

Cheshire Forest Homeowners Association  
500 Cheshire Forest Drive  
Chesapeake, VA 23322

MEETING MINUTES  
Regular Board Meeting  
26 April 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), Jane McKlveen (Director), Rebecca Monnikendam (Director), and Casie Nash (Director).

**Board members absent:** None

**United Property Associates (UPA):** John Kohlman

**AGENDA REVIEW AND ADOPTION**

A motion was made to approve the agenda as written in the Board Package. The motion was seconded and carried.

**EXECUTIVE SESSION**

A motion was made to move to Executive Session to discuss the following:

- Due Process Cases  
    2022-07 (Boat in driveway)
- Owner Correspondence  
    Appeal ACC decision
- Violation Logs
- Delinquency Report

The motion was seconded and carried. The Board moved into Executive Session at 6:08 p.m.

**OPEN SESSION**

The Board returned to the Open Session at 7:00 p.m.

The Board brought forward the following from Executive Session:

2022-07 (Boat in driveway). The homeowner was present during their Due Process Hearing. A motion was made to send the owner a certified letter giving the homeowner 15 days from the date of the letter to remove the boat 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. The motion was seconded and carried.

Owner Correspondence (Appeal ACC decision). The homeowner was present to discuss the decision. A motion was made to send the homeowner a letter giving the homeowner 45 days to shingle the roof in a manner that is consistent with the architectural requirements of the neighborhood. The motion was seconded and carried.

**MINUTES REVIEW AND APPROVAL**

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

**HOMEOWNERS FORUM**

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(5) Homeowners present. Discussions from homeowners present included a suggestion that the Board research options and feasibility of installing dog waste receptacles. There was also a resident present to obtain a tennis court key which was completed at the meeting. Finally, a resident suggested that a lap lane in the pool be available to all residents during the neighborhood swim team's practices.

**COMMITTEE UPDATE**

- Architectural Committee: (Chairperson: Mitch Gold) In attendance. Nothing Significant to Report
- Communications Committee: (Chairperson: Jane McKlveen) In attendance. A demonstration of a Content Management System (CMS) will take place at the clubhouse on 3 May 2022 at 6:00 p.m. The demonstration is open to all Board members that are available to attend. Jane is waiting for a response from a company about signage updating for the neighborhood. The website is up to date. There has been some communication on social platforms answering residents' questions and directing them to resources.
- Neighborhood Watch / Security Committee: (Chairperson: Cheryl Griner) In attendance. There was a discussion on the status of installing security cameras at the clubhouse.
- Newsletter Committee: (Chairperson: Ann Dumenigo) Not in attendance. Nothing Significant to Report
- 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 cover is off of the pool. There was a discussion about swim meet dates.
- Social Committee: (Chairperson: Christopher Bowers) Not in attendance. Nothing Significant to Report
- Swim Team: (Chairperson: Tracy Tucker) Not in attendance. The Committee sent swim team dates and lifeguard requirements to select Board members and posted them on social media platforms. The dates will be shared with UPA and Erin. There was discussion on how lifeguards should be coordinated, UPA reports that the Chairperson should coordinate lifeguard requirements directly with AAA Pool Service. Erin has a meeting with the Chairperson and will discuss swim team details at that time.
- 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.
- Manager's Report: The Board reviewed the Manager's Report provided in the Board Package by UPA.

**OLD BUSINESS**

- Pickleball line color. The pickleball lines will be painted blue, the second from the left in the sample of colors provided in the Board Package.

**NEW BUSINESS**

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- Tennis court cleaning proposal (Always Clean Services Inc.). The proposal to clean the tennis courts was approved electronically by the Board on 22 April 2022. The proposal is in the Board Package.
- Governing Documents Committee. There was discussion on possibly standing up a Governing Documents Committee which would work towards updating the neighborhood declarations. If undertaken, the process would require homeowner involvement which would be requested via a letter that is sent to all HOA members.
- Collection Policy. Nothing significant to report at this time.
- Sidewalk repair. There was discussion on the status of the sidewalks in the neighborhood which require repair in places. Since the sidewalks are owned by the city, Jamie and Cliff will create and submit a work order to the city for sidewalk repair.
- Community Association Institute (CAI) Webinar (\$15). A webinar will be offered on 8 June 2022 at 10 a.m. which is open to Board members available to attend.
- Repair to park curb and trashcan. The trashcans in the neighborhood require replacement. UPA will provide guidance and Jane will conduct research into replacing all trashcans in the neighborhood.
- The requirement to use UPA-approved vendors. There was discussion on the process that UPA uses to hire contractors for work to be completed on Cheshire Forest HOA property. It was noted by UPA there are multiple options for hiring contractors. The first option is that a contractor must be vetted through Vibe before they are hired by UPA to conduct repairs. The second option is for the Board to recommend a contractor to UPA which could then be hired by UPA, there is a \$100 fee paid to UPA to provide the second option.

**ACTION ITEM REVIEW**

- Cliff is working on a few more details on security camera installation. He will provide information to the Board as soon as possible via email. The goal is to review for action at the May meeting.
- Erin will discuss swim team dates, lifeguards, etc with the Swim Team Committee.
- John will provide guidance on the replacement of trashcans.
- Jane will conduct research on replacing trashcans.
- John will look into what documents are required to be submitted to Vibe.
- Jane will post a notification of a special meeting that will take place on 3 May 2022.
- Jane will provide an update on neighborhood signage.
- Jane will research dog waste receptacle options and feasibility.

**MEETING ADJOURNED** – 8:50 p.m. *The next meeting is scheduled for 17 May 2022.*

Jamie Groves  
CFHOA Secretary

Erin Karol  
CFHOA President