



Cheshire Forest Homeowners Association
500 Cheshire Forest Drive
Chesapeake, VA 23322

MEETING MINUTES
Regular Meeting of the Board of Directors
15 October 2024

According to Article XI, Section I of the Cheshire Forest Homeowners Association By-Laws, a regular meeting of the Board was held on Tuesday, October 15, 2024, at 500 Cheshire Forest Drive, Chesapeake, VA 23322.

The President, Mrs. Karol, opened the meeting at 6:02 p.m. Mrs. Monnikendam, Vice President; Mrs. McKlveen Secretary; Mr. Heinecke, Treasurer; and Directors Mr. Orbison and Mr. Granata were in attendance constituting a quorum.

Board members absent: Mr. Merritt

United Property Associates: Represented by Jennifer Jacobsen

Mrs. Karol motioned for the Board to move into an Executive Session to discuss Compliance Violations, the Delinquency Report, and Contracts. The motion was seconded by Mrs. Monnikendam and unanimously approved by all board members present.

The Open Session was reconvened at 6:26 pm.

Business brought out of executive session: none.

Mrs. Karol moved to approve the September 17th, 2024 Minutes of The Regular Meeting of the Board of Directors as written; The motion was seconded by Mrs. Monnikendam and unanimously approved by all board members present.

Mrs. Karol moved to approve the September 27th, 2024 Minutes of The Special Meeting of the Swim Team Committee as written; The motion was seconded by Mrs. Monnikendam and unanimously approved by all board members present.

Mrs. Karol moved to approve the October 4th, 2024 Minutes of The Special Meeting of the Board of Directors as written; The motion was seconded by Mrs. Monnikendam and unanimously approved by all board members present.

Mrs. Karol moved to approve the October 8th, 2024 Minutes of The Special Meeting of the Board of Directors as written; The motion was seconded by Mrs. Monnikendam and unanimously approved by all board members present.

Mrs. Karol moved that the agenda be adopted with the addition of "New Business – d, Reserve Study" The motion was seconded by Mr. Heinecke and unanimously approved by all board members present.

Member forum: 1 member present

Committee Reports:

Landscaping Committee: *Mr. Granata motioned to accept the estimate from Bay Area Irrigation for irrigation repairs for \$1900 as written (Appendix A). The motion was seconded by Mrs. Monnikendam and unanimously approved by all board members present.*



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Mr. Granata motioned to accept the contract proposal from Bay Area Irrigation for annual irrigation maintenance for \$1200 as written (Appendix B). The motion was seconded by Mrs. Monnikendam and unanimously approved by all board members present.

Mr. Granata motioned to accept the contract proposal from Newell for annual landscape maintenance in the amount of \$57487.20 for 2025, \$59163.84 for 2026, and \$60838.80 for 2027 as written (Appendix C). The motion was seconded by Mrs. Monnikendam and unanimously approved by all board members present.

Mr. Granata motioned to accept the contract proposal from Sexton's Landscaping and Tree Service for tree trimming and removal for \$6050 as written (Appendix D). The motion was seconded by Mrs. Monnikendam and unanimously approved by all board members present.

Nominating committee: Mr. Orbison is the Nominating Committee Chair and is collecting nominating forms. The annual meeting is set for November 19th at 7pm at the clubhouse.

Financial Report: The report provided to the Board by Mrs. Jacobsen was reviewed.

Managers' Report: The report provided to the Board by Mrs. Jacobsen was reviewed.

Operating Schedule: Was reviewed

2025 budget: *Mr. Heinecke proposed that we adopt the 2025 budget as written (Appendix E) with the annual assessment to be \$620 per annum per household (this reflects an increase of 15% or \$80 per year, or \$6.57 per month per household). The motion was seconded by Mrs. Monnikendam and unanimously approved by all board members present.*

The board received the 2024 reserve study from Reserve Advisors and discussed.

