

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

MEETING MINUTES
Regular Board Meeting
16 August 2022

MEETING CALLED TO ORDER: Quorum established; meeting called to order at 6:03 p.m.

Board Members present: Mitch Gold (Vice President), Cliff Krebs (Treasurer), Jamie Groves (Secretary), Jane McKlveen (Director), and Casie Nash (Director).

Board members absent: Erin Karol (President), Rebecca Monnikendam (Director).

United Property Associates (UPA): John Kohlman

AGENDA REVIEW AND ADOPTION

A motion was made to approve the agenda with the addition of bike rack replacement, landscaping at the sign near the corner of Parker and Keeling Road, and dogs on leashes to be discussed under new business. The motion was seconded and the agenda was amended and adopted.

EXECUTIVE SESSION

A motion was made to move to Executive Session for Due Process Hearings, Bids and Proposals, Owner Correspondence, Violations, 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 7:07 p.m.

The Board brought forward the following from Executive Session:

- Due Process 2022-09, Trailer in Driveway. The homeowner was not present during their Due Process Hearing. A motion was made to send the owner a certified letter informing the homeowner that habitual offenders may be assessed \$50 per occurrence of violation pending clarification from the association's attorney.
- Due Process 2022-10, Dirty Siding. Corrected
- Due Process 2022-11, Dirty Siding. Corrected
- Due Process 2022-12, Dirty Siding. The homeowner was not 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 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. The motion was seconded and carried.
- Due Process 2022-13, Dirty Siding. The homeowner was present during their Due Process Hearing. The homeowner reports that the siding has been cleaned and will be confirmed by the Property Manager.
- Due Process 2022-14, Dirty Siding. 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 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. The motion was seconded and carried.
- Due Process 2022-15, Dirty Siding. The homeowner was not 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 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. The motion was seconded and carried.

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- Due Process 2022-16, Dirty Siding. The homeowner was not 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 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. The motion was seconded and carried.
- Due Process 2022-17, Dirty Siding. Corrected
- Due Process 2022-18, Dirty Siding. Corrected
- Deck railing repair. Will table to get additional quotes for vinyl railing install.
- AAA Winter Maintenance. A motion was made to accept the AAA proposal for the 2022/2023 Winter pool maintenance as written in the board package for \$3714.50. The motion was seconded and carried.

MINUTES REVIEW AND APPROVAL

A motion was made to approve the 6 June 2022 and the 7 July 2022 Board Meeting minutes. 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. Updated members via social media on various subjects. Worked with the Security Committee to put procedures in place for security cameras. CMS continues to be in work.
- Neighborhood Watch / Security Committee: (Chairperson: Cheryl Griner) In attendance. National Night out was a success. The security cameras have been installed and remain in a test status awaiting the establishment of security camera policy and procedures as well as appropriate signage. Security camera policy and procedures document is with the association's attorney for review and signage is being developed and ordered.
- Newsletter Committee: (Chairperson: Ann Dumenigo) Not in attendance. Quarter four inputs for the Cheshire Chat are due NLT September 29th.
- Nominating Committee: (Chairperson: Casie Nash) In attendance. Prepping for the September meeting. Will work with the Communications Committee to advertise the need for volunteers.
- Pool Committee: (Chairpersons: Chris and Rebecca Monnikendam / Joseph and Courtney VonTersch) In attendance. It was decided by the board to offer to make up pay to \$18 per hour for any lifeguarding shifts at the pool that couldn't be filled, rather than close the pool. The pool committee has worked with Jim Durkee at AAA to make sure the pool is staffed and to spread the word to find 'bonus guards.' Special thanks to the pool committee for doing the heavy lifting and communicating with the guards. Also to HOA members for stepping up to be volunteer gate guards last Saturday. The staffing issues are ongoing and changing daily – sometimes hourly. The communications committee has been updating the HOA membership as best as possible using social media and a whiteboard at the pool. When we only have one qualified lifeguard and an unqualified gate guard, we have to give the lifeguard a 15-

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minute break every hour. We hope to be fully staffed throughout the rest of the season, but the pool committee is still working on pinning people down to specific dates. We have a google doc that we have shared with Jim at AAA to help keep things organized. So far we have committed just under \$100 in bonus pay and Jim has estimated that it will be under \$1000 for the rest of the season. Actual numbers can only be worked out when Jim knows who is working on bonus pay, what their current hourly rate is, and how many hours they worked. Jane is currently tracking guards and associated hours to ensure accurate billing to/from AAA Pools. Jane will be passing these responsibilities to Rebecca in the coming days. The pool committee has been handling minor pool complaints.

A motion was made to approve up to \$2000 in additional lifeguard expenditures for the 2022 pool season to address lifeguard shortages. The motion was seconded and carried.

- Social Committee: (Chairperson: Christopher Bowers) Not in attendance. Nothing Significant to Report
- Swim Team: (Chairperson: Tracy Tucker) Not in attendance. Tracy is working towards turning over Swim Team Committee duties.
- 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. There was a discussion on having a special board meeting in September to discuss the budget for 2023.
- Manager's Report: The Board reviewed the Manager's Report provided in the Board Package by UPA.

OLD BUSINESS

- Due Process Resolution. Remains in development.
- Collection Policy Resolution. Remains in development.
- Remote Participation Resolution. Remains in development.
- Document Retention Policy Resolution. Remains in development.
- Common Area Policy Resolution. Remains in development.
- Board of Director Resolution * Per Article VI in our Articles of incorporation. Remains in development.
- Governing Documents Committee. Remains in development.

NEW BUSINESS

- Geese Issues. The board will add signs to the existing posts around the ponds reminding residents not to feed the geese. The Communications Committee will update homeowners via social media. UPA will send a letter to all residents that live on a pond reminding them not to cut the grass at the edge of the pond. The goal is to grow the foliage around the ponds to a height of two feet which will prevent geese access to the ponds. UPA will also send another reminder to the landscaping company to not cut the grass at the edge of the ponds.
- Insurance Items. A meeting will be set up with the association's insurance broker to discuss insurance coverage.
- Bike racks. The existing bike rack will be removed and options for replacement will be discussed at the September meeting.

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- Signage at corner of Parker / Keeling Road landscaping. The landscaping around the sign needs to be cleaned up and updated. A board member has for action.
- Dogs on leashes. The Communication Committee will remind residents via social media that dogs are required to be on a leash.

ACTION ITEM REVIEW

- John discussion with attorney in reference to assessments for habitual violators.
- Jamie/Cliff to build required items list for deck railing and will send to UPA ASAP.
- Jamie to purchase “do not feed the geese signs”
- Communications Committee social media post about dogs on a leash
- Communications Committee. Social media post “need two volunteers to support the Nominations Committee”
- Communications Committee social media post to update residents on Geese.
- Jamie will research trash can replacement options and provide them to the Board for consideration.
- Cliff to landscape the signage at the corner of Parker / Keeling.
- Jane to email AAA about the spending limit for supplemental lifeguards.
- John to write an official letter to Mr Newell about mowing the grass around the ponds.
- John contact association attorney to discuss what appears to be discrepancies between the UPA owner ledger and the law firm’s ledger

MEETING ADJOURNED – 9:14 p.m. *The next meeting is scheduled for 17 May 2022.*



Jamie Groves
CFHOA Secretary



Erin Karol
CFHOA President