

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS**

**MEETING MINUTES
Regular Meeting of the Board of Directors
20 February 2024**

According to Article XI, Section 1 of the Cheshire Forest Homeowners Association By-Laws, a regular meeting of the Board was held on Tuesday, February 20, 2024, at 500 Cheshire Forest Drive, Chesapeake, VA 23322.

The President, Mrs. Karol, opened the meeting at 6:30 pm. Mrs. Monnikendam Vice President, Mrs. McKlveen Secretary, Mr. Heinecke Treasurer, Directors Mr. Granata, Mr. Merritt and Mr. Orbison 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, and the Delinquency Report. The motion was seconded by Mrs. McKlveen and approved by all board members present.

The Open Session was reconvened at 7:04 pm.

Business brought out of executive session: none

Mrs. Karol moved that the agenda be adopted with no changes. The motion was seconded by Mrs. Monnikendam and approved by all board members present.

Mrs. Karol moved to approve the January 16, 2024, minutes of The Regular Meeting of the Board of Directors as written; the motion was seconded by Mrs. Monnikendam and approved by all board members present.

Mrs. Karol moved to approve the January 21, 2024, minutes of The Special Meeting of the Board of Directors as written; the motion was seconded by Mrs. Monnikendam and approved by all board members present.

Mrs. Karol moved to approve the February 9, 2024, minutes of The Special Meeting of the Board of Directors as written; the motion was seconded by Mrs. Monnikendam and approved by all board members present.

Member forum: 4 members were in attendance.

One member had suggestions for the pool committee – The member recommends we keep a gas leaf blower rather than an electric version and it was also suggested that the gas blower needs to be serviced. It was brought to the board's attention that during the 4th of July pool party we were reaching or over capacity at the pool and tents were on pool deck, potentially too close to pool. The member suggests that tents not be allowed on the pool deck and chairs be kept behind the line of the deck drains. Also suggested a visual marker around the lifeguard stand with signage stating, “please don’t talk to or engage with the lifeguard on duty” First aid – suggested we should have an AED with training drills for lifeguards. Also suggested we have an EpiPen available for first aid. Recommended we appoint a CF pool Ambassador with a designated chair. Member suggested we get plumber to clear floor drains in pool bathrooms.

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Committees Reporting:

- **ACC Committee** – Mr. Gold Committee Chair was not present- Mr. Merritt not in –reported. One pool application was approved, and a fence application submitted.
- **Communications Committee** – Mrs. McKlveen and Mrs. Karol attended a training session offered by the Community Association Institute. The course was for understanding the governance of the Executive Session portion of the Board Meeting. Signage was installed on the tennis court gate to reflect that video cameras are used. The Pool Committee Chair will work with Communications Committee to determine the signage requirements for the pool (including new pool rules). The DNS records have been updated and Microsoft Office 365 set up for the board. Invitations to new accounts have been sent to the board and an MS Team has been set up for collaboration. The CMS implementation is ongoing. Data has been replicated from the old website to the new website with the intention of shutting down the old site within a week or two. It was noted that the website may experience downtime in between the transition, but the board and Melissa would be informed before it happened. It is recommended that the board use the new cheshireforest.org email addresses for all further HOA related business. Business cards will be ordered for the President.
- **Documents Committee** - Mrs. Karol Chair – is working to assign block captains for each phase. Holding until CMS is up and running.
- **Landscaping** – Mr. Granata Chair - in attendance – has received information from the sheriff regarding the availability of the sheriff's department for maintenance in our common areas.
- **Neighborhood Watch/Security Committee** – Mrs. Griner Chair - in attendance. It was noted that the name change of the Committee on Crime Prevention Council may change. National night out remains popular and plans to continue.
- **Nominating Committee** – Mr. Ryan Orbison Chair - In order to balance the number of Directors on the election ballot each year, Mr. Granata's term will be changed from a two-year term to a one-year term by resolution of the Board. This will be completed at the March Board Meeting.
- **Pool/Tennis Committee** – Mrs. Monnikendam Chair - in attendance. AAA removed leaves and debris off pool cover.. One of the Tennis court lights are not working properly. With the mild weather the decision was made to install the wind screens as soon as possible.
- **Social Committee** – Mr. Bowers was in attendance. He requested that the Board review the need for a Special Event rider for the 4th July Celebration, considering the crowd last year. In addition, extra guards may be required. The School is Out Party is on June 13th and lifeguards will need to be sourced for this event. Mr. Bowers suggested that the Board consider Recommended appreciation gifts for the lifeguards as an end of season.
- **Swim Team** - Mrs. VonTersch Chair - in attendance. The Virginia Beach Swim League schedule has yet to be published. Delaying the Committee's ability to provide a schedule of events. The Board approved the Committee's request to hold a VBSL Training Meeting in the Association's Club House.
- **Yard of the month** – Mrs. Barrera was not in attendance. The Board decided to move the Yard of the Month Committee under the purview of the Landscaping Committee.

Financial Report: The Association's February Financial Reports were reviewed by the Board. No discrepancies were noted.

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

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Mrs. Karol motioned to accept, as written, the proposal from Whitman Construction for repairs to the Aluminum wrap on the Registration Hut in the amount of Two-Thousand Sixty-Four dollars (\$2064). The motion was seconded by Mrs. McKlveen and approved by all Board Members present.

Old Business:

Strategic Plan – The Board will continue work on the Strategic Plan. Future working sessions will be announced.

Clubhouse Interior and Bathroom Remodel – The Board will request the Association’s legal counsel to issue a written opinion for the threshold of public use in relation to the Americans with Disabilities Act prior to

Document Storage - tabled

Concrete Repairs – tabled

New Business:

Operational Reserve Plan 2024 – tabled

Reserve Study Plan 2024 – The Reserve Study was reviewed for action items for 2024.

Debit Card – tabled

With the Agenda completed, the meeting was adjourned at 9:46 pm.

The next Regular Board Meeting is scheduled for Tuesday March 19th , 2024.



Jane McKlveen, Secretary



Erin Karol, President