms of the attached addendum and/or proposal with additional conditions are incorporated into this Agreement.

1. Initial Station Installation Charge \$ 374.00 plus sales tax \$ _____ = \$ _____

Payment Options:

- 1. Down payment or payment in full at signing of Agreement Cash/Check Credit/Debit Card _____ (Customer Initials)
- 2. Invoice with remaining balance due 30 days after completion of initial station installation service
- 3. Monthly payments (2 to 12) _____ if monthly payments of \$ _____
 - Monthly invoices at 30 day intervals (beginning on date of initial station installation)
 - Monthly payment via Credit/Debit Card: _____ (Customer Initials)
 - Monthly payment via Electronic Funds Transfer: _____ (Customer Initials) <<Voided Check Required>>

Each month (beginning on the date the initial station installation service is performed), the Company will invoice a portion of the outstanding balance. Payment of that portion is due within 30 days of the invoice date. Each month (15th or next business day for credit card and 15th for EFT), Company will process a transaction. If invoices or transactions become past due (more than 60 days from invoice/transaction date), the full remaining balance becomes due and the monthly payment portion of the Agreement is rescinded. The remaining balance and finance charge will become due in full.

2. Continuous Baiting Service Plan \$ 374.00 plus sales tax \$ _____ = \$ _____ per month

Monthly Payment Options:

- Credit/Debit Card _____ (Customer Initials)
- Electronic Funds Transfer: _____ (Customer Initials) <<Voided Check Required>>

Each month (beginning the month after the initial station installation is performed), the Company will process a credit/debit card transaction month (15th or next business day for credit card and 15th for EFT). The price of the Continuous Termite Monitoring/Baiting Service is guaranteed for one year. Thereafter, Company may adjust monthly service plan fee. Advance notification will be given if an increase in fees is necessary.

Owner's Pay Obligation, Termination for Non-Payment and Early Termination: The obligation of the Company under this Agreement is conditioned upon payment in full of the charges as set forth above. Any amount paid shall become the property of the Company as liquidated damages hereunder. If the Owner fails to pay for any services hereunder, this Agreement shall terminate and the Company shall be released from any and all obligations created under this Agreement as a result of its treatment of discolored property. In the event that the Company initiates any proceeding to collect any money due the Company by the Owner under this Agreement, the Owner agrees to pay all costs of collection, including reasonable attorney's fees. Information regarding license charges or back. If service termination occurs before 12 month service duration has occurred, Company will collect fees in the amount of the Initial Station Installation charge.

Acceptance of Agreement

The above questions are hereby accepted based on the terms and conditions as found in this Agreement

Only such Agreements as clearly specified above and on the reverse side or in any attached written addendum and/or proposal shall be binding upon the parties herein

By: Thomas D Creighton V Account Executive By: [Signature]
Company Representative Owner or Owner's Agent

FOR OFFICE USE ONLY	SVC Code: _____ District Office: _____ DWA #: _____ Sales #: _____
	Customer #: _____ SVC: _____

NAPCI/TMONAGRE/FORM Rev 5/12