

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS**

- **Swim Team-** Mrs. VonTersch was not in attendance. The swim team 'All Stars' event was successfully completed and the season is officially over. Mrs. Nash will provide financials to the board before the next monthly meeting.
- **Yard of the month** – Mrs. McKlveen will source new yard flags and distribute to the Committee chairperson.

Financial Report:

Mr. Krebs reports our financial statements showed additional payments to Verizon. Melissa will look into the additional checks sent and report to Mr. Krebs. UPA will continue work on the 2024 budget and the Board will have a special meeting to discuss, potentially on the 26th September at 7pm. Mr. Krebs will look into the additional \$5000 left in the extra reserve account and will liaise with the UPA accounting department and the board as to where the money should be placed.

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. Mrs. McKlveen will follow up. Regarding the lock on tennis court gate – Mrs. Karol will order metal slats and arrange for installation. Melissa will contact the locksmith for alterations.

Old 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 is waiting on a quote for replacements and will forward to the Board for approval when received.

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 11th 2023.

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

New Business:

A homeowner generated a list of repairs around the clubhouse and pool areas to present to the board. Appropriate corrective action was taken. Part of the actions taken were related to electrical items. Mrs. McKlveen made a motion to approve an invoice from Premier Electrical Services in the amount of \$1149.45. The motion was seconded by Mr. Merritt and unanimously approved. Money will be sourced from operational reserves – line item 56600.

With the Agenda completed, the meeting was adjourned at 8:33 pm.

The next Regular Board Meeting is scheduled for September 19th, 2023 with a possible special meeting on 26th September to finalize the 2024 budget.


Jane McKlveen, Secretary


Erin Karol, President

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS**

**MEETING MINUTES
Regular Meeting of the Board of Directors
15 August 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, August 15, 2023, at 500 Cheshire Forest Drive, Chesapeake, VA 23322.

The President, Mrs. Karol, opened the meeting at 6:00 pm. Mrs. McKlveen Secretary, Mr. Krebs, Treasurer, Directors Mr. Merritt and Mrs. Monnikendam were in attendance constituting a quorum.

Board members absent: Mr. Gold and Mrs. Nash.

United Property Associates: Melissa Arsement- present

Mrs. Karol moved for the Board to move into an Executive Session for contract review, compliance violations, owner correspondence, and the Delinquency Report. The motion was seconded by Mr. Merritt and unanimously approved. The Open Session was reconvened at 7:00 pm.

From Executive Session

Mrs. Karol motioned that the Board accept the terms of the proposal sent by AAA pools for the winterization contract for 2023/24 in the amount of \$4530 (or \$3851 if paid before September 1st) The motion was seconded by Mr. Merritt and passed unanimously by those present. Money will be sourced from the pool maintenance contract – account number 54670.

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

Mrs. Karol moved to approve the July minutes of The Regular Meeting of the Board of Directors as written; the motion was seconded by Mrs. Monnikendam and unanimously approved.

Member forum – 3 members were in attendance.

Matt Graham – Spoke about the possibility of forming a tennis club for the neighborhood. Mrs. Karol will look into insurance and liability issues. The Tennis & Pool Committee chair will follow up with Mr. Graham regarding details. Elizabeth Arrington – Spoke about the possibility of organizing a monthly social club – potentially a friends game night or craft night. Mrs. Arrington will follow up with the Social Committee Chair Mr. Christopher Bowers to organize details.

Committees Reporting:

- **ACC Committee** - Mr. Gold was not in attendance – nothing to report.
- **Communications Committee** – Mr. Merritt has contacted the signage company and is working with them. Mrs. McKlveen reported no new progress on CMS implementation due to time constraints brought on by additional work on the ‘Nagy Report’. SSL cert has been purchased and work continues.
- **Neighborhood Watch/Security Committee** – The National Night Out event was well attended. A technician from Protec came to service the alarm system and new security codes were requested from Board Members. Nothing else to report.
- **Newsletter** – Will be published.
- **Nominating Committee**- Mrs. Nash not in attendance, nothing to report.
- **Pool/Tennis Committee** – Mrs. Monnikendam – Will research better tennis court lighting. Will contact AAA about a water leak in pool house. Melissa will contact a contractor for a quote for the pool house wall repair. Mrs. Monnikendam will contact AAA regarding the pool closure timetable and will arrange for a board member to be present when the pool cover is installed. Will also contact Kettler regarding a new table tennis table.
- **Social Committee** – Mr. Bowers was not in attendance. Liz Arrington will contact Christopher about the new proposed club. Receipts for expenses were requested again by the board.