

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

MEETING MINUTES
Regular Board Meeting
18 October 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 the AAA Pools 2023 contract discussion 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, Delinquency Reports, and Collection Information. The motion was seconded and carried. The Board moved into Executive Session at 6:01 p.m.

OPEN SESSION

The Board returned to the Open Session at 7:00 p.m.

The Board brought forward the following from Executive Session:

- Due Process 2022-20. The violation has been corrected. The homeowner was present during their Due Process Hearing. A motion was made to send the owner a certified letter reminding the homeowner that storing trailers in the driveway violates the Cheshire Forest governing documents. The motion was seconded and carried.
- Due Process 2022-21. 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 2022-24. The violation has been corrected. The homeowner was not present during their Due Process Hearing. A motion was made to send the owner a certified letter reminding the homeowner that storing a boat in the driveway violates the Cheshire Forest governing documents. The motion was seconded and carried.
- Due Process 2022-25. 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 per 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 2022-26. 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 repair and repaint the fence per 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.

MINUTES REVIEW AND APPROVAL

A motion was made to approve the 20 September 2022 Board Meeting Minutes. The motion was seconded and carried.

HOMEOWNERS FORUM

(1) Homeowners present. The geese population has improved, as noticed during walks around the neighborhood. Concern about social media posts about items found at the park. The resident was updated about the status of the security cameras installed at the clubhouse.

COMMITTEE UPDATE

- Architectural Committee: (Chairperson: Mitch Gold) In attendance. There will be a committee meeting to discuss potential future Architectural Guidelines updates.
- Communications Committee: (Chairperson: Jane McKlveen) In attendance. Security camera signs are being posted, and additional signs are being researched. The committee is meeting with companies for signage updates. Update on social media posts from residents. She met with UPA about CMS.
- Neighborhood Watch / Security Committee: (Chairperson: Cheryl Griner) Not In attendance. Mitch, Jane, and Erin accessed the security camera system for training purposes. A meeting will be set up with ProTec Security for additional training on the system.
- Newsletter Committee: (Chairperson: Ann Dumenigo) Not in attendance. Fall Cheshire Chat released. Winter inputs due NLT 29 Dec 2022.
- Nominating Committee: (Chairperson: Casie Nash) In attendance. Discussion on ballots and interest in running for the Board of Directors.
- Pool Committee: (Chairpersons: Chris and Rebecca Monnikendam) The Pool Committee will assume the duties of ensuring the tennis courts are maintained. The committee will now be known as the Pool/Tennis Courts Committee. AAA Pools 2023 contract is being reviewed and discussed. The plan is to have a pool contract for the board to review in November. There is a shortage of tennis court keys due to the supplier. The committee is working on a solution.
- Social Committee: (Chairperson: Christopher Bowers) Not in attendance. Nothing Significant to Report
- Swim Team: (Chairperson: Tracy Tucker) Not in attendance. Casie met with the Swim Team Committee to discuss and organize financial data.
- Yard of the Month Committee: (Chairperson: Imelda Barrera) Not in attendance. The latest Yards of the Mouth was posted in the Fall Cheshire Chat.

REPORTS

- Financial Report: The Treasurer gave an overview of the current financials.
- The budget for 2023 was presented. A motion to adopt as written the 2023 Cheshire Forest Homeowners Association Annual Budget was made. The motion was seconded and passed unanimously.

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- **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

- Virtual Meeting Resolution. It will be tabled pending further questions/discussion.
- Electronic Notification Release form. It will be tabled pending further questions/discussion.
- Board of Director Resolution * Per Article VI in our Articles of incorporation. It will be tabled pending further questions/discussion.
- Governing Documents Committee. Will be tabled pending further questions/discussion.

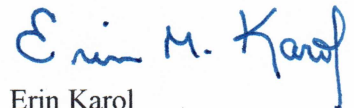
NEW BUSINESS

- 2023/24 landscape contract. It was discussed—no action was taken pending corrections.
- 2022 Annual Meeting Preps. Annual meeting notification letters will be sent to homeowners by November 1, 2022. Unassigned proxies will not be used if needed to establish a quorum. If a quorum has not been established, unassigned proxies will be voted by the most senior member of the board by title who is not up for re-election. Our proxies will only require one signature per household. Other Annual Meeting preps were discussed.

MEETING ADJOURNED – 8:50 p.m. *The next meeting is scheduled for 15 November 2022.*



CFHOA Secretary



Erin Karol
CFHOA President