

Cheshire Forest Homeowners Association
500 Cheshire Forest Drive
Chesapeake, VA 23322

MEETING MINUTES
Annual Membership Meeting
November 15, 2022

The meeting was called to order and a Quorum established with 27 homeowners present (21 voting members) and 91 proxies filed with the Secretary. The President, Mrs. Karol, opened the meeting at 7:03pm. The Secretary, Mr. Groves, was present to record the meeting, Mr. Gold, Vice-President, Mr. Krebs, Treasurer, Directors Mrs. McKlveen, Mrs. Monnikendam, and Mrs. Nash were present.

United Property Associates: John Kohlman

2021 Annual Meeting Minutes - A request was made to amend the minutes of the 2021 annual membership meeting to add the following action items for 2022: Clubhouse lighting, Security Cameras, Clubhouse bathroom restoration, as these were inadvertently missed in the draft minutes. The 2021 General Membership Meeting Minutes were amended and approved as amended.

The State of the Association power point presentation was made by the President (attached)

Treasurers report - Cliff Krebs, HOA Treasurer, gave an overview of the current financials including the Balance Sheet and the Cheshire Forest budget for 2023. Mrs. McKlveen motioned to adopt the resolution to adhere to IRS Revenue Ruling 70-604 in the event that the association had excess taxable income. The motion was seconded by Mrs. Monnikendam and carried with 21 votes from members present and 91 votes via proxies.

Board of Directors Elections - Per our Bylaws article X, Section 1, it was announced that the nominating committee consisted of Casie Nash, Chairperson, Carrie Fair and Hannah Green committee members. The Nominations Committee Chair discussed the elections process and introduced the 2023 nominees as Jane McKlveen and Matthew Merrit. There were no nominees from the floor. Jane McKlveen introduced herself and a letter was read on behalf of Matthew Merrit. The Membership was asked to provide votes. Each candidate received 112 votes and were elected to the Cheshire Board of Directors.

The 2022-2023 Cheshire Forest Homeowners Association Board of Directors are:

- Erin Karol
- Mitch Gold
- Cliff Krebs
- Jane McKlveen
- Casie Nash
- Rebecca Monnikendam
- Matthew Merrit

Homeowners Forum - A homeowner had a question about the landscaping contract. The landscaping contract remains under review and is being revised at the request of the Board before a decision on the contract will be made.

Two homeowners had questions about installing solar panels and solar shingles.

A homeowner requested an update on the teenagers that are often at the Cheshire Forest Park. An update on the security cameras was provided.

A homeowner voiced concern about the goose population. The Board provided the status of the steps the Board is taking to address the Geese.

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS**

A homeowner asked if the Board had email addresses that were advertised. The homeowner was reminded that email addresses for all Board members are listed on the neighborhood website. There was also a discussion on the up-and-coming Community Management System that will be available to residents in the future.

November 30th is reserved for decorating the clubhouse for the holiday season. If requested, the Communications Committee will seek volunteers to assist with the decorations.

A homeowner wanted to know if it was possible to make a payment to the association without having to mail in a personal check. The Property Manager provided an overview of the options that are available for making payments.

There was no further business, our agenda was completed in totality, the meeting was adjourned at 8:01 p.m.



Jane McKlveen, Secretary



Erin Karol, President

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS**



**CHESHIRE FOREST
HOMEOWNERS
ASSOCIATION**

**2022 Annual Meeting
15 November 2022**

AGENDA

Establish a Quorum Call The Annual Meeting of the Membership to Order Introductions	Erin Karol
2021 Annual Meeting Minutes	Jamie Groves
State of the Association	Erin Karol
Treasurer's Report / IRS-Revenue Ruling 70-604	Cliff Krebs
Election	Casie Nash
Homeowners' Forum	Erin Karol
Election Results	John Kohlman
Adjourn General Meeting	Erin Karol

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS**

Current Board Members

* term expires this evening

President	Erin Karol
Vice President	Mitch Gold
Secretary	Jamie Groves *
Treasurer	Cliff Krebs
Director	Jane McKlveen *
Director	Casie Nash
Director	Rebecca Monnikendam
Manager	John Kohlman

2021 MINUTES

Mr. Jamie Groves is presenting the Minutes of the 2021 Annual Meeting for approval by the membership.

