

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS**

**MEETING MINUTES
Regular Meeting of the Board of Directors
21 November 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, November 21, 2023, at 500 Cheshire Forest Drive, Chesapeake, VA 23322.

Via email – on the 8th of November by unanimous consent.

Mrs. Karol moved that the Board accept United Property Associates' offer of a discount of 1.75% of the yearly Management Fee for the 2024 Association Management Contract. The Discount will hold the Management fee at the current level of Forty-Four Thousand Four Hundred Dollars (\$44,400), A yearly amount to be paid in equal monthly installments. The General Ledger Line 52400, Management Fee Expense on the approved budget 2024, will be changed to reflect this agreement.

The President, Mrs. Karol, opened the meeting at 8:30 pm. Mrs. McKlveen, Secretary, Directors Mr. Granata, Mr. Heinecke, Mr. Merritt, Mrs. Monnikendam, and Mr. Orbison were in attendance, constituting a quorum.

Board members absent. None

United Property Associates: Melissa Arsement- present

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

Homeowner's Forum – no homeowners present

Election of Officers: per Article XIII, Section 2 of the Association Bylaws. The following officers were elected:

President – Erin Karol

Vice President – Rebecca Monnikendam

Secretary – Jane McKlveen

Treasurer – Todd Heinecke

Directors:

Bob Granata (additionally Landscaping Committee Chair)

Matthew Merritt – (additionally ACC Committee member)

Ryan Orbison – (additionally Nominating Committee Chair)

Swim team account – Mrs. Karol motioned to remove Cliff Krebs as a signatory from the swim team account at Towne Bank and add Todd Heinecke. The motion was seconded by Mrs. McKlveen and unanimously approved.

Committees Reports:

Nominating Committee: In accordance with our Bylaws, Ryan Orbison was appointed as Nominating Committee Chair.

Mrs. Karol moved to adjourn the meeting. The motion was seconded by Mrs. Monnikendam and unanimously approved. The meeting was adjourned at 9:25 p.m.

The next Regular Board Meeting is scheduled for December 19, 2023



Jane McKlveen, Secretary



Erin M. Karol, President