

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

MEETING MINUTES
Regular Board Meeting
21 June 2022

MEETING CALLED TO ORDER: Quorum established; meeting called to order at 6:02 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 with the addition of Review of Two Expiring Certificate of Deposits (CD) to be discussed under Financials. The motion was seconded and the agenda was amended and adopted.

EXECUTIVE SESSION

A motion was made to move to Executive Session for Bids and Proposals, Owner Correspondence, Violation Logs, and Delinquency Reports. The motion was seconded and carried. The Board moved into Executive Session at 6:03 p.m.

OPEN SESSION

The Board returned to the Open Session at 6:55 p.m.

The Board brought forward the following from Executive Session:

A motion was made to approve the proposal from Tradesmen Service as written to repair the backdoor of the clubhouse to be paid out of account number 54550. The motion was seconded and carried. The proposal is attached to these minutes.

MINUTES REVIEW AND APPROVAL

A motion was made to approve the 17 May 2022 Board Meeting minutes. The motion was seconded and carried.

HOMEOWNERS FORUM

(7) Homeowners present.

A homeowner discussed the fact that Dominion Power removed a fence from her property, a fence that was put into place as a safety measure during Dominion powerline work. There were questions about property lines and Cliff will assist with determining the location of the homeowner's property lines.

A homeowner wanted to know the options for adding a fountain to the ponds. This homeowner also wanted to discuss options for adding trees around the ponds for shade.

A homeowner voiced concern about kids not paying attention while walking or riding bikes. The homeowner also requested that information be provided to the community about what side of the road to walk on. The homeowner also voiced concern over bikes being parked on the sidewalk that leads to and from the pool. The homeowner also voiced concern over profanity at the park.

A homeowner was present to voice support for having kids "hanging out" at the park.

A homeowner requested that the Board look into adding additional bike racks at the clubhouse.

COMMITTEE UPDATE

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- Architectural Committee: (Chairperson: Mitch Gold) In attendance. Nothing Significant to Report
- Communications Committee: (Chairperson: Jane McKlveen) In attendance. Temporary playground sign is up. A Common area policy needs to be established so signs can be created. There was a discussion on CMS options. Dog waste receptacles discussion to be delayed until the annual board meeting. The little library has been fixed. There was a discussion about putting a “No loitering” sign on the inside of the clubhouse door to keep people from loitering on the clubhouse steps.
- Neighborhood Watch / Security Committee: (Chairperson: Cheryl Griner) In attendance. Discussed security camera options.

A motion was made to approve the proposals from Pro-Tec Security Inc as written for the installation of security cameras at the clubhouse and to upgrade the clubhouse alarm system. The proposals are included in these minutes. The motion was seconded and carried.

- Newsletter Committee: (Chairperson: Ann Dumenigo) Not in attendance. Nothing Significant to Report
- Nominating Committee: (Chairperson: Casie Nash) In attendance. Nominating actions will begin in September in preparation for the annual meeting.
- Pool Committee: (Chairpersons: Chris and Rebecca Monnikendam / Joseph and Courtney VonTersch) In attendance. There have been multiple incident reports about the pool. The Committee and the Board discussed multiple options to better control the signing-in of guests. The Committee will implement a new sign-in policy.
- Social Committee: (Chairperson: Christopher Bowers) Not in attendance. Nothing Significant to Report
- Swim Team: (Chairperson: Tracy Tucker) Not in attendance. Chairperson provided an electronic update and various items were discussed.
- 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.

A motion was made to let the operating reserve for \$16,505 expire. Renew the operating reserve of \$40,120.02 with Atlantic Union bank for 13 months. Replacement reserve of \$28,453.84 going to Atlantic Union for 13 months. Replacement reserve of \$100,300.04 going to Atlantic Union for 13 months. The motion was seconded and carried.

- Manager’s Report: The Board reviewed the Manager’s Report provided in the Board Package by UPA.

OLD BUSINESS

- Due Process Resolution. In development
- Collection Policy Resolution. In development
- Remote Participation Resolution. In development
- Document Retention Policy Resolution. In development

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- Common Area Policy Resolution. In development
- Board of Director Resolution * Per Article VI in our Articles of incorporation. In development
- Governing Documents Committee. In development
- Draft Security Camera Resolution was provided. Remains in development

NEW BUSINESS

- Options for a new landscaping contract were discussed.


ACTION ITEM REVIEW

- CMS comparison – Jane
- Comms committee send don't feed the geese
- Comms committee landscaping committee
- Cheshire Chat inputs due NLT 27 June 2022.
- Jamie will build a list of jobs that need to be completed.
- Jamie will start working a master schedule for maintenance/etc.
- Cliff will put a temporary board on the deck railing.
- Comms committee post about added Pickle Ball lines.

