



CHESHIRE FOREST HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS

MEETING MINUTES Regular Meeting of the Board of Directors 19 March 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, March 19, 2024, at 500 Cheshire Forest Drive, Chesapeake, VA 23322.

The President, Mrs. Karol, opened the meeting at 6:30 pm. Mrs. McKlveen Secretary, Mr. Heinecke Treasurer, Mr. Merritt and Mr. Orbison were in attendance constituting a quorum.

Board members absent. Mr. Granata, Mrs. Monnikendam

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:

Mrs. Karol motioned that any member with a balance under \$5 will be written off to reflect a zero balance. Seconded by Mrs. McKlveen and approved by all board members present.

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

Mrs. Karol moved to approve the February 20, 2024, minutes of The Regular Meeting of the Board of Directors as written; the motion was seconded by Mrs. McKlveen and approved by all board members present.

Member forum: 0 members were in attendance.

Committees Reporting:

- **ACC Committee** – Mr. Gold Committee Chair was not present - Mr. Merritt noted nothing to report
- **Communications Committee** – Mrs. McKlveen and Mrs. Karol attended CA training day offered by the Community Association Institute. The logo files are being sourced. Signage for the pool has been purchased and or is in the process of being finalized.
- **Documents Committee** - Mrs. Karol Chair reported that new bylaws that were written by the association attorney Jeff Hunn. The bylaws have been shared with the board members for review.
- **Landscaping** – Mr. Granata Chair - not in attendance. Yard of the month – nothing to report.
- **Neighborhood Watch/Security Committee** – Mrs. Griner Chair – not in attendance.
- **Nominating Committee** – Mr. Ryan Orbison Chair - nothing to report.
- **Pool/Tennis Committee** – Mrs. Monnikendam Chair - not in attendance but submitted the following report:
Proposed rules for 2024 season have been submitted to the board for review.
Proposed pool sign rules have been submitted to the board for review.
Two battery operated blowers have been purchased for the pool. Working with AAA to determine 2024 season. I will provide that info to the board when available. Will be working on plan for pool furniture and will bring recommendations to the board at the April meeting. Pool resurface information: A. Pool was built between 1992-1994 B. Pool was resurfaced between 2005-2007 C.



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Tennis court committee report: Bulletin board still needs to be moved from the side of the courts to the front to be placed on the left side of the tennis court door. Proposed tennis court sign rules have been sent to the board for review. Windscreens will be hung on Sunday, March 24th at 1:30pm. We will need 6-8 people with ladders to accomplish this - thus far we have two: Matt Graham and me. Working on ideas for tennis court equipment and summer programming. I have not heard back from the resident interested in being involved in the tennis court lighting solution. I will contact him again as well as explore other avenues for correcting our lighting issues.

- **Social Committee** – Mr. Bowers Chair was not in attendance.
- **Swim Team** - Mrs. VonTersch Chair was not in attendance. It was noted that the swim team start up documentation and coach procurement procedures need to be approved at the next board meeting and that any committee meetings will be open to the membership.

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.

Mrs. Karol motioned that both CDs for replacement reserve funds in the Atlantic union Bank be rolled over to the highest available interest rate on March 22nd, 2024, for a period of seven months. The motion was seconded by Mr. Heinecke 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 – More measurements have been sent to the designer so she can modify the design.

Document Storage – Mrs. Arsement talked to Kelly at UPA who confirmed that the data can be loaded onto thumb drive. Will be sent to Mrs. Karol.

Concrete Repairs – Waiting on the last quote. Will be sent to the board on receipt.

Reserve study plan 2024 – The digital copy of the last reserve has been passed to the board. Future working sessions will be announced.

New Business:

Pool Refinishing – It has been established that the pool does not need to be refinished at this time.

With the Agenda completed, the meeting was adjourned at 9:26 pm.

The next Regular Board Meeting is scheduled for Tuesday April 16th, 2024.

Jane McKlveen, Secretary

Erin Karol, President