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS**

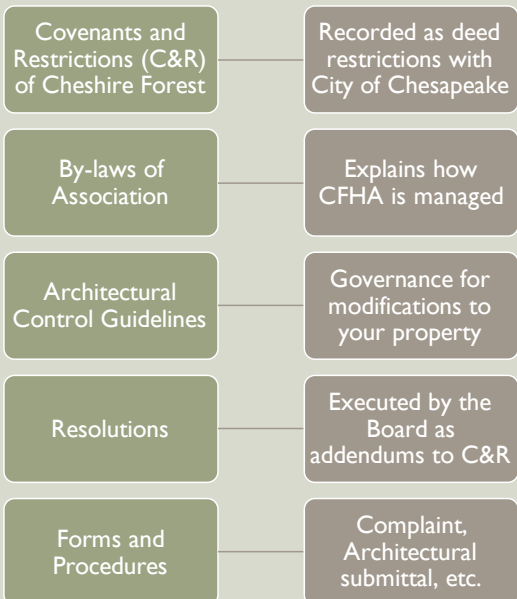
THE ASSOCIATION

A Homeowners' Association is a corporation that governs a planned residential development. Once you purchase a home in an area governed by an Association, you are automatically a member and must pay fees and follow HOA rules.

A Homeowners' Association is run by a Board of Directors elected by the homeowners. The Board consists of volunteers elected by their fellow residents to sit on the Board and make decisions on the resident's behalf.

The Association Members and Board of Directors have a fiduciary duty to the corporation, which requires that members act in good faith, with skill and care, and on behalf of the Association.

OUR GOVERNING DOCUMENTS



Board of Directors

What do we do?

- Rules
- Meetings
- Finances
 - Set Assessments – Increased for 2023
- Maintenance

Your Board meets in our clubhouse on the 3rd Tuesday of every month at 7 p.m.

The Meetings are always open to the Membership.

2022 ACCOMPLISHMENTS

- Clubhouse Area
 - Lighting
 - Security System and Cameras
- Common Area Signage – in progress
- Pickleball Court Lines
- Cheshire Forest Community Management System (CMS) – My Green Condo
- Collection and Collation of our Governing Documents

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS**

GOALS FOR 2023

- Integration of the CMS-My Green Condo
- Written Charters for all our Committees
- Standing up two new committees
 - Landscaping
 - Documents
- Refurbishing the Clubhouse Bathrooms
- Replace Clubhouse Roof
- Refurbishing the Clubhouse Landscaping
- Assessment of the Pool Plaster
- Assessment of our Retention Ponds

CHESHIRE FOREST COMMITTEES

Architectural Control

Chair: Mitch Gold

- Committee: Jay Connolly and Paul Corcoran
- Processes applications for *exterior* alterations ... *including* landscaping.
- Review, maintain, and recommend changes to the Architectural Control Guidelines.
- Volunteers Welcomed!

Communications

Chair: Jane McKlveen

- Committee: Erin Karol and Jamie Groves
- Procurement, Implementation, and management of our community management system. My Green Condo
- Management of our current website
- Online Communications
 - Nextdoor
 - Facebook
 - CheshireForest.org

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS**

Committees *Continued*

Neighborhood Watch/Security

Chair: Cheryl Griner

- Hosts National Night Out in August
- Coordinates with Block Captains
- Participates in Chesapeake Crime Prevention Council (CCPC)
- Uses Social Media to inform the neighborhood after receiving information from 1st responders

Newsletter

Chair: Ann Dumeningo

- The "Cheshire Chat" Newsletter is produced quarterly. Is available on our CMS and via USPS.
- Community issues, upcoming social events
- Input is welcomed, and advertising space is available.

