

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS**

MEETING MINUTES
Regular Meeting of the Board of Directors
20 December 2022

According to Article XI, Section 1 of the Cheshire Forest Homeowners Association By-Laws, a regular meeting of the Board was held on Tuesday, December 17, 2022, at 500 Cheshire Forest Drive, Chesapeake, VA 23322.

The President, Mrs. Karol, opened the meeting at 6:43 pm. with Mr. Gold, Vice-President, Mr. Krebs, Treasurer, Directors Mrs. Monnikendam, Mrs. Nash, and Mr. Merritt, constituting a quorum.

Board members absent: Mrs. McKlveen

United Property Associates: John Kohlman- present

Mrs. Karol moved that the agenda be adopted as written. The motion was seconded by Mr. Gold and approved unanimously.

Mrs. Karol moved to approve November 15, 2022, Board Meeting Minutes as written; the motion was seconded by Mr. Gold and approved unanimously.

Mrs. Karol moved for the Board to move into Executive Session for 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 7:03 pm.

2022-22 Owner requested to address the Board to discuss the process and outcome of their recent Due Process Hearing. Mrs. Karol agreed to review the documentation in the case and respond in writing to the owner. UPA will provide all documentation for review.

Homeowner's Forum – no homeowners present

Committees Reporting:

- ACC Committee Chair Mr. Gold updated the Board on rewriting the ACC Guidelines. It was decided that Mrs. Karol would update the document for review and forward the Draft to the Board.
- Inputs for the first quarter of Cheshire Chat are due to Ann Dumeningo by 29 January 2022. Mr. Gold will email reminders to the Committee Chairs.
- The 2023 Pool Contract is still outstanding. Mrs. Monnikendam again requested the contract to be delivered before the end of the year for Board approval.

Mr. Krebs reviewed the November finances and reported to the Board that there were no variances. The Board agreed that Mr. Krebs, the Treasurer, would approve all invoices through AVID. The President and Vice President will review the invoices monthly but only approve invoices if the Treasurer is unavailable. Mr. Krebs reminded the Board that all expenditures require prior approval by a majority of the Board.

Mr. Krebs motioned to accept the distribution of assets provided by United Property Associates as written. The motion was seconded by Mr. Gold and passed unanimously. The signed list of asset distribution is attached.

The Managers report is provided to the Board before the meeting. The Board reviewed the report and had no questions. The only additional information provided by Mr. Kohlman was that he will be on medical leave for two weeks starting 31 January 2023. UPA will provide coverage during his leave.

CHESHIRE FOREST HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS

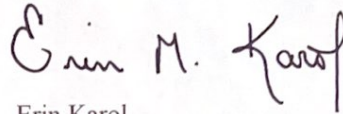
New Business:

Mrs. Karol motioned that the Newell Grounds Maintenance Contract be accepted as written. The motion was seconded by Mr. Gold and unanimously passed. The agreement is attached.

The 2023 Annual Plan is in development by Mrs. Karol. She will forward the draft for review to the Board by 6 January 2023.



Jane McKlveen
Secretary



Erin Karol
President