



**CHESHIRE FOREST HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS**

**MEETING MINUTES
Regular Meeting of the Board of Directors
21 May 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, April 21, 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, Mr. Merritt and Mr. Orbison were in attendance constituting a quorum.

Board members absent. Mr. Granata

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. Monnikendam and approved by all board members present.

The Open Session was reconvened at 7:00 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 April 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.

Member forum: 0 members were in attendance.

Committees Reporting:

- **ACC Committee** – Mr. Merritt noted nothing to report.
- **Communications Committee** – Mrs. McKlveen noted nothing to report.
- **Documents Committee** - Mrs. Karol Chair reported that The new Bylaws have been shared within the board for comments.
- **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 – work on pool season remains ongoing. Nothing significant to report.
- **Social Committee** – Mr. Bowers Chair was not in attendance.
- **Swim Team** - Mrs. VonTersch Chair was not in attendance

Financial Report: The Association's May 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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Old Business:

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

Clubhouse Interior and Bathroom Remodel – updated quotes are being requested from three contractors.

Document Storage – a thumb drive of data has been received from UPA. Will be uploaded to teams and stored securely.

Reserve study plan 2024 – The digital copy of the last reserve has been passed to the board for review and comment.

New Business:

Playground rules and sign – a new sign will be ordered for the playground.

Playground sand and mulch -

Mrs. Karol moved that the proposal in the amount of \$1136 for sand refill for the volleyball court from VPS Recreation be accepted as written. The motion was seconded by Mr. Heinecke and approved by all board members present. Appendix A

Mrs. Karol moved that the proposal in the amount of \$1980.70 for Mulch for the playground from VPS Recreation be accepted as written. The motion was seconded by Mr. Heinecke and approved by all board members present. Appendix B

Mrs. Karol moved that the proposal in the amount of \$450.00 for a playground safety inspection from VPS Recreation be accepted as written. The motion was seconded by Mr. Heinecke and approved by all board members present. Appendix C

Mrs. Karol moved that the proposal in the amount of \$15400 for replacement trash cans and bicycle racks from VPS Recreation be accepted as written. The motion was seconded by Mr. Heinecke and approved by all board members present. Appendix D

Insurance for Swim team coaches –

Mrs. Karol moved that the proposal in the amount of \$3681.92 for liability insurance for swim team coaches be accepted as written. The motion was seconded by Mr. Heinecke and approved by all board members present. Appendix D

With the Agenda completed, the meeting was adjourned at 9:40 pm.

The next Regular Board Meeting is scheduled for Tuesday June 18th, 2024.

Jane McKlveen, Secretary

Erin Karol, President



**CHESHIRE FOREST HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS**

Addendum A – VPS Recreation Sand Proposal

VPS Recreation
PO Box 421
Montpelier, VA 23192

Invoice

Date	Invoice #
5/28/24	118938-113

Bill To
Cheshire Forest 500 Cheshire Forest Dr. Chesapeake, VA 23322

P.O. No.	Terms	Project
	Net 10	

Description	Qty	Rate	Amount
Sand Refill 50% Deposit	1	1,136.00	1,136.00
Subtotal			\$1,136.00

Sales Tax (0.0%)	\$0.00
Total	\$1,136.00
Payments/Credits	\$0.00
Balance Due	\$1,136.00



**CHESHIRE FOREST HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS**

From: Erin Karol Erin.Karol@cheshireforest.org
Subject: Playground Inspection Motion
Date: May 7, 2024 at 7:23 PM
To: Jane McKlveen Jane.McKlveen@cheshireforest.org, Rebecca Monnikendam Rebecca.Monnikendam@cheshireforest.org, Matthew Merritt Matthew.Merritt@cheshireforest.org, Ryan Orbison Ryan.Orbison@cheshireforest.org, Bob Granata Bob.Granata@cheshireforest.org, Todd Heinecke Todd.Heinecke@cheshireforest.org



Board,

Mrs. Karol moved that the Proposal submitted by VPS Recreation, Inc. for Sand Refill for the Volleyball court be accepted as written.

Per Virginia Code 13.1-865, Action without a board of directions meeting, this action is valid as long as it has unanimous consent.

Please respond with a simple yes or no.