Mr. Granata motioned to accept the proposal from Sexton's Landscaping & Tree Service LLC in the amount of \$1200 for maintenance of trees in the common areas as written (Appendix F). The motion was seconded by Mrs. Monnikendam and unanimously approved by all board members present.

With the agenda completed, the meeting was adjourned at 9:35 pm.

A Special Meeting of the Board to discuss the pool resurfacing proposals and bathroom renovation contract is scheduled for Monday Nov 11th 6pm.

The next regular board meeting is scheduled for Tuesday, November 19, 2024.

A handwritten signature in blue ink, appearing to read 'Jane McKlveen'.

Jane McKlveen, Secretary

A handwritten signature in black ink, appearing to read 'Erin Karol'.

Erin Karol, President



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Appendix A

Jennifer Jacobsen

From: Bob Granata <Bob.Granata@cheshireforest.org>
Sent: Wednesday, October 9, 2024 9:13 PM
To: Jennifer Jacobsen; board
Subject: Bay Area Irrigation Estimate for Clubhouse Repairs

Board,

Below is the Bay Area Irrigation Estimate for Clubhouse Repairs

Per site visit BAI is estimating 2 men – 6 hours to complete the repairs for the Cheshire Forest Clubhouse area.

Repairs Include:

Replacing 7 Rotor Heads
Repairing a Leak By Front Door
Replacing/Unclogging Nozzles
Locate/Clean or Replace Zone 1 Valve Stuck Open

Estimate Given: \$1,800.00 - \$1,900.00 (Price Subject to Change Based Off Time and Material Used To Complete the Repairs).

This estimate is similar in scope and price to the work BAI accomplished at the Main Entryway.
I recommend approval and request a Board Vote.
I vote Yes.

Best regards,
Bob Granata

Eric M. Karof 10/15/24



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Appendix B



RESIDENTIAL & COMMERCIAL
744 SHILLELAGH ROAD * CHESAPEAKE, VA 23323 * (757) 548-0822
BAYAREAIRRIGATION@GMAIL.COM

TO: Mr. Bob Granata
Cheshire Forest HOA

FROM: Shelley Painter
Bay Area Irrigation Company

DATE: 2025 Service Contract

SUBJECT: Irrigation Maintenance Contract

Below please find the pricing for the Maintenance Contract for Cheshire Forest:

Yearly Contract Includes:

1. Spring Inspection (March/April)
2. Mid June Inspection
3. Mid August Inspection
4. Winterize System (November/December)

Total Maintenance Contract: \$1,200.00

Note: Price reflects inspections of irrigation only. Does not include labor or material for repairs.
If repairs are needed, Bay Area Irrigation will submit an estimate for approval.

Please sign below if you accept this maintenance contract and email or fax a copy to our office.

Thank you.

Erin M. Kaut
Signature of Acceptance

10.15.24
Date



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Appendix C

Newell Lawn Service
Grounds Maintenance Contract

FOR

CHESHIRE FOREST HOMEOWNERS ASSOCIATION, INC.

C/O United Property Associates

301 Bendix Road, Suite 302

Virginia Beach, VA 23452-1385

Jennifer Jacobsen

This Grounds Maintenance Agreement is made by and between Cheshire Forest Homeowners Association inc., hereinafter referred to as "Agent," and NEWELL LAWN SERVICE, hereinafter referred to as "Contractor."

WITNESSETH:

1. This Grounds Maintenance Agreement is for services to be performed by the Contractor for Agent at Cheshire Forest. The entirety of this agreement is six pages.
2. The terms of this Agreement shall be for thirty-six months, commencing on January 1, 2025, and terminating on December 31, 2027.
3. Contractor agrees to provide the Grounds Maintenance Services at the times and in the manner described in this agreement. Appendix A and A1 are attached hereto and incorporated herein by reference. Contractor shall provide Agent with a written list of all work done by Contractor during each month that this Agreement is in full force and effect. Contract self-renews thirty days before contract term unless Agent/Contractor notifies in writing before that time with a 3% increase per year after December 31, 2025.
4. Contractor shall not be held responsible or liable for any loss, damage, or delay caused by fire, civil or military authority, inclement weather, animals, vandalism, or by any other causes beyond Contractor's control.
5. Agent shall pay Contractor for the services performed hereunder as follows: First-year monthly payments made by the second week of each month with twelve monthly payments of four thousand seven hundred ninety dollars and sixty cents (4,790.60) for a total contract price of fifty-seven thousand, four hundred eighty-seven dollars and twenty cents (57,487.20). The second year with twelve monthly payments of four thousand nine hundred thirty dollars and thirty-two cents (4,930.32), for a total contract price of fifty-nine thousand one hundred sixty-three dollars and eight-four cents (59,163.84). The third year with twelve monthly payments of five thousand sixty-nine dollars and ninety cents (5,069.90), for a total contract price of sixty thousand eight hundred thirty-eight dollars and eighty cents (60,838.80). Agent shall not be required to make any advance payment. Payment is made payable to Newell Lawn Service.



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Contractor shall invoice Agent for all work done according to this Agreement, and the payment shall be due fifteen (15) days thereafter. If not received by then, a five percent (5%) late charge will be assessed. Agent may assess the Contractor a 1 % penalty of the invoice amount if Contractor does not meet a contractual deadline, excluding in the event of inclement weather. A fuel surcharge will be in effect throughout the contract period. An additional 2% of each monthly invoice will be due to the contractor for every \$0.68 of unleaded midgrade fuel that rises above \$4.50 per gallon. This calculation is based on the price on the 25th of each month at Wawa, 720 Woodlake Drive, Chesapeake, Virginia.

All leaves and turf care products will be removed from turf areas weekly. If a hurricane, northeaster, or similar weather event, Agent must notify Contractor for debris removal forty-eight hours in advance of the weather event. An extra charge will be incurred by the Agent. Additional work outside the scope of this agreement is charged at the following rate: Forty-Eight dollars (\$48.00) per man per hour. Materials and dump fees are additional per the scope of the work. If Agent requires snow removal, written notice forty-eight (48) hours prior to the snow event must be sent to Contractor. Additional rates apply.

6. Contractor agrees to perform its obligations in a first-class manner. All personnel will wear uniforms or, at a minimum, safety vests with contractor's name for community safety. If Contractor does not perform work satisfactory to Agent, Agent shall give Contractor written notice of such defect(s) in the workmanship or maintenance, and Contractor shall have ten (10) working days in which to correct the defect at no additional cost to Agent. Supervisors are on-site at all times.
7. Contractor or Agent may cancel this Agreement for failure to perform upon thirty (30) days written notice delivered by certified mail. All work will be pro-rated based on the percentage of contract scheduled services completed. Notice to Contractor to be delivered to: 600 Fryar Place, Chesapeake, VA 23322.
8. Contractor will carry complete and adequate workmen's compensation and public liability and property damage insurance. Contractor shall supply Agent with a certificate of insurance for such coverage at Agent's request. Contractor will provide Agent with a minimum of a Contractor B License.
9. This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto concerning the subject matter hereof and contains all of the covenants and agreements be Executed this ____ day of _____.

AGENT:

Cheshire Forest Homeowners Association, Inc.
C/O United Property Associates, Erin Karol
Email: Erin.Karol@cheshireforest.org
Phone: 757-635-6966

CONTRACTOR:

Newell Lawn Service LLC.- Ryan Newell
Email: newellent2014@aol.com
Office phone: 757-482-0678
Cell phone: 757-717-3980

By: _____

BY: 



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FERTILIZERS

Contractor supplies all Fertilizers. All applications of fertilizers will be per Federal and State regulations. Contractor will notify Agent of all applications of fertilizer in the Common Area. The Agent will post warning signs as required by Virginia Statute.

