

# Cheshire Forest Homeowners Association, Inc.

5849 Harbour View Blvd. Suite 200  
Suffolk, VA 23435  
(757) 484-0759/Fax (757) 484-3217

October 31, 2022

## RE: ANNUAL MEETING

Dear Homeowner:

As required by the governing documents, the Annual Meeting of the Cheshire Forest Homeowners Association (the "Association") will be held at the Cheshire Forest Clubhouse, 500 Cheshire Forest Drive, Chesapeake VA, 23322 on **Tuesday, November 15, 2022 at 7:00 P.M.** Registration will begin at 6:30 P.M. Registration will be closed shortly after call to order, so please be sure to arrive at the meeting on time. An agenda for the meeting is attached.

If you are interested in the operations of the Cheshire Forest Homeowners Association, you should make every effort to attend. Two (2) board positions are up for election or re-election. Anyone interested in serving on the Board of Directors should submit the enclosed **nomination application** to the Nominating Committee on or before **Thursday, November 10, 2022**, in order to be included on the ballot. Please note that your name may still be added as a write-in candidate if you are nominated from the floor during the meeting.

A proxy form for the annual meeting is also attached. *Regardless of your attendance plans, please complete this form* designating a trusted neighbor or Board member to vote on your behalf **and return it to the Association office no later than Friday, November 11, 2022**. The completed proxy will be counted for the purpose of establishing a quorum for the meeting. It is important that the proxy be assigned to someone that you trust to vote according to your desires.

The adopted 2023 Cheshire Forest operating budget is included in this mailing for your review. Quarterly assessments will increase to \$135.00 per quarter.

A meeting of the new Board of Directors of the Association will be held immediately following the Annual Meeting to elect officers and establish meeting dates.

For the Board of Directors,

John Kohlman, CMCA  
Association Manager  
United Property Associates

CHESHIRE FOREST HOMEOWNERS ASSOCIATION

ANNUAL MEETING AGENDA

November 15, 2022

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7:00	<u>Establish a Quorum / Call To order / Board Intro's</u>	Erin Karol
	<u>2021 Annual Meeting Minutes Approval</u>	Jamie Groves
	<u>State of the Association</u>	Erin Karol
	<u>Treasurer's Report / IRS Revenue Ruling</u>	Cliff Krebs
	<u>Explanation of Nomination &amp; Election Process</u>	Casie Nash
	<ul style="list-style-type: none"><li>• Nominations from the Floor</li><li>• Introduction of Nominees</li><li>• Nominee's Presentation (3 Minutes Each)</li><li>• Instructions for Casting Ballots</li><li>• Vote</li><li>• Collection of Ballots</li><li>• Call for Volunteers / Counting of Ballots</li></ul>	
	<u>Homeowner Forum</u>	Erin Karol
	<u>Announce Election Results</u>	John Kohlman
	<u>Adjourn General Meeting</u>	Erin Karol

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Organizational Meeting of New Board Members

- Elect Officers
- Set Date for Next Board Meeting
- Adjourn

# Cheshire Forest Homeowners Association, Inc.

## ANNUAL MEETING PROXY

November 15, 2022

Person to whom you are appointing your proxy

I/we, the undersigned member(s) of the CHESHIRE FOREST HOMEOWNERS ASSOCIATION, a corporation organized under the laws of the Commonwealth of Virginia, do hereby constitute and appoint:

(Please Print) \_\_\_\_\_  
Name of person you are granting your proxy to

\_\_\_\_\_  
**THEIR** address

to attend the Annual Meeting of the Membership of CHESHIRE FOREST HOMEOWNERS ASSOCIATION, Inc. to be held at the Cheshire Forest Clubhouse, 500 Cheshire Forest Drive, Chesapeake, VA 23322 on November 15, 2022, at 7:00 P.M. The purpose of the meeting is to elect/reelect Two (2) members to the Board of Directors. Member's present may revoke this PROXY and vote directly. This proxy shall remain valid until December 31, 2022.

Assigning your proxy to another Member entitles that Member to vote on your behalf at the Annual Meeting as they desire.

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DATE: \_\_\_\_\_

YOUR Information

\_\_\_\_\_  
Owners Print Name

\_\_\_\_\_  
Owners Signature

**YOUR** Property Address in Cheshire Forest:  
\_\_\_\_\_

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### Instructions for Completing Proxy

1. Please sign exactly as your name appears on your deed. If you are signing in a representative capacity, please give full title as such. If the property is owned by a corporation, please sign in the corporate name by president or another authorized officer. If the property is owned by a partnership, please sign in the partnership name by authorized partner(s).
2. **PROXIES must be returned on or before Friday, November 11, 2022**, to the Association Manager, John Kohlman. You may deliver the proxy to the Management office by hand, mail, fax TO 757.484-3217, or e-mail (.pdf file with original signatures to): jkohlman@unitedpropertyassociates.com, allowing time for delivery.
3. Any proxies returned unassigned will be assigned to the most senior member of the Board of Directors, not on the election ballot

# **Cheshire Forest Homeowners Association**

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## **NOMINATION APPLICATION**

**BOARD OF DIRECTORS ELECTION**

**November 15, 2022**

I desire to be placed in nomination for a position on the Board of Directors of the Cheshire Forest Homeowners Association. Please include my name on the ballot for the election to be held at the 2022 Annual Meeting.

## **PLEASE PRINT OR TYPE ALL INFORMATION**

Nominee:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email

Please attach a copy of a personal biography or brief description of activities that you believe qualify you to serve on the board.

I hereby certify that I am willing to serve for term which I am elected.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

This form must be completed and returned to the Nominating Committee Chair, Casie Nash on or before Thursday, November 10, 2022 by email to [casielnash@gmail.com](mailto:casielnash@gmail.com) in order for your name to be printed on the ballot sent prior to the annual meeting.