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS**

Committees *Continued*

Nominating

Chair: Casie Nash

- Committee: Carrie Fair and Hannah Green
- The Chairman will be a Member of the Board of Directors
- Two Members of the Association
- Serves for one year
- Gathers and makes nominations to the Board of Directors

Pool And Tennis

Chair: Rebecca Monnikendam

- Responsible for all things pool related.
- Point of contact for residents on pool use and issues
- Liaison with Pool Management Company
- Liaison with Swim Team for scheduling
- Writes Pool Policy to be approved by the Board of Directors

Committees *Continued*

Social

Chair: Christopher Bowers

- Arranges activities for the community with the help of volunteers.
- Manages in cooperation with the Board of Directors a Ten-Thousand-dollar budget
- Halloween, Christmas, Adult Bash, Chili Cookoff, Spring Party, 4th of July Parade, Pizza by the Pool, the annual Triathlon, and many more

Swim Team

Chair: Courtney VonTersch

- Manage the Cheshire Forest Swim Team
- Coordinate with the Virginia Beach Swim League
- Registration: March through May
- Swim Team June through August

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS**

Yard of the Month

Chair: Imelda & Ric Barrera

- Selected May – December
- Christmas Yard of the Year, selected in December
- Home Depot gift card awarded to each selectee



Treasurer's Report Mr. Cliff Krebs

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS**

Balance Sheet - Assets

Assets	10/31/2020	10/31/2021	10/31/2022
Operating Cash	\$132,985.00	\$131,305.00	\$163,241.00
Operating Reserve	\$106,224.00	\$124,957.00	\$84,822.00
Replacement Reserve	\$355,743.00	\$393,317.00	\$440,140.00
Other Assets	\$31,751.00	--	--
Total	\$626,703.00	\$649,579.00	\$688,203.00

Balance Sheet - Expenditures

Expenditures	Actual 2021	Budget 2022	Actual 10/31/22
General and Administrative	\$64,513	\$72,194	\$60,877
Social Committee	\$5,758	\$10,900	\$5,378
Pool	\$57,002	\$59,000	\$55,138
Landscaping	\$42,778	\$49,399	\$40,802
Utilities	\$14,600	\$17,340	\$11,553
Maintenance	\$7,419	\$14,200	\$6,503
Replacement Reserve	\$42,459	\$47,500	\$40,389
Total	\$234,529	\$270,533	\$220,640

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS**

2021 AUDIT

Our Governing Documents require that we have a full audit every year. This service is performed by DesRoches & Company, Certified Public Accounts. The full audit is always available to the Membership for review.

Significant Deficiency- Controls Surrounding Swim Team Cash Account.

Board Actions to correct Deficiency:

- Required a formal budget to be prepared and attached as an exhibit to the Association Budget.
- Required bank statements and any supporting documentation (i.e., invoices, receipts, etc.) are to be provided to management monthly.
- A Board Member will be a signature on the Swim Team account.

Other Recommendations:

Review Prepaid accounts- Action Completed by the Board
Limit Financial Institution Uninsured Deposits- The Board is taking action to move assets that exceed the FDIC insurance limits to other financial institutions.

**2023 Cheshire Forest Budget
\$290,920**



**CHESHIRE FOREST HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS**

IRS REVENUE RULE 70 -604

Our Taxes are filed as an HOA using form 1120H. There is **no** profit for the Association.

Though unlikely, if, for some reason, we were to earn non-exempt income, it may be beneficial to file as a corporation using form 1120.

- Non-exempt income usually includes non-member income, such as interest and rental income.
- If using this form and facing a large tax liability, we would prefer to transfer this income to the following year and reduce the quarterly assessment for that year.

Though this is unlikely, to do it, we need advance annual records saying the Association agrees with this course of action.

For this reason, we wish to call a vote to approve Revenue Rule 70604 in the event of excess income.

This will be done now by show of hands.

BOARD OF DIRECTORS ELECTION

Nominating Committee Chair Casie Nash

Nominations:

- Mrs. Jane McKlveen
- Mr. Matthew Merritt

Nominations from the floor

Nominations **Closed**

Mrs. McKlveen Nominee Presentation

Mr. Merritt Nominee Presentation

Floor Nominee Presentation

Membership, Please mark your ballot for

ONLY TWO Nominees.

HOMEOWNERS FORUM

Please limit questions to three minutes, so everyone gets a chance to speak.



THANK
YOU FOR
YOUR TIME!

