

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS**

- **Newsletter Committee** – Mr. Gold reported that the first draft of the spring newsletter is complete and any further submissions are due by 20th April.
- **Communications Committee** – Mrs. McKlveen reported that data continues to be updated in MyGreenCondo to include tennis court key numbers and account numbers for Zego. Working with the swim team committee to set up swim team registration and payments online through melio.com. Talked to Zego representative about setting up interface between Zego and UPA for online payments direct through MGC. Transferred domain name CF HOA now owns cheshireforest.org. Added Mr. Merritt to MS Teams group with access to signage files. Will be meeting with him to discuss.
- **Security Committee** – The HOA is working closely with the Chesapeake Police Department to curb crime in the neighborhood. Will work with the communications committee to release information on social media after the newsletter and social media announcement about working with police. There has been one incident of graffiti on the play structure. Mr. Krebbs is talking to contractors to obtain a quote for railings on one side of currently enclosed play structure tree house.

Per The Bylaws Article IX, Section 4, Action Taken Without a Meeting. Mrs. McKlveen made a motion to accept the revised Security Camera Policy Resolution and the Directors unanimously passed the updated Security Camera Policy Resolution via electronic means. The revised Resolution is attached to these Minutes as addendum A.

- **Pool & Tennis Court Committee** – Mrs. Monnikendam reported that Newell has sprayed the weeds and cleared the pool deck. The pool calendar was sent to board with the new opening times. The pool will not be open when the swim team is practicing. Pool attendance will be recorded and monitored. The Communications committee will help advertise the new pool hours and information will be included in the newsletter. Will work with comms committee regarding pool passes on MGC.
Tennis courts – the gate locks have been changed – members can pick up new keys from the property manager. Tidewater tennis will be invited back to give community lessons. Lights and timer will be checked for faults again.
- **Social Committee** - Mr. Bowers was not in attendance. Nothing to report.
- **Swim Team Committee** – Mrs. Becky Edwards was in attendance. Reported that we are not hosting Divisionals but will be hosting two home meets. Manon Romash and Jada White will be coaches again this year and are recruiting for additional help. VBSL stroke and turn training will be offered up soon, dates will be released via social media. Online registration will be coming soon.
- **Yard of the Month** – will start in May.
- **Nomination Committee** - nothing to report

Financial Report – nothing to report

Managers' Report – The board will review J's cleaning contract. Clubhouse windows have been cleaned inside and out.

Old Business

Mrs. Karol directed Mr. Kohlman to send the letter written by our attorney Mr. Hunn regarding the Impound Easement on Lot 50.

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS**

**MEETING MINUTES
Regular Meeting of the Board of Directors**

18 April 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, April 18, 2023, at 500 Cheshire Forest Drive, Chesapeake, VA 23322.

The President, Mrs. Karol, opened the meeting at 6:00 pm. with Mrs. Karol, 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 was present.

Mrs. Karol moved that the agenda be adopted as written with the addition of 'Virginia Natural gas request' added under old business. The motion was seconded by Mr. Gold and passed unanimously by those present.

Mrs. Karol moved that the March 21st, 2023 Minutes of the Regular Meeting of the Board of Directors be approved as written. The motion was seconded by Mrs. Monnikendam and passed unanimously by those present.

Mrs. Karol moved for the Board to move into an executive session to review proposals, compliance violations, delinquency reports, and collection information. The motion was seconded by Mr. Gold and passed unanimously by those present.

The open session was reconvened at 7:00 pm.

From Executive Session

Z#: 102624 - Mrs. Karol motioned that the Board accepts the terms of the negotiation performed by Mr. Jeffery Hunn, association council. All accumulated compliance fees will be removed, and the homeowner has agreed to remain compliant. The motion was seconded by Mr. Gold and passed unanimously by those present.

Z#:102169 - Mrs. Karol motioned that the non-compliance assessment for the homeowner is removed from their account. The motion was seconded by Mr. Merritt and passed unanimously by those present.

Member forum – 5 members were in attendance. One member presented a request for support for a car show.

Mrs. Karol motioned to support the Cheshire Forest Hot Rod Cookout. The Association will provide monitored access to the clubhouse restrooms from 10 am to 4 pm with any necessary cleaning provided by the Association. Provided two (2) Best in Show Trophies, the cost to be at most one hundred sixty dollars (\$160), and a minimum of three (3) judges to judge and present the Best in Show Trophies. The motion was seconded by Mrs. Nash and passed unanimously by those present.

Mr. Stewart Sim from Morgan Merrit Co., the Association Insurance broker, provided overview of the HOA insurance policy.

Committees Reporting:

- **ACC Committee** – Mr. Gold - nothing to report. The ACC applications are listed in the managers' report.

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS**

Mrs. Karol motioned that we accept the Andrews roofing proposal dated January 4th, 2023 as written for the Certainteed Landmark Pro shingles for \$25,448.00 – funds to come out of the replacement reserve. The motion was seconded by Mr. Gold and passed unanimously by those present.

The clubhouse gutter project is tabled until further notice. Gutter installation will depend on Protec security cameras being repositioned.

Erin motioned that we accept the Whitman Development Group brick repair proposal dated 9th January, 2023 as written for the amount of \$2614 to come out of the reserve account. The motion was seconded by Mr. Gold and passed unanimously by those present.

Virginia natural gas requested to install a pressure monitor on the meter at the clubhouse. The Board agreed to the installation.

New Business

Mr. Gold motioned that we accept the Deroche 2022 audit of the Cheshire Forest HOA financial records as submitted. The motion was seconded by Mrs. Nash and passed unanimously by those present.

Pool pump – Mrs. Monnikendam and Mr. Krebs will research and report to the board via email on the purchase of a new pool motor.

Mrs. Karol motioned that the Cheshire Forest Homeowners' Association - Cheshire Forest Swim Team account at Towne Bank be modified as follows. The signature/access information is to be updated Mr. Cliff Krebs HOA treasurer, Mrs. Courtney Von Tersch, and Mrs. Lindsey Ross. All others currently with access are to be removed from the account. Statements of the account will be sent in the Care of: United Property Associates, 5849 Harbor View Blvd, Suite 200, Suffolk, VA. 23435. The motion was seconded by Mr. Gold and passed unanimously by those present.

Per The Bylaws Article IX, Section 4, Action Taken Without a Meeting. The Directors accepted the proposal by Creative and Curated for Design Concepts for the Clubhouse Restrooms as written. The Conference Area and Lounge Area proposal was tabled for later discussion. All present voted to accept the proposal.

With the agenda completed, the meeting was adjourned at 9:16 pm.

The next meeting of the Board of Directors is Tuesday, May 16th, 2023, at 6 pm.



Jane McKlveen
Secretary



Erin Karol
President

Addendum A

Security Camera Policy Resolution - attached