

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS**

**MEETING MINUTES  
Regular Meeting of the Board of Directors  
17 October 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, October 17, 2023, at 500 Cheshire Forest Drive, Chesapeake, VA 23322.

The President, Mrs. Karol, opened the meeting at 6:17 pm. Mr. Gold Vice President, Mrs. McKlveen Secretary, Mr. Krebs, Treasurer, Directors Mr. Merritt, Mrs. and Mrs. Monnikendam and Mrs. Nash 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 7:02 pm.

Mrs. Karol moved that the agenda be adopted with the following changes – seconded by Mrs. Nash unanimously approved.

The annual meeting is on the November 21<sup>st</sup> – not the 15<sup>th</sup>.

Mrs. Karol moved that we accept the proposal from Premier Plumbing for the water heater replacement as written for the amount of \$2150 to be taken from line item 55490 out of the replacement reserve. The motion was seconded by Mr. Gold and unanimously approved.

Mrs. Karol moved to approve the September 19<sup>th</sup> minutes of The Regular Meeting of the Board of Directors as written; the motion was seconded by Mrs. Monnikendam and unanimously approved.

Mrs. Karol moved to approve the October 11<sup>th</sup> minutes of The Special Meeting of the Board of Directors as written; the motion was seconded by Mr. Merritt and unanimously approved.

Mrs. Karol moved to approve the October 16<sup>th</sup> minutes of The Special Meeting of the Board of Directors as written; the motion was seconded by Mr. Merritt and unanimously approved.

**Member forum** – 2 members were in attendance.

Opinions were given about the pool usage and improvements. Concerns raised about lifeguard availability.

**Committees Reporting:**

- **ACC Committee** - Mr. Gold was in attendance – nothing significant to report. One declined – due to being contrary to declared rules.
- **Communications Committee** – Mr. Merritt and Mrs. McKlveen have discussed logo designs and have sourced some design suggestions – it's a work in progress. Mrs. McKlveen reported no update on CMS implementation.
- **Neighborhood Watch/Security Committee** – Protec came to change fix the front door security sensor. The system is fully functional again. Nothing else to report.
- **Newsletter** – the board decided to suspend the publication of the newsletter until further notice.
- **Nominating Committee** - Mrs. Nash in attendance. Nominations for board positions are due to the property manager by October 31st. There is currently one declared nominee. More are being solicited. One board position will be for one year period.
- **Pool/Tennis Committee** – Mrs. Monnikendam in attendance – all the grommet holes are fixed and filled in. Found a leak in fitting in pool house – coupling on one of the major pipes. Melissa to find plumber. Sand filter

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needs to be recoated.

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. Jane will send tennis pro Mr. Graham suggestions to board.

- **Social Committee** – Mr. Bowers was not in attendance. Mr. Merrit will work with Mr. Bowers to work out budget for next year.
- **Swim Team** - Mrs. VonTersch was not in attendance. Mrs. Nash is still working on financials. All is recorded but not ready to take to board.
- **Yard of the month** – Mrs. Barrera - not in attendance. Yard of the month awarded to August 602 Queens grove. July 504 Liverpool court. Details to be put out on FB. \$25 gift cards were sent. September 708 Dickens. To be put on FB.

**Financial Report:**

Mr. Krebs reports that our finances are in order. Mr. Krebs gave handout of things that need to be moved list of things to be reclassify expenses into correct general ledger to bring budget back into alignment.

**Managers' Report:**

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

**Old Business:**

- (a) ACC Guidelines update - The board President is reviewing the current guidelines and will provide the board with an updated draft document when prepared.
- (b) Liability insurance for the Swim Team Coaches/Tennis Coach – Mrs. McKlveen will email the board
- (c) Clubhouse Interior and Bathroom Remodel – Mrs. McKlveen to send out to board, solicit input & get quote
- (d) 2023-2024 Pool Contract – Mr. Gold to follow up negotiation.