MEETING ADJOURNED – 9:36 p.m. *The next meeting is scheduled for 16 August 2022.*



Jamie Groves
CFHOA Secretary



For
Erin Karol
CFHOA President

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

Tradesmen Service

"One Call Does It All"

4218 MacArthur Rd
Virginia Beach, VA 23463
757-769-2636
call for tradesmen digital codes



ESTIMATE

ADDRESS
Cheshire Forest Clubhouse
500 Cheshire Forest Drive
Chesapeake VA 23322

DATE: 6/18/2022

ESTIMATE: 3869

REPLACE ALL ROTTED WOOD AROUND DOUBLE DOOR ON BACK OF CLUBHOUSE

- remove existing rotted wood and trim
- replace 10 foot length x 8 inches wide header with new pressure treated wood
- replace trim around door with pressure treated wood
- replace trim around 3 transom light windows
- caulk and seal around windows and door
- paint all new wood
- dispose of old wood

Cost for labor and materials: \$ 1150

Please note if inside of door is also showing rot in the header, etc there will be an additional cost for that. An estimate will also be submitted at that time if needed.

THANK YOU FOR CONSIDERING TRADESMEN SERVICE!!

KIND REGARDS
Clinton Cuffee
Tradesmen Service
4218 MacArthur Road
Virginia Beach VA 23463
757-769-2636

Clinton M. Cuffee

From: Clinton Cuffee <cuffee.tradesmen@gmail.com>
Sent: Tuesday, June 21, 2022 11:17 AM
To: John Kohman <jkohman@unitedpropertyassociates.com>
Subject: Re: Estimate for back door repair

We can change the entire trim to pvc at no additional cost. The structural header has to be pressure treated wood as that's a support beam.

On Tue, Jun 21, 2022 at 10:50 AM John Kohman <jkohman@unitedpropertyassociates.com> wrote:

What would the estimate be if we replaced with PVC?



John Kohman, CMCA

Associates Manager

Phone: 757 484 0753

Fax: 757 484 6237

1841 Northern Vibe Blvd., Suite 200

Bedford, VA 23030-3758

www.unitedpropertyassociates.com

Growth Through Excellence

Clinton M. Cuffee

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

PRO-TEC Security Inc.
1025 Executive Blvd., Ste. 101
Chesapeake, VA. 23320
757-853-1183 Office
757-436-3631 Fax
DCJS License # 11-2921

Chiff Krebs *revised* May 11, 2022
Cheshire Forest Clubhouse
500 Cheshire Forest Drive
Chesapeake, VA 23322
Cell # 757-439-8217
Email: chiff@pro-tecsecurity.com

Job Location: Same

Dear Chiff,

PRO-TEC SECURITY, INC. respectfully submits the following proposal for the installation of an IP Camera system with (9) outdoor 4mpx cameras as requested.

Camera System Consisting of:

Install (1) HikTyr1216HD-IT 16-channel HD Digital video recorder with built-in eSata card for remote viewing & 4TB storage

Install (1) Min man UPS back-ups

Install (9) HikVision DS-2CD2643G1-LZS 4mpx Turret cameras with 2.8-12mm varifocal lenses (4) - 4mpx 2.8-12mm, (5) - 4mpx 4mm lens

Locations: 1 - viewing playground, 1 - viewing tennis court, 1 - viewing right side of building, 2 - viewing rear of building crossing, 2 - viewing pool.
2 - viewing front of building crossing

Install (1) Northern 220v inverter with mount

Install (1) HDMI cable

Install (3) network 48 Port POE switches

Install (3,500) cat 5e cable

Install raise duct liquid tight with boxes

Install (1) recorder locking cabinet with cooling fan

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Project back 3 days

Total IP Camera System installed \$ 6,411.00

Terms: Net 30 days

Warranty: one-year parts & labor

Optional: (extended full-service warranty after 1st year) would cost \$ 58.76 (per-month, (Optional))

Thank you for the opportunity to propose. Please contact me with any questions or if you would like to proceed.

Sincerely,

Approved by: *Chiff A. Krebs*

Richard Sampson

Date: *June 21, 2022*

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Pro-Tec Security Inc.
1025 Executive Blvd., Ste. 101
Chesapeake, VA 23320
757-853-1183 Office
757-436-3631 Fax
DCJS License # 11-2921

Cheryl Grimes
Cheshire Forest Clubhouse
500 Cheshire Forest Drive
Chesapeake, VA 23322
Cell # 757-619-3727
Email chrylgrimes@cheshireforest.com

July 14, 2021

Job Location: Same

Dear Cheryl,

PRO-TEC SECURITY, INC. respectfully submits the following proposal for the installation of a Qolrys security alarm system with alarm com Interactive Services as requested.

Install (1) Qolrys IQ Security Control Panel with rechargeable battery back-up (with 7in touch display and iklm)
Location: where existing keypad is located

Install Wireless door & window sensors on all 1st floor egress

Install (2) Qolrys Passive Infrared motion detectors

Install (1) Alarm com Verizon LTE radio

Total Installed: \$ 440.00 plus options (1- year contract required)

Monthly Services	
Central station monitoring	\$ 20.00 Per-Month
GSM cell service	\$ 11.00 Per-Month
Interactive service (arm/disarm/panic)	\$ 5.00 Per-Month
Grand Total	\$ 36.00 Per-Month

Terms: on completion of installation
Warranty: One-year parts and service
Optional Extended Warranty: After 1 year would cost \$ 6.95 per-month which includes full service parts & Labor.

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Thank you for the opportunity to propose. Please contact me with any questions or if you would like to proceed.

Sincerely,

Richard Sampson

Approved: *Chris M. Grant*
Date: *June 21, 2022*