Thank you.
Erin



**CHESHIRE FOREST HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS**

Addendum B – VPS Recreation Mulch Proposal

VPS Recreation

PO Box 421
Montpelier, VA 23192

Invoice

Date	Invoice #
5/28/24	118938-114

Bill To
Cheshire Forest 500 Cheshire Forest Dr. Chesapeake, VA 23322

		P.O. No.	Terms	Project
			Net 10	
Description	Qty	Rate	Amount	
EWf 50% Deposit	1	1,980.70	1,980.70	
			Subtotal	\$1,980.70
			Sales Tax (0.0%)	\$0.00
			Total	\$1,980.70
			Payments/Credits	\$0.00
			Balance Due	\$1,980.70



**CHESHIRE FOREST HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS**

From: Erin K Erin.karol@cheshireforest.org
Subject: Engineered Wood Fiber for Playground
Date: May 7, 2024 at 7:31 PM
To: Jane McKlveen Jane.McKlveen@cheshireforest.org, Rebecca Monnikendam Rebecca.Monnikendam@cheshireforest.org,
Matthew Merritt Matthew.Merritt@cheshireforest.org, Ryan Orbison Ryan.Orbison@cheshireforest.org, Todd Heinecke
Todd.Heinecke@cheshireforest.org, Bob Granata Bob.Granata@cheshireforest.org



Board,

Mrs. Karol moves that the Proposal submitted by VSP Recreation, Inc., for Engineered Wood Fiber Safety Surfacing for the Association Playground be accepted as written.

Per Virginia code 13.1-865, Action without a Board of Directors Meeting. This action is valid as long as there is unanimous consent.

Please respond with a simple yes or no.

Thank you.
Erin



**CHESHIRE FOREST HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS**

Addendum C – Playground Inspection proposal

VPS Recreation
PO Box 421
Montpelier, VA 23192

Invoice

Date	Invoice #
6/11/24	118938-127

Bill To
Cheshire Forest 500 Cheshire Forest Dr. Chesapeake, VA 23322

P.O. No.	Terms	Project
	Net 10	

Description	Qty	Rate	Amount
Playground Inspection	1	450.00	450.00

Subtotal	\$450.00
Sales Tax (0.0%)	\$0.00
Total	\$450.00
Payments/Credits	\$0.00
Balance Due	\$450.00



**CHESHIRE FOREST HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS**

From: Erin Karol Erin.Karol@cheshireforest.org

Subject: Playground Inspection

Date: May 7, 2024 at 7:38 PM

To: Jane McKlveen Jane.McKlveen@cheshireforest.org, Rebecca Monnikendam Rebecca.Monnikendam@cheshireforest.org,
Matthew Merritt Matthew.Merritt@cheshireforest.org, Ryan Orbison Ryan.Orbison@cheshireforest.org, Todd Heinecke
Todd.Heinecke@cheshireforest.org, Bob Granata Bob.Granata@cheshireforest.org



Board,

Mrs. Karol moves that the Proposal submitted by VSP Recreation, Inc., for the inspection of our playground equipment be accepted as written.

Per Virginia Code 13.1-865, Action without a Board of Directors Meeting. This action is valid as long as there is unanimous consent.

Please Respond with a simple yes or no.

Thank you.
Erin



**CHESHIRE FOREST HOMEOWNERS ASSOCIATION
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Appendix D – Proposal from VPS recreation for replacement trash cans and bicycle racks

PROPOSAL

VPS Recreation, Inc.

PO Box 421, Montpelier, VA 23192
vplaygrounds.com / kasey@vplaygrounds.com
 804-347-9314 (cell)

PROJECT NAME:
 Cheshire Forest
 Site Amenities - Option 3



SHIP TO

BILL TO

Jane McKlveen | 757-434-0857
 500 Cheshire Forest Dr.
 Chesapeake, VA 23322

Quote Date: 5/16/24
Valid For: 30 Days
TERMS: 50% Deposit Net 10
EST DELIVERY: 6-8 Weeks ARO