- Early Spring (by March 30) Fertilize using 19-0-6 w/Prodiamine with 25% XCU slow-release nitrogen and crabgrass control @2001bs./Acre.
- Late spring (by June 1) Fertilize using 19-0-6 w/Lockup with 25% XCU slow-release nitrogen and broadleaf control @ 2001bs./Acre.
- Early fall (by October 10) Core aeration to bare areas and seed application with a high phosphorus starter fertilizer to help stimulate the early formation of root systems.
- Late fall (by November 30) 20-0-5 High nitrogen fertilizer for continued root growth @ 2001bs per acre.
- FERTILIZATION OF TREES AND SHRUBS
 - Early Spring Balanced fertilizer application, Early Fall slow release nitrogen
 - Insect and disease control shall be as follows (Integrated Pest Management/IPM). When a disease is identified target area will be treated at an extra charge.
 - February to March Dormant oil, May to June Insecticide application (Integrated Pest Management/IPM), June to July Miticide/Fungicide application with extra charge if needed.

SEEDING

Supplied by Contractor

Winter Rye blend with fine fescue turf type mix grass at a rate of 111bs per 1,000 square feet. Bare areas will be double over seeded and scratched or core aerated. Fall seeding will be installed between September 15 and November 31. Spring bare areas will be addressed for more seeding (approx. 50 lbs. seed allocated). The geese population at lake walls still poses a problem for seed germination (eating grass seed). Contractor is not responsible for hazards that geese and ducks propose to the common area.

BEDDING PLANTS

Plants installed around the trees at the entrance to the clubhouse, side streets, rear Waters Road entrance, and Parker Road median signage. All plants are in six-inch pots. All plants are fertilized with Osmocote fertilizer. Contractor will scratch the mulch to color after planting or top-dress it with new mulch. Agent may change the location of plants installed by written notice to Contractor.

HERBICIDES

Cheetal, Prosecutor, Sythe, as needed, applied once per month in April thru November. Contractor supplied 56 gallons - cost plus - Annual Chemical Treatment Coverage areas include expansion joint cracks, mulch bedding areas, volleyball, and playground area. All herbicides are applied per Federal and State regulations.

LAKE WALLS

Cut back at the base 3 feet from the water's edge into the grass, and 2 1/2 tall service will be performed four times per year. Does not cover vegetation in water or any volunteer trees on hardwood that grows. Hardwood will be charged extra by a tree company of your choice.

MULCH

Supplied by Contractor February or March installed, Premium dyed chestnut mulch installed to common areas Appendix A-1 (119 cubic yards installed February/March annually).



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Appendix A: Services to be Performed

LAWN

- Mow lawns weekly during the growing season (late March through October). Forty-two full-service calls annually. Every two weeks over winter months as needed. Contractor may have five days to complete tasks if inclement weather. Cutting height maintained at 2 1/2 to 3 1/2 inches. Thirty-eight (38) full-service calls annually. If drought conditions exist, contractor will notify Agent of areas that will not be cut that week. All trash cans will be emptied weekly during normal maintenance visits. Blowing the sidewalks, curbs, and tennis courts with a blower after every mowing.
- Weekly grass trimming with nylon string and gas-powered spin trimmer along curbs, walkways, shrub beds, and structures (late March through October). 38 full-service calls annually. November thru March bi-weekly.
- Fertilization - March, June, October, and November (Appendix A-1 refers).
- Overseeding of turf areas in September or October- Winter rye blend at a rate of 11 lbs per thousand square feet. Aeration to bare spots or raked out. Contractor suggests winter rye/fescue mix instead of fescue due to the lack of irrigation to maintain fescue in warmer months 80% of the turf common area is Bermuda.
- Blowing off sidewalks, curbs, and tennis courts with a blower after every mowing. Tennis courts are blown weekly in the fall for leaves. Three (3) keys will be issued to Contractor for the tennis courts.