**New Business:**

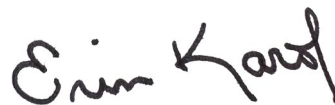
- (a) 2024 Proposed Budget – Mrs. Karol motioned to approve the 2024 budget as submitted (addendum 1) with note that the swim team budget will be attached prior to the annual meeting on 21 November 2023. The motion was seconded by Mr. Gold and passed unanimously by those present.
- (b) 2023 DesRoches and Co. proposal to serve as CF HOAs independent accountants as required by our bylaws. – Mrs. Karol motioned to accept the DesRoches proposal as written (addendum 2) seconded by Mrs. Nash and passed unanimously by those present.
- (c) Concrete Work Proposals – have been tabled for further review.

With the Agenda completed, the meeting was adjourned at 8:30 pm.

The next Regular Board Meeting is scheduled directly after the annual members meeting on November 21<sup>st</sup>, 2023.



Jane McKlveen, Secretary



Erin Karol, President

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**CFHOA 2024 Adopted Budget**

Account Number	Account Name	2023 Adopted Budget	Adjusted Changes	2024 Proposed Budget
<b>Income</b>				
41100	Income- Association Fees	\$ 274,320.00		\$ 274,320.00
41400	Legal Administrative Income	-		-
42000	Income-Advanced Assoc Fees	-		-
42380	Clubhouse Income	5,000.00		5,000.00
42420	Pool Pass	100.00	(100.00)	-
44240	Due Process Income	-		-
42450	Resale Pckage Income	-		-
42500	Other Miscellaneous Income	-		-
42530	Interest - Delinquent Fees	-		-
42550	Replacement/Operating	1,000.00		1,000.00
42550	Replacement Reserve Interest	1,000.00	3,500.00	4,500.00
42630	Late Fee Income	2,000.00		2,000.00
42640	NSF Fee Income	-		-
42660	Court Costs Collections Income	-		-
43100	Triathlon Income	1,000.00	(500.00)	500.00
44700	Cell Tower Lease Income	7,500.00		7,500.00
	<b>Total Income</b>	<b>\$ 291,920.00</b>	<b>\$ 2,900.00</b>	<b>\$ 294,820.00</b>
<b>General &amp; Administrative</b>				
51400	Audit/Tax Preparation Expense	\$ 6,800.00	\$ 500.00	\$ 7,300.00
51700	Legal Expense- Corporate	1,500.00		\$ 1,500.00
51800	Bank Service Charges	300.00		\$ 300.00
51900	Board Training	500.00		\$ 500.00
51950	Legal Expense- Collections	-		\$ -
52200	Property Insurance	11,000.00	200.00	\$ 11,200.00
52210	Corporate Fees	300.00		\$ 300.00
52400	Management Fee Expense	43,644.00	774.00	\$ 44,418.00
52600	Misc Expense - General & Administra	500.00		\$ 500.00
52620	CMS/IT	2,400.00	200.00	\$ 2,600.00
52680	Newsletter Printing Expense delete	-		\$ -
52700	Office Expense - Printing	2,000.00		\$ 2,000.00
52750	Coupon Books	1,600.00		\$ 1,600.00
52900	Postage Expense	2,000.00	(500.00)	\$ 1,500.00
53040	Resale Package Reimbursement	-		\$ -
53050	Neighborhood/Security Watch	250.00		\$ 250.00
53100	Taxes - State	200.00		\$ 200.00
53250	Taxes - Federal	400.00		\$ 400.00
53250	Taxes - Real Estate	-	400.00	\$ 400.00
53760	Storm Water Fees	1,000.00		\$ 1,000.00
	<b>Total General &amp; Administrative</b>	<b>\$ 74,394.00</b>	<b>\$ 1,574.00</b>	<b>\$ 75,968.00</b>
<b>Social Committees</b>				
51301	Easter-Social	\$ 1,000.00		\$ 1,000.00
51302	Adult Bash-Social	3,250.00	(1,000.00)	\$ 2,250.00
51303	Pizza By The Pool Social	1,200.00		\$ 1,200.00
51304	Yard of The Month	200.00		\$ 200.00
51305	Fourth of July-Social	1,200.00		\$ 1,200.00
51306	Halloween-Social	900.00		\$ 900.00
51307	Holiday-Children's Xmas Party	500.00		\$ 500.00
51308	Misc. Social Expenses	400.00		\$ 400.00
51310	Holiday-Decorating Committee	250.00		\$ 250.00
51311	Youth Triathlon	1,500.00		\$ 1,500.00
51312	Cook Off	300.00		\$ 300.00
	<b>Total Social Committees</b>	<b>\$ 10,700.00</b>	<b>\$ (1,000.00)</b>	<b>\$ 9,700.00</b>

