

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS**

**MEETING MINUTES  
Regular Meeting of the Board of Directors  
19 December 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, December 19, 2023, at 500 Cheshire Forest Drive, Chesapeake, VA 23322.

The President, Mrs. Karol, opened the meeting at 6:00 pm. Mrs. Monnikendam, Vice President, Mr. Heinecke, Treasurer, and Directors Mr. Granata, Mr. Merritt, and Mr. Orbison were in attendance, constituting a quorum.

Absent Board members. Mrs. McKlveen

United Property Associates: Melissa Arsement- present

Mrs. Karol motioned that the Board move into Executive Session to review Owner Correspondence, Compliance Violations, and the Delinquency Report. The motion was seconded by Mr. Merritt and unanimously approved. The Board moved into Executive Session at 6:05 pm.

The open Session was reconvened at 7:00 pm.

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

Mrs. Karol motioned that the Minutes of the October Regular Meeting of the Board of Directors be accepted as written. The motion was seconded by Mr. Heinecke and unanimously approved by the Members present.

**Homeowner's Forum:**

Present at the invitation of the Board were Mr. Gold and Mrs. Nash. Mrs. Karol, on behalf of the Association, presented these former Board members with gifts of thanks for their service to the community. Mr. Krebs was not present, and Mrs. Monnikendam agreed to deliver his gift. After the homeowners' forum, Mr. Gold and Mrs. Nash left the meeting. There were no other Members present.

**Committee Reports:**

There were no Committee Chairs in attendance, and no reports were given.

**Financial Report:**

The Board reviewed the Monthly Financial Package. All discrepancies in the Balance Sheet, Budget Comparison, and Cash Disbursement Report ending November 30, 2023, were found. Mr. Heinecke, as the Association's Treasurer, will now become a signature on the Swim Team's Account at Towne Bank. Mr. Heinecke will coordinate with Mrs. Nash, the Swim Team treasurer, to complete this task.

**Managers' Report:**

The Board reviewed the report provided by Mrs. Arsement of UPA. The Board asked Mrs. Arsement to follow up with Swim Team to facilitate the September through December 2023 bank statement delivery. Additionally, in the future, the statements need to be mailed directly to the Association's Management Company.

**Old Business:**

There is nothing to report on the ACC Guidelines or Clubhouse remodel.


**New Business:**

The Complaint Resolution was tabled until the January meeting.

The Agenda was completed in totality, and Mrs. Karol adjourned the meeting at 8:50 pm.

*The next Regular Board Meeting is scheduled for January 16, 2023*

  
Jane McKlveen, Secretary

  
Erin M. Karol, President