SHRUBS AND TREE BEDS

- Trimming of shrubs will be for horticultural and cosmetic needs. Four full service calls annually. Reeds at the public view lakeside will be cut back 3 by 2 1/2 from the water's edge (4 times annually) 38 Crepe Myrtle trees will be cropped or tipped based on board approval (February or March).
- Dead plants will be reported to Agent. The Agent will approve disposal and replacement in writing at an extra charge.
- Pre-emergent herbicides are applied to shrub beds in February and/or March to control annual and perennial grasses and weeds. One time annually.
- Weekly monitoring of such shrubs and flower beds for weeds. Large and/or difficult-to-remove weeds will be sprayed with herbicide and removed the following week. Eight times per year to include curbing, expansion joints, flower beds, volleyball court, tennis court, and playground. Contractor will remove dead debris approximately 10 days after the material has had burn out. **Contractor will apply all herbicides per Federal and State regulations.**
- Removal of autumn leaves from shrub beds and lawns is bi-weekly until all debris has fallen in December. Storm debris, down trees, large limbs, and snow removal are an additional charge. See Page Two (2), Paragraph five.
- Mulching of shrub beds with premium dyed chestnut mulch to maintain up to a 3-inch depth. Mulch is scratched four times yearly to fill washed-out areas with existing mulch. One complete mulching in February/March (119 cubic yards per install). Mulch installed, and rings bowled to keep mulch from decaying against the tree trunk. Clubhouse mulch will be kept away from wooden structuring (vents, etc.). Agent agrees to communicate with contractor for specific needs in this area. Bed edges will be redefined before mulching. Playground mulch once per year with approval from Agent. The mulch is priced at the time of request and provided to Agent for approval with an extra charge. Coordination of additional mulch installation will be with Agent at an extra charge.
- Annuals – Approximately five hundred (500) Begonias installed before 30 May. Approximately five hundred (500) Pansies installed before 1 November, and all plants are fertilized with Osmocote fertilizer. Agent may change the location of the plants by written notice to Contractor.



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CLUBHOUSE SWIMMING POOL

- Two (2) time clean up upon opening and removal of pool cover and fall debris clean up.
- 1st Week in May – Clean pool deck of leaf debris clean up
- 3rd Week in May – Clean pool deck after cover removed to clean additional debris



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Appendix D

<h2 style="margin: 0;">Sexton's Landscaping & Tree Service, LLC</h2> <p style="text-align: center; font-weight: bold; margin-top: 10px;">Licensed & Insured</p> <p>Owner Name: Will Sexton Company Address: 1217 Homestead Drive, Virginia Beach, VA 23464</p> <p>Phone Number: 757-620-3045 Email: SextonLTservice@gmail.com</p>	<h1 style="margin: 0; font-size: 2em;">PROPOSAL</h1> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; text-align: center;">Description of Job</div>
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Client Name:	Bob Granata	Proposal Number:	1
Client Phone Number:	757-647-4003	Proposal Date:	10/08/2024
Work Site Address:	500 Cheshire Forest Drive Chesapeake, VA 23322		

Description of Work	Amount
Trim trees overhanging tennis court up to 20 ft	\$950
Trim tree over pool fence / trim corner hedges by fence up to 20 ft	\$750
Sheffield Drive - remove dead limbs and lift low hanging limbs at entrance from Parker Road	\$650
Orkney Court - trim sidewalk lower limbs	\$450
Elon Court - trim sidewalk lower limbs	\$450
Trim secondary lake both sides of street	\$1100
Remove dead tree from open lot adjacent to Parker Rd entry	\$1700

Proposal is valid for 90 days.

Proposal Total	\$6,050
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Erin Karof 10/15/24



