

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

MEETING MINUTES
Regular Board Meeting
20 September 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 with the addition of Cheshire Forest Book Club and Tennis Courts Lighting 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 6:03 p.m.

OPEN SESSION

The Board returned to the Open Session at 7:04 p.m.

The Board brought forward the following from Executive Session:

- 2022-19 Trash & debris in driveway. 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 remove the trash and debris 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.
- 2022-22 Trailer on side of home. 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 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. The motion was seconded and carried.
- 2022-23 Trailer in Driveway. 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 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. The motion was seconded and carried.
- Deck railing repair. A motion was made to accept the proposal from Steve Freeman Contracting as written in the Executive Board Package for the repair of the deck railing with the addition of the UPA vetting fee of \$89 provided the company meets vetting requirements.
- AAA Pool proposal. Pool proposals will be tabled for a future meeting.
- Newell Lawn Service proposal. Newell Lawn Service proposal will be tabled for a future meeting.

MINUTES REVIEW AND APPROVAL

A motion was made to approve the 16 August 2022 Board Meeting minutes and the 13 September 2022 Special 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. Content Management System (CMS) comparison sent to all board members for review. Security camera signs were discussed and the board approved the purchase of security camera signs for a total of \$498.00.
- Neighborhood Watch / Security Committee: (Chairperson: Cheryl Griner) In attendance. The Chairperson will be going to the Captain's panel.
- Newsletter Committee: (Chairperson: Ann Dumenigo) Not in attendance. Inputs are due 29 September 2022.
- Nominating Committee: (Chairperson: Casie Nash) In attendance. One person has volunteered to assist. Seeking additional volunteers.
- Pool Committee: (Chairpersons: Chris and Rebecca Monnikendam / Joseph and Courtney VonTersch) In attendance. Discussions will begin for policy, procedures and contract requirements for next season.
- Social Committee: (Chairperson: Christopher Bowers) Not in attendance. Nothing Significant to Report
- Swim Team: (Chairperson: Tracy Tucker) Not in attendance. Turnover is beginning for swim team turnover.
- Yard of the Month Committee: (Chairperson: Imelda Barrera) Not in attendance. Recent yards of the month winners will be announced in the upcoming Cheshire Chat.

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. A breakdown of violation letters sent to residents is provided in the Manager's Report and is available upon request from the Property Manager.

OLD BUSINESS

- Security Camera Policy
A motion was made to approve the security camera policy as written. The motion was seconded and carried.

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- Virtual Meeting Resolution. Tabled for a future meeting.
- Electronic Notification Release form. Tabled for a future meeting.
- Governing Documents Committee. Tabled for a future meeting.
- 2021 Audit. The Board reviewed the 2021 Audit and accepts its' findings. Options for potentially moving funds into a CD will be discussed at the October board meeting.

NEW BUSINESS

- Clubhouse deck rail replacement. Previously discussed.
- 2023/24 landscape contract. Previously discussed.
- 2023 Proposed budget review. The proposed 2023 budget remains under review.
- 2022 Annual Meeting Preps. Annual meeting preparations were discussed.
- Cheshire Forest Book Club. On the last Tuesday of every month from 6:00-8:00 pm, the clubhouse will be reserved for a meeting of the newly formed Cheshire Forest Book Club.
- Tennis Courts Lighting. Multiple tennis court lights are out.

A motion was made to accept the proposal from Relay Electric to replace the tennis court lights with LED lights at a cost of \$2,845.00

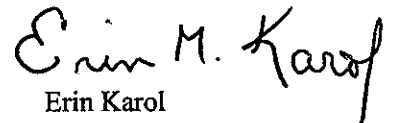
ACTION ITEM REVIEW

- Erin and Mitch meeting with Newell to discuss Landscaping.
- Erin and Mitch meeting with AAA Pools to discuss the pool contract.
- Cheshire Chat inputs are due 29 September 2022.
- Cliff send the proposed 2023 budget to the board by 27 September.
- Board members review the My Green Condo proposal and be prepared to vote electronically in five days.
- John will email the Cheshire Forest Book Club.
- Jane will purchase the security camera signs.

MEETING ADJOURNED – 8:52 p.m. *The next meeting is scheduled for 18 October 2022.*



Jamie Groves
CFHOA Secretary



Erin Karol
CFHOA President