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
P410S-R6	Denali Recycled Plastic Bench with Back 6' In Ground Mount	6	1677	10062.00
PTR-32-R	32 Gallon Recycled Plastic Slat Trash Receptacle In Ground Mount	3	909	2727.00
CABLE	Cable Attachment for Receptacle Lid	3	45	135.00
PL-32	32 Gallon Plastic Receptacle Liner	3	84	252.00
RT-32	32 Gallon Round Receptacle Top	3	185	555.00
HARDWARE	5/16" - 18 x 3" Zinc Carriage Bolts and Nylon Spacers	40	1.45	58.00
P5811S	Contemporary Double Sided 11' Long Bike Rack - In Ground Mount	1	1288	1288.00
P5803S	Contemporary Double Sided 3' Long Bike Rack - In Ground Mount	1	622	622.00

Terms & Instructions

- Signature below accepting this proposal will constitute a purchase order ONLY upon approval by VPS Recreation, Inc.
- Order will only be placed when accompanied by required deposit.
- All Balances over 30 days old are subject to a 1.5 % per month finance charge.
- Customer responsible for marking any PRIVATE utilities.
- Rock demolition NOT included in proposal. Any rock demolition will result in a change order.
- Site grading not included unless specified in proposal.

SUBTOTAL	15699.00
DEMO/REMOVAL	800.00
INSTALLATION	6325.00
SALES TAX	948.90
FREIGHT	1633.00

ACCEPTED BY CUSTOMER (SIGNATURE)

Quote Total \$ 25,405.90

CUSTOMER (PRINT NAME)

PROPOSED BY VPS RECREATION REPRESENTATIVE (SIGNATURE)

Kasey Murphy

VPS RECREATION REPRESENTATIVE (PRINT NAME)

Handwritten: \$15,340.00

VPS has insurance coverages that meet or exceed commercial playground industry standards. It is impractical to meet the varying requirements of each customer, as they vary widely. Any required, additional coverages and costs are the responsibility of the customer and will be reflected in the final billing.



**CHESHIRE FOREST HOMEOWNERS ASSOCIATION
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Appendix E – Swim Team Coach Liability Insurance

Morgan-Marow Company

Six Manhattan Square, Suite 205
Hampton, VA 23666
(757) 865-1900

Invoice

Account Number	Page
CHESFOR-01	Date
	5/30/2024
BALANCE DUE ON	
5/30/2024	
AMOUNT PAID	Amount Due
	\$3,681.92

Cheshire Forest Homeowners, Inc. DBA Cheshi
301 Bendix Road, Suite 300
Virginia Beach, VA 23452-1385

General Liability	(Coach: Bree Faulkner)	PolicyNumber: CPS8003584	Effective: 5/24/2024 to 5/24/2025
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Item #	Trans	Eff Date	Due Date	Description	Amount
468935	NEWB	5/24/2024	5/30/2024	New Business Premium	\$750.00
468936	CREE	5/24/2024	5/30/2024	Carrier Fee	\$150.00
468937	CTAX	5/24/2024	5/30/2024	Carrier Tax	\$20.48

General Liability	(Coach: Catherine Gleim)	PolicyNumber: CPS8003602	Effective: 5/24/2024 to 5/24/2025
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Item #	Trans	Eff Date	Due Date	Description	Amount
468932	NEWB	5/24/2024	5/30/2024	New Business Premium	\$750.00
468933	CREE	5/24/2024	5/30/2024	Carrier Fee	\$150.00
468934	CTAX	5/24/2024	5/30/2024	Carrier Tax	\$20.48

General Liability	(Coach: Kate Pearson)	PolicyNumber: CPS8003638	Effective: 5/24/2024 to 5/24/2025
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Item #	Trans	Eff Date	Due Date	Description	Amount
468929	NEWB	5/24/2024	5/30/2024	New Business Premium	\$750.00
468930	CREE	5/24/2024	5/30/2024	Carrier Fee	\$150.00
468931	CTAX	5/24/2024	5/30/2024	Carrier Tax	\$20.48

General Liability	(Coach: Annika Lavrn)	PolicyNumber: CPS8003833	Effective: 5/24/2024 to 5/24/2025
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Item #	Trans	Eff Date	Due Date	Description	Amount
468926	NEWB	5/24/2024	5/30/2024	New Business Premium	\$750.00
468927	CREE	5/24/2024	5/30/2024	Carrier Fee	\$150.00
468928	CTAX	5/24/2024	5/30/2024	Carrier Tax	\$20.48

Total Invoice Balance: \$3,681.92

Erin M. Kowf 5.30.24