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Appendix E

2025 Adopted Budget For Cheshire Forest Homeowners Association			
Account	Description	2024 Adopted Budget	2025 Adopted Budget
Operating Accounts			
Income Accounts			
Income			
41100	Income-Association Fees	\$274,320.00	\$314,725.00
41400	Legal Administrative Income	\$0.00	\$0.00
42000	Income-Advanced Assoc Fees	\$0.00	\$0.00
42380	Clubhouse Income	\$5,000.00	\$5,400.00
42430	Swim Team Income	\$0.00	\$0.00
42440	Due Process Income	\$0.00	\$0.00
42500	Other Miscellaneous Income	\$0.00	\$0.00
42530	Interest-Delinquent Fees	\$0.00	\$0.00
42550	Reserve Interest Income	\$5,500.00	\$6,000.00
42630	Late Fee Income	\$2,000.00	\$1,000.00
42640	NSF Fee Income	\$0.00	\$0.00
42660	Court Costs Collections Income	\$0.00	\$1,200.00
42700	Certified Legal Cost	\$0.00	\$0.00
43100	Triathlon Income	\$500.00	\$0.00
44700	Cell Tower Lease Income	\$7,500.00	\$8,000.00
Income Accounts Total		\$294,820.00	\$336,325.00
Expense Accounts			
General & Administrative			
51301	Social Committee	\$9,700.00	\$11,000.00
51400	Audit/Tax Preparation Expense	\$7,300.00	\$7,600.00
51700	Legal Expense-Corporate	\$1,500.00	\$2,500.00
51770	Disposal Service-Regular	\$640.00	\$600.00
51800	Bank Service Fee	\$300.00	\$0.00
51900	Board Training	\$500.00	\$800.00
51950	Legal Expense- Collections	\$0.00	\$1,200.00
52200	Property Insurance	\$11,200.00	\$13,404.00
52210	Corporate Fees	\$300.00	\$200.00
52400	Management Fee Expense	\$44,418.00	\$47,856.00
52600	Misc Expense-General & Administrati	\$500.00	\$600.00



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52620	Community Management System	\$0.00	\$3,000.00
52700	Office Expense-Printing	\$2,000.00	\$2,000.00
52750	Coupon Books	\$1,600.00	\$2,265.00
52820	Website Expenses	\$2,600.00	\$250.00
52900	Postage Expense	\$1,500.00	\$1,500.00
53050	Neighborhood Watch	\$250.00	\$300.00
53100	Taxes - State	\$200.00	\$800.00
53250	Taxes-Federal	\$400.00	\$3,400.00
53300	Taxes - Real Estate	\$400.00	\$600.00
Utilities			
53400	Telephone & ISP	\$2,000.00	\$1,996.00
53700	Water Expense	\$3,000.00	\$3,500.00
53760	Storm Water Fees	\$1,000.00	\$1,000.00
53800	Electric Expense	\$7,500.00	\$6,600.00
53850	Gas Expense	\$1,800.00	\$1,530.00
Maintenance			
54130	Alarm Service Expense	\$500.00	\$480.00
54170	Clubhouse Expenses	\$3,500.00	\$3,500.00
54200	Cleaning Service Expense	\$3,500.00	\$8,700.00
54300	Lawn Contract Expense	\$55,515.00	\$57,600.00
54310	Landscaping Extras/Tree Remo	\$3,000.00	\$2,400.00
54320	Irrigation System Expenses	\$500.00	\$1,400.00
54340	Sign Expense	\$300.00	\$700.00
54470	Tennis Courts Expense	\$1,500.00	\$1,500.00
54550	Building/Fence/Grounds Expen	\$3,000.00	\$12,000.00
54640	Termite Inspection/Treatment	\$1,200.00	\$1,344.00
54660	Pool Repairs/Supplies Expens	\$3,500.00	\$3,500.00
54670	Pool Contract Expense	\$69,000.00	\$72,600.00
54690	Pool Furniture	\$2,000.00	\$2,400.00
Operating Reserves			
56550	Operating Reserve Earned Interest	-\$9,803.00	\$0.00
56600	Operating Reserves	\$0.00	\$0.00
Replacement Reserves			
55160	Replacement Reserve Earned Interest	\$4,500.00	\$0.00
55490	Replacement Reserves	\$52,500.00	\$53,700.00
Expense Accounts Total		\$294,820.00	\$336,325.00
Operating Accounts Net		\$0.00	\$0.00



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**#882 CHESHIRE FOREST HOMEOWNER ASSOCIATION
2025 BUDGET NARRATIVE**

Income

Income - Association Fees – This line item details the assessments projected to be collected during the budgeted period.

