

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS**

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

16<sup>th</sup> May 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, May 16, 2023, at 500 Cheshire Forest Drive, Chesapeake, VA 23322.

The President, Mrs. Karol, opened the meeting at 6:08 pm. with Mrs. Karol, Mr. Gold, Vice President, Mr. Krebs, Treasurer, Jane McKlveen, Secretary, and Director Mrs. Nash constituting a quorum.

Board members absent: Mr. Merritt and Mrs. Monnikendam

United Property Associates: John Kohlman and Melissa Arsement were present.

Mrs. Karol moved that the agenda be adopted as written with the addition of 'e. document retention' added under new business. The motion was seconded by Mr. Gold 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

No actions were taken.

Mrs. Karol moved that the April 18th, 2023 Minutes of the Regular Meeting of the Board of Directors be approved with the changes submitted. The motion was seconded by Mr. Gold and passed unanimously by those present.

Mrs. Karol moved that the April 17th, 2023 Minutes of the special Meeting of the Board of Directors be approved as written. The motion was seconded by Mr. Gold and passed unanimously by those present.

Member forum – one member was in attendance.

Committees Reporting:

- **ACC Committee** – Mr. Gold - nothing significant to report. The ACC applications are listed in the managers' report. 3 are pending.
- **Communications Committee** – Mrs. McKlveen reported that the swim team registrations are online and working. Data continues to be updated in MyGreenCondo. Plan and scope of work will be provided to the board at the next meeting. Published the newsletter.
- **Security Committee** – Cheryl Griner – not in attendance. New community Officer is Mike Noble. Graffiti was cleaned off the playground again.
- **Newsletter Committee** – Mr. Gold reported that the newsletter was finished and published.
- **Nominating committee** – nothing to report.
- **Pool & Tennis Court Committee** – Mrs. Monnikendam not in attendance. City Inspection for the pool will be done after cleaning on Monday. Lifeguard testing is ongoing for our new lifeguards.  
Tennis courts – the gate locks have been changed – members can pick up new keys from the property manager.

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS**

Mr. Krebs will repair the springs on the tennis court gate. UPA will consult with contractor to find a solution for the gate lock problem.

- **Social Committee** - Mr. Bowers was not in attendance. Car show was well attended and very well received.
- **Swim Team Committee** – Mrs. Meghan Lambert was in attendance. Reported that online registration is ongoing – 70 members enrolled so far. Lifeguards are required for all swim team events and practice. The committee is currently reviewing their budget to include the additional expense and will report to the board any anticipated shortfall. The committee will forward the signed coach’s agreements to the board president.
- **Yard of the Month** – Imelda has chosen 2 yards of the month which will be reported in the next newsletter.

**Financial Report** – Mr. Krebs will email the Social Committee chair to request receipts for events within 30 days of the event. Per the motion made in last month’s board meeting the signature/access cards for the swim team account at Towne Bank have been updated.

**Managers’ Report** – was reviewed - Relay electric fixed the breaker box for tennis court lights. Manager is actively seeking additional electricians to support the Association’s needs.

Bathroom design / update – Mrs. Karol and Mr. Kohlman will contact the Association’s attorney for clarification on ADA requirements.

**Old Business** - no actions were taken.

**New Business**

As of May 30th 2023 Ms. Melissa Arsement will replace Mr. John Kohlman as our Association manager. In her introduction letter the board requested that she remind the membership that yard signs are not permitted as per our governing documents.

Mrs. Karol will write a document retention policy for the Association.

With the agenda completed, the meeting was adjourned at 8:55pm.

The next meeting of the Board of Directors is Tuesday, June 20th, 2023, at 6 pm.



Jane McKlveen  
Secretary



Erin Karol  
President