

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS**

**MEETING MINUTES  
Regular Meeting of the Board of Directors  
17 January 2023**

According to Article XI, Section 1 of the Cheshire Forest Homeowners Association By-Laws, a regular meeting of the Board was held on Tuesday, January 17, 2023, at 500 Cheshire Forest Drive, Chesapeake, VA 23322.

The President, Mrs. Karol, opened the meeting at 6:03 pm. with Mr. Gold, Vice-President, Mr. Krebs, Treasurer, Jane McKlveen Secretary, Directors Mrs. Monnikendam, Mrs. Nash, and Mr. Merritt, constituting a quorum.

Board members absent: none

United Property Associates: John Kohlman- present

Mrs. Karol moved that the agenda be amended to add under section 7 reports ( c ) camera footage access log – the agenda was then adopted as written. The motion was seconded by Mrs. Monnikendam and approved unanimously.

Mrs. Karol moved to approve December, 2022, Board Meeting Minutes as written; the motion was seconded by Mrs. Monnikendam and approved unanimously.

Mrs. Karol moved for the Board to move into Executive Session for Due Process, Owner Correspondence and review the Delinquency Report. The motion was seconded by Mr. Gold and approved unanimously. The Board moved into Executive Session.

The Open Session was reconvened at 7:00 pm.

**From Executive Session**

Due Process reference no. 2022-22 - Mrs. Karol motioned that the assessment for due process be waived, and that the homeowner be notified. The motion was seconded by Mr. Gold and approved unanimously.

Due Process reference no. 2023-01 - Mr. Kohlman confirmed that the violation had been corrected and a letter confirming compliance will be sent to the homeowner.

Homeowner's Forum – no homeowners present

**Committees Reporting:**

- ACC committee - It was reported that a homeowner had failed to submit an ACC application for a shed and that Mr. Kohlman had sent a letter informing the homeowner that an application needs to be submitted. Mr. Gold will follow up on that process.
- Newsletter - The Cheshire Chat has been distributed to the board and can now be sent out to the membership.
- Communications committee - The communications chair reported that the CMS implementation is still proceeding with a request sent out to the membership for demographics information to be sent to Mrs. McKlveen.
- Pool & Tennis court committee – It was decided that because of our inability to obtain tennis court keys from the current vendor that the lock be re-keyed and replacement keys ordered from a new vendor. Mr. Krebs will coordinate this change. A key swap will be managed by the board of directors once the lock is replaced.
- Social committee – Mr. Bowers was in attendance to discuss the 2023 schedule of events and to request additional volunteers and also for more board presence at events. Mr. Bowers submitted the outstanding receipts from the Winter party.
- Swim team – Mrs. Monnikendam will work in conjunction with Mrs. Von-Tersch to obtain the laptop, printer, website login and email login from Mrs. Tucker.

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- Yard of the month – was not awarded in October November or December due to a technical glitch – it will resume in April 2023.

**Financial Report**

Mr. Krebs reviewed the December finances. There were some questions about a credit in the ‘utilities/telephones’ account which Mr. Krebs will work on with UPA to resolve. No other variances were reported. It was confirmed that the distribution of assets as detailed in the December minutes was complete.

**Managers’ Report**

The Managers report is provided to the Board before the meeting. The Board reviewed the report and had no questions. The manager reported that there were 7 violation letters sent to homeowners in December and one due process hearing. It was agreed that Mr. Kohlman would update the log provided to the board to reflect dates of compliance for violations.

**Security Camera Footage Access Log**

- January 3<sup>rd</sup> 2023 – Mr. Gold, Mrs. McKlveen and Mrs. Nash viewed the footage for alleged criminal activity reported in the parking lot by a homeowner.

**Old Business**

ACC Guidelines update – Mrs. Karol will forward the first draft for review to the Board by 25<sup>th</sup> January 2023. Mrs. Karol sent the 2023 Annual Planner to the board for review and comment. The board reviewed the Security Camera Policy, Mrs. Karol will send a draft with amendments for further board review.

**New Business:**

Mrs. Karol motioned that the AAA pool contract be accepted as written. The motion was seconded by Mrs. Monnikendam. The motion was passed with six affirmative votes and one abstention by Mr. Krebs. The board requested that Mr. Kohlman invite the community insurance provider for an information session during the March regularly scheduled board meeting.

With the agenda completed the meeting was adjourned at 9:03pm



Jane McKlveen  
Secretary



Erin Karol  
President