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<b>Pool Expenses</b>				
54660	Maint.-Pool Repairs/Supplies/Powerwa	\$ 3,500.00		\$ 3,500.00
54670	Maint.-Pool Contract Expense	57,000.00	12,000.00	\$ 69,000.00
54690	Maint.-Pool Furniture	2,000.00		\$ 2,000.00
	<b>Total Pool Expenses</b>	<b>\$ 62,500.00</b>	<b>\$ 12,000.00</b>	<b>\$ 74,500.00</b>
<b>Landscaping</b>				
54300	Maint.-Lawn Contract Expense	\$ 51,000.00	\$ 4,515.00	\$ 55,515.00
54310	Maint.-Landscaping Extras	3,000.00		\$ 3,000.00
54320	Maint.-Irrigation System Expenses	500.00		\$ 500.00
	<b>Total Landscaping</b>	<b>\$ 54,500.00</b>	<b>\$ 4,515.00</b>	<b>\$ 59,015.00</b>
<b>Utilities</b>				
51770	Disposal Service-Regular	\$ 640.00		\$ 640.00
53400	Utilities-Telephone & ISP	2,900.00	(900.00)	\$ 2,000.00
53700	Utilities-Water	3,000.00		\$ 3,000.00
53800	Utilities-Electric Expense	9,000.00	(1,500.00)	\$ 7,500.00
53850	Utilities-Gas Expense	1,800.00		\$ 1,800.00
	<b>Total Utilities</b>	<b>\$ 17,340.00</b>	<b>\$ (2,400.00)</b>	<b>\$ 14,940.00</b>
<b>Maintenance</b>				
54130	Maint.-Alarm Service Expense	\$ 500.00		\$ 500.00
54170	Maint.-Clubhouse Expenses	2,500.00	1000.00	\$ 3,500.00
54200	Maint.-Cleaning Service Expense	3,500.00		\$ 3,500.00
54340	Maint.-Sign Expense	300.00		\$ 300.00
54390	Maint.-Electrical Expenses	1,000.00	-1000.00	\$ -
54470	Maint.-Tennis Courts Expenses	1,500.00		\$ 1,500.00
54550	Maint.-Bldg/Fence/Grounds Expnse	3,000.00		\$ 3,000.00
54640	Maint.-Termite Inspection/Treatment	900.00	300.00	\$ 1,200.00
	<b>Total Maintenance</b>	<b>\$ 13,200.00</b>	<b>\$ 300.00</b>	<b>\$ 13,500.00</b>
55160	Replacement Reserve Earned Interest	1,000.00	\$ 3,500.00	4,500.00
55490	Replacement Reserves	52,500.00		52,500.00
	<b>Total Replacement Reserves</b>	<b>\$ 53,500.00</b>	<b>\$ 3,500.00</b>	<b>\$ 57,000.00</b>
56550	Operating Reserve Earned Interest			
56600	Operating Reserves	4,786.00	(9,803.00)	(9,803.00)
	<b>Total Operating Reserves</b>	<b>\$ 4,786.00</b>	<b>\$ (9,803.00)</b>	<b>\$ (9,803.00)</b>
	<b>Total Expenses/Reserves</b>	<b>\$ 290,920.00</b>	<b>\$ 8,686.00</b>	<b>\$ 294,820.00</b>