

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS**

**MEETING MINUTES  
Regular Meeting of the Board of Directors  
18 July 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, July 18, 2023, at 500 Cheshire Forest Drive, Chesapeake, VA 23322.

The President, Mrs. Karol, opened the meeting at 6:00 pm. Mr. Gold, Vice-President, Mrs. McKlveen Secretary, Mr. Krebs, Treasurer, Directors, Mrs. Nash, and Mr. Merritt constituting a quorum.

Board members absent: Mrs. Monnikendam.

United Property Associates: Melissa Arsement- present

Mrs. Karol moved for the Board to move into an Executive Session for a Due Process Hearing, Compliance Violations, Owner Correspondence, and the Delinquency Report.

The Open Session was reconvened at 7:00 pm.

**From Executive Session**

Mrs. Karol motioned that the Board accepts the terms of the proposal sent by All Recreation of Virginia for the replacement of the barrier walls on the play structure for the amount of \$4117. The motion was seconded by Mr. Gold and passed unanimously by those present. Money will be sourced from replacement reserves – account number 55490.

Mrs. Karol moved that the agenda be adopted with the addition of D. New business – trash cans/bike rack. And E. Virginia Natural gas. The motion was seconded by Mr. Gold and unanimously approved.

Mrs. Karol moved to approve the June Minutes of The Regular Meeting of the Board of Directors as written; the motion was seconded by Mrs. Nash and unanimously approved.

**Member forum** – no members were in attendance.

**Committees Reporting:**

- **ACC Committee-** Mr. Gold reports that the transition to the new manager has gone well. There are no outstanding applications before the Committee.
- **Communications Committee** - Jane met with Erin on 10<sup>th</sup> July 2023 to discuss the plan and scope of the CMS project. The main issues currently are the lockdown of owners records, board members permissions v. house permissions. Planned access for board members and first users to go live by Aug 1. Go live to rest of HOA members planned for 1 September to include the events calendar, documents, and basic functions. SSL certificate and fix of current website was completed with Lori. SSL fix still pending. Matthew is working on signage – an update will be provided by next board meeting.
- **Neighborhood Watch/Security Committee** - Mrs. Griner was absent but she has arranged for a stand in to organize and run the National Night out.
- **Newsletter** – Mr. Gold reported that the current newsletter is being edited and should be ready by the end of the week. The Book club schedule has been updated to accommodate the National Night out and Ms. Deighan has submitted an entry to the newsletter.

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- **Nominating Committee-** Mrs. Nash reported that she has added an article for the newsletter asking for new board members as 5 directors are up for reelection in November. All Board Members up for re-election in November are asked to submit their intent to run to Mrs. Nash, Committee Chair, by 15 August. In order to align our board with our bylaws, one board position up for election this November will be for a one year term. The board President will work with the Committee to draft a special resolution to rebalance the Board in accordance with the bylaws.
- **Pool/Tennis Committee -** Mrs. Von Tersch reports on behalf of Mrs. Monnikendam that there are currently no significant issues with lifeguard staffing. New notice boards have been ordered and will be installed upon arrival. Mr. Nagy – an HOA member – expressed concerns to the board regarding possible safety issues around the pool area. Mrs. Karol met with Mr. Nagy today and a comprehensive list of corrections needed will be generated and conveyed to the board for action. A homeowner was injured at the pool while attempting to set up the ping pong table. The table is currently unavailable for use until the manufacturer can convey to the association the reason for the structural failure and appropriate repairs have been made.
- **Social Committee –** Mr. Bowers was in attendance. He reported that the 4<sup>th</sup> July event was well attended – maybe the best ever! – receipts for expenses were requested by the board.
- **Swim Team-** Mrs. VonTersch reported that the first home meet went well. We had 117 members and have one more home meet and the end of year party to go. Thanks from the board were given.
- **Yard of the month –** May and June yard of the month awards have been made. Mrs. McKlveen will source new yard flags.

**Financial Report:**

Mr. Krebs reports our financial statements showed no discrepancies of concern from the published budget. Mr. Krebs requested that the management company use ‘straightlining’ in the development of our 2024 budget. Mrs. Nash stepped up to take over the responsibility of treasurer for the swim team committee. The ledger was provided to the board. The HRUBS bill discrepancy has been investigated and the bill has been paid.

**Managers’ Report:**

The report provided to the Board by Mrs. Arsement was reviewed. The board has requested more information about ADA compliance in regards to the clubhouse bathrooms. The board is waiting for a response regarding this issue from the CIC Ombudsman.

**Old Business:**

No old business.

**New Business:**

ACC guidelines – The board President is reviewing the current guidelines and will provide the board with an updated draft document when prepared.

CMS update – as in committee report above.

Trash cans & bike racks need to be replaced. Mrs. McKlveen will compile a recommendation for replacements and forward to the Board for approval.

Virginia Natural Gas pressure monitor – the installation of the pressure monitor is complete however the gas company experienced difficulties removing the gas line lock and further work needs to be completed after the pool closes for the season. The work is currently scheduled for September 11<sup>th</sup> 2023.

Mr. Krebs is to replace the doorknob on the supply cupboard and the key is to be placed in the office key lock box.

Mrs. McKlveen will source a new refrigerator for the clubhouse kitchen and convey the selection to the board.

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

*The next Regular Board Meeting is scheduled for August 15, 2023*



Jane McKlveen, Secretary



Erin Karol, President