

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS**

**MEETING MINUTES
Regular Meeting of the Board of Directors
21 March 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, March 21, 2023, at 500 Cheshire Forest Drive, Chesapeake, VA 23322.

The President, Mrs. Karol, opened the meeting at 6:05 pm. with Mrs. Karol, Mr. Krebs, Treasurer, Jane McKlveen, Secretary, Directors Mrs. Monnikendam and Mr. Merritt, constituting a quorum.

Board members absent: Mr. Gold.

United Property Associates: John Kohlman was present.

Mrs. Karol moved that the agenda be adopted. The motion was seconded by Mrs. Monnikendam and approved unanimously.

Mrs. Karol moved to approve January and February 2023 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 Bids and Proposals, Owner Correspondence, and to review the Delinquency Report. The motion was seconded by Mrs. McKlveen and approved unanimously. The Board moved into Executive Session.

The Open Session was reconvened at 7:00 pm.

From Executive Session

Mrs. Karol motioned to accept the proposal by Newell Land & Lawn as written for the replenishment of the playground mulch. The motion was seconded by Mrs. Monnikendam and passed unanimously by those present. This expenditure is a reservable item; \$2,955.56 will be paid out of the Reserve Account.

Mrs. Karol motioned to accept the proposal by Always Clean Service Inc. for power washing as written with the following edits. Remove options A, D, and F-1. F-2 is to be included at a cost no greater than \$475. The motion was seconded by Mr. Merritt and passed unanimously by those present. This is an ordinary expense, and the \$2,460 will be paid from the Operating Account.

Mrs. Karol motioned to accept the proposal by 1st Choice Pest Control for Rodent Control Service as written. The motion was seconded by Mr. Merritt and passed unanimously by those present. This is an ordinary expense, and the \$1,199 will be paid from the Operating Account.

Mrs. Karol motioned to accept the proposal by 1st Choice Pest Control for Commercial Pest Control Service Agreement as written. The motion was seconded by Mrs. McKlveen and passed unanimously by those present. The expenditure of \$119 is a contract paid every other month for a total of \$714 annually from the Operating Account.

Mrs. Karol motioned to accept the proposal by Steve Freeman Contactor for Clubhouse Repairs as written with the following edits. Remove option 7, six trash cans installed. The motion was seconded by Mrs. McKlveen and passed unanimously by those present. The expenditure of \$14,150 is a combination of ordinary maintenance and Replacement Reserve expenses. Our Treasure, Mr. Krebs, will review and appropriately code the invoice.

Mrs. Karol motioned that the homeowner who misplaced the clubhouse key would be assessed fifty (\$50) dollars. The motion was seconded by Mr. Krebs and passed unanimously by those present.

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Homeowner's Forum: No homeowners present wished to address the Board.

Committees Reporting:

- ACC Committee – Two applications were submitted and approved in February. An application was submitted in March and is pending approval.
- Newsletter Committee - April 1st is the deadline for all submissions for the Newsletter.
- Communications Committee- Mrs. McKlveen and Mr. Kohlman met with My Green Condo for training on our new Community Management System. A live link for the system was sent to the Board. The priorities are the Community Calendar, Clubhouse reservation portal, tennis courts, pool pass, and Swim Team Registration system.
- Pool & Tennis Court Committee – Mrs. Monnikendam reports that the pool motor is inoperable. A request for AAA to remove, diagnose the issue, and quote to repair has been made. A leak in the urinal in the boy's bathroom has been detected. Mr. Kohlman will contact a plumber for repair. The tennis court key swap is ongoing. The tennis court light and timer are not working correctly. Mr. Kohlman will manage any action required.
- Social Committee – Mr. Bowers reports that the Easter Party is scheduled for April 2nd and that the Committee will fill Easter Eggs in the clubhouse on Sunday, April 26th. Karaoke/chili night was not well attended, but fun was had by those who did attend. A homeowner has requested to schedule a recurring 1st Friday food truck at the clubhouse. Mr. Bowers will coordinate with all parties to see if this is feasible.
- Swim Team Committee - Mrs. Von Tersch reports that the laptop and printer have been returned from the prior Committee Chair. Mrs. McKlveen will update security protocols on the computer and return them to the Committee for use during the upcoming season. The website and email logins have been recovered, and the Committee has access to both. Once approved by the Board, the Registration package will be uploaded to the Community Management System (CMS). MS. Mrs. Von Tersch attended the Virginia Beach Swim League (VBSL) mandatory meeting on behalf of Cheshire Forest. The Minutes of the February Committee Meeting are attached to these minutes as Addendum A
- Yard of the month – No report was given.

Financial Report

Mr. Krebs reports that the variances in January Financials have been corrected.

Managers' Report

The Audit, Tax Returns, and Financial Statement Review for the year ending December 31, 2022, have been provided by DesRoches & Company. They are to be reviewed by the Board, and any questions forwarded to Mrs. Karol by 31 March. All questions and concerns will be discussed at the April 18th Board Meeting.

Security Camera Footage Access Log

After discussing the current Security Camera Resolution, the Board has determined that some changes need to be made. Mrs. McKlveen will make the suggested changes and provide the new Resolution to the board at the April Meeting for

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discussion and adoption.

Old Business

Mrs. Karol directed Mr. Kohlman to inquire as to the status of the letter requested to be written by our attorney Mr. Hunn in November for clarification of the rights and responsibilities of the Association regarding the Impound Easement on Lot 50.

New Business:

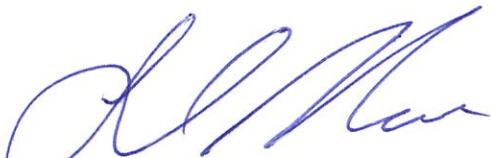
After a review of the cleaning contract for the Clubhouse, it was decided that a deep cleaning would be performed quarterly. Cleaning after a rental is still required and is part of the rental fee. Any additional or as-needed cleaning will be scheduled and managed by UPA.

After discussing the provided roof replacement proposals, the debate was tabled. Mrs. Karol will provide the Board with a comparison and contrast of the recommendations for clarification. Mr. Kohlman was asked to procure an additional quote. The Board will revisit this under Old Business in April.

Mr. Stuart Sim, of the Morgan-Marrow Company, will attend our 18 April meeting. Mr. Sim is our Insurance agent and will provide the Board and Community clarity on our insurance and coverage limits. Mrs. Karol asked the Board to review our current policy and forward her any questions before the meeting.

With the agenda completed, the meeting was adjourned at 9:00 pm.

The next meeting of the Board of Directors is Tuesday, April 18, 2023, at 7 pm.



Jane McKlveen
Secretary



Erin Karol
President