

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS**

**MEETING MINUTES
Regular Meeting of the Board of Directors
19 September 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, September 19, 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 Mr. Merritt, Mrs. and Mrs. Monnikendam were in attendance constituting a quorum.

Board members absent. None

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. Gold and unanimously approved.

The Open Session was reconvened at 7:00 pm.

Mrs. Karol moved that the agenda be adopted with the following changes -

9 – F – Virginia Natural Gas

10 – b – Steve Freemans proposal

The motion was seconded by Mr. Gold and unanimously approved.

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

Member forum – 5 members were in attendance.

Mrs. Carrie Fair asked about the possibility of having a yard sign with her son's name. Mrs. Karol responded that we are not allowed to govern outside the Declarations. So the wildcats sign with her son's name is not allowed to be displayed on the property. As per our governing documents the only signs allowed are those displaying just the names of the residents. It was noted that one yard flag is allowed.

Mr. Granata asked about the common area behind the pool and asked that the landscaping company clean up the debris blown from the pool area. The drainage in that area was also mentioned.

Committees Reporting:

- **ACC Committee** - Mr. Gold was in attendance – nothing to report.
- **Communications Committee** – Mr. Merritt has contacted the signage company and is working with them. Mrs. McKlveen reported no update on CMS implementation.
- **Neighborhood Watch/Security Committee** – Protec came to change out the main security panel. The system is fully functional again. Nothing else to report.
- **Newsletter** – Input is due by October 4th.
- **Nominating Committee**- Mrs. Nash in attendance, Linda Ewald and Debbie Ybarra have joined the committee. Nominations for board positions are due to the property manager by the third week of October. There is currently one declared nominee.

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- **Pool/Tennis Committee** – Mrs. Monnikendam in attendance – The pool has not been closed yet and there is no cost currently quoted for the grommet holes to be filled until after the cover is placed. Deck drainage needs to be improved as per AAA. Will research better tennis court lighting – Mrs. McKlveen will order a caution sign for the tennis court gate. 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. Is working with Kettler regarding a new table tennis table. Tennis club – still in negotiation – liability still needs to be addressed.
- **Social Committee** – Mr. Bowers was not in attendance. Rib cookoff may be postponed. Turkey trot coming up. The Christmas decorating committee asked for a new tree which is possible within the existing social committee budget.
- **Swim Team** - Mrs. VonTersch was in attendance. Manon wrapped up end of season. Cleaning out swim loft needs to be completed. Mrs. Nash will provide the rest of the financials to the board before next meeting.
- **Yard of the month** – Mrs. McKlveen sourced new yard flags – waiting on Etsy.

Financial Report:

Mr. Krebs reports that our finances are in order. Mr. Krebs motioned that we pay the invoice to Coastal AC in the amount of \$1149 to be sourced from line item 54550 ‘maintenance and repairs’ for the repairs of the exterior birdhouses on the AC units. The motion was seconded by Mr. Merrit and passed unanimously. Mr. Krebs recommended that the property manager’s spending limit be increased to \$1500 next year.

it was noted that the next time UPA needs us to roll over a CD that it is always brought to the board to consider and vote on first.

Mr. Krebs motioned that we roll over the replacement reserve CD currently held in Atlantic Union Bank expiring September 23rd 2023 – to a seven month 5% CD at the same bank. The motion was seconded by Mrs. Karol and passed unanimously.

UPA has produced the 2024 budget. 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. Concerns were raised regarding the Social Committee budget in that monies have been underspent. Melissa will send Christopher confirmation of how much is left in the budget for the year.

Managers’ Report:

The report provided to the Board by Mrs. Arsement was reviewed.

Old Business:

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

Liability insurance for swim team and tennis coaches is being researched.

CMS update – as in committee report above.

Club house interior bathrooms – plans will be provided to board then attorney will tell us if they meet the ADA requirements.

Member concern from July – The only items left from initial concerns are a new lock to replace cable on the pool gate. This is something that has been quoted by Steve Freeman. The pool phone will be replaced by the start of next pool season. The repair to the columns on the happy hut are being quoted. Pool grommets – will be filled by AAA. Pavement/trip hazard concrete work – is being quoted. Sprinkler cover – will be fixed by sprinkler company – waiting on company. Tennis court gate – sign to be added. Virginia Natural Gas pressure monitor – scheduled for 9/26th Mitch will coordinate work.

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New Business:

Budget – a special board meeting is scheduled for the purpose of discussing the 2024 budget on 11th October at 6pm.

Mrs. Karol motioned that we accept the proposal from Steve Freeman for the repairs to the pool house in the amount of \$1600 to be sourced from line item 54660. The motioned was seconded by Mrs. Monnikendam and passed unanimously.

With the Agenda completed, the meeting was adjourned at 9:05 pm.

The next Regular Board Meeting is scheduled for October 17th, 2023 and a special meeting is scheduled for 11th October to finalize the 2024 budget.



Jane McKlveen, Secretary



Erin Karol, President