

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

MEETING MINUTES  
Regular Board Meeting  
17 May 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).

**Board members absent:** Casie Nash (Director)

**United Property Associates (UPA):** John Kohlman dialed into the meeting due to illness.

**AGENDA REVIEW AND ADOPTION**

A motion was made to approve the agenda with the addition of a request for proposal for landscaping services under New Business. The motion was seconded and the agenda was amended and adopted.

- Request for proposal for Landscaping services under New Business

The motion was seconded and carried.

**EXECUTIVE SESSION**

A motion was made to move to Executive Session for Due Process Hearings, Bids and Proposals, Owner Correspondence, Violation Logs, and Delinquency Reports. The motion was seconded and carried. The Board moved into Executive Session at 6:05 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:

2022-8 (Trailers in the driveway) The homeowner was present during their Due Process Hearing. A motion was made to send the owner a certified letter giving the homeowner until 31 July 2022 to remove the trailers, that are being used for home renovation purposes, 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.

**MINUTES REVIEW AND APPROVAL**

A motion was made to approve the 26 April 2022 Board Meeting minutes as written. The motion was seconded and carried.

**HOMEOWNERS FORUM**

(0) Homeowners present.

**COMMITTEE UPDATE**

- Architectural Committee: (Chairperson: Mitch Gold) In attendance. Nothing Significant to Report
- Communications Committee: (Chairperson: Jane McKlveen) In attendance. 3 May 2022 – met with Ranjan Sankarasivam Head of Business Development & Co-Founder My Green Condo Inc. Erin Karol, Jane McKlveen

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and Mitch Gold were also in attendance. Follow-up questions were sent to Ranjan and the comparison document was updated. Link to recorded meeting sent to board members for review. 5 May 2022 – met with Eric Helmer from IDF PenSign and drove the neighborhood looking at all the signs. Specific attention was given to the playground sign. Received an email on 16 May 22 with an initial design. Will follow up. 10 May 2022- Special Board meeting for NabrNetwork – attended virtual presentation. Draft Board meeting minutes sent to board. Follow-up questions were sent to Zachary Meyers. Link to recorded meeting sent to board members for review.

A motion was made to approve the 10 May 2022 Special Board Meeting minutes as written. The motion was seconded and carried. The minutes from the Special Meeting are included at the end of this document.

Website and Facebook were updated with the special meeting notice. Research started into replacement trash receptacles – waiting on sign company because of colors. Dog waste receptacles research in progress. Waiting on a reply from the city regarding access.

- Neighborhood Watch / Security Committee: (Chairperson: Cheryl Griner) In attendance. There was a discussion on clubhouse video cameras.
- Newsletter Committee: (Chairperson: Ann Dumenigo) Not in attendance. Cheshire Chat inputs are due no later than 27 June 2022.
- Nominating Committee: (Chairperson: Casie Nash) Not in attendance. Nothing Significant to Report
- Pool Committee: (Chairpersons: Chris and Rebecca Monnikendam / Joseph and Courtney VonTersch ) In attendance. Committee did a walkthrough of the pool and there was a discussion about various items that need to be cleaned, repaired, or replaced. UPA was asked to pass to AAA Pools that the pool must be “open ready” no later than 25 May 2022.
- Social Committee: (Chairperson: Christopher Bowers) Not in attendance. Mitch provided an update on recent social events. Various upcoming events are planned.
- Swim Team: (Chairperson: Tracy Tucker) Not in attendance. Mitch provided an update on the upcoming swim season and the Board had a discussion on requirements.
- 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**

- Holly Tree Pruning. UPA will request a proposal from A Atlantic to remove the Holly trees next to the clubhouse.
- Governing Documents Committee. Nothing Significant to report.

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**NEW BUSINESS**

- Due Process Resolution. In development
- Collection Policy Resolution. In development
- Remote Participation Resolution. In development
- Document Retention Policy Resolution. In development
- Common Area Policy Resolution. In development
- Board of Director Resolution \* Per Article VI in our Articles of incorporation. In development
- Request for proposal for Landscaping. UPA will request proposals for landscaping services due to the pending expiration of the current contract with Newell.

**ACTION ITEM REVIEW**

- Cheshire Chat inputs due NLT 27 June 2022
- UPA tasked to get a proposal from A Atlantic for Holly tree removal.
- UPA tasked to get proposals for landscaping.

**MEETING ADJOURNED** – 9:00 p.m. *The next meeting is scheduled for 21 June 2022.*

Jamie Groves  
CFHOA Secretary

Erin Karol  
CFHOA President