Clubhouse Income – Income collected from clubhouse rentals.

Reserve Interest Income – Income derived from the interest-bearing CD's.

Late Fees Income – Income derived from additional fees assessed to and paid by owners whose dues were not paid on time.

Court Costs Collections Income- Income derived from collections.

Cell Tower Lease Income – Income received from Verizon for cell tower in community.

Expenses

Social Committee- Cost associated with various events held by committees for the community.

Auditing Expenses – Fees paid to an independent, registered CPA to perform an annual audit, review or compilation of the Association's finances and/or state and federal tax returns.

Legal Expenses – Costs of securing professional legal advice and the annual Registered Agent fee.

Legal-Collections- Legal Expenses - Collections – Costs of legal services for processing and filing legal referrals for non-payment of Association fees

Disposal Service - Regular– Costs associated with waste and trash removal from the community.

Board Training – Costs of educational classes for board.

Property Insurance – Cost of the Association's master insurance policy including general liability, Directors & Officers and fidelity bond.

Corporate Fees – Includes fees for annual filing with the Common Interest Community Board (CICB) and the State Corporation Commission (SCC).

Management Fee – This line item covers the cost for United Property Associates to handle the day-to-day operations of the Association, such as preparing financial statements, receiving and depositing assessments, handling all payments to vendors, communicating with homeowners, handling financial disclosures, property inspections, rules enforcement and advising and assisting the Board of Directors in its duties.

Miscellaneous General/Administrative – Operational costs not included under another specific line item.

Community Management System – Cost associated with the contracted services to maintain the Community Management System.

Office Expense/Printing – Cost of office supplies and copying/printing for Association business.

Coupon Books – Cost for producing coupons for owners not on ACH or have Opted Out.

Website Expense- Cost for maintaining Association website

Postage – Cost for postage of first-class mail and certified mailings as needed or required on behalf of the Association.

Neighborhood Watch – Costs associated with the Neighborhood Watch committee.



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Taxes-State – Taxes to be paid to the Commonwealth of Virginia.

Taxes-Federal – Taxes to be paid to the Internal Revenue Services.

Taxes-Real Estate – Taxes to be paid to the City of Chesapeake

Utilities

Utilities-Telephone & ISP – Cost associated with telephone and ISP items in the clubhouse.

Utilities-Storm Water Fees– Cost associated with city storm water service fees.

Utilities-Water – Cost for Association water usage including taxes and service fees.

Utilities-Electric Expense– Cost associated with the common element lighting and electrical services.

Landscaping

Maint.-Lawn Contract Expense– Costs for regular lawn services (cutting, edging, seeding, etc.) in the common areas of the community.

Maint.-Landscaping Extras/Tree Removal – Costs associated with planting or removal of shrubs, flowers, trees or other landscaping extras not included in the annual lawn contract.

Maint.-Irrigation System Expenses– Cost of maintenance for lawn irrigation systems.

Utilities-Gas Expense– Cost for natural gas service to Association.

Maintenance

Maint.-Alarm Service – Costs associated with the ongoing maintenance of the alarm system.

Maint.-Clubhouse Expenses – Costs associated with routine maintenance (interior & exterior) of the clubhouse.

Maint.-Cleaning Service Expenses – Costs associated with the cleaning of the clubhouse after events.

Maint.-Signs – Costs associated with repairing or replacing common area signage.

Maint.-Electrical Expenses – Costs associated with common area electrical work.

Maint.-Tennis Court Expense – Costs associated with routine repairs to the tennis courts.

Maint. -Building/Fence/Grounds Expen. – Costs for routine maintenance of buildings, common area fences and grounds.

Maint. -Termite Inspection/Treatment – Costs associated with the annual termite inspection and termite treatment.

Pool Expenses

Maint.-Pool Repairs/Supplies Expenses– Costs associated with repair or the purchase of supplies related to the operation of the swimming pool.

Maint.-Pool Contract Expenses– Costs associated with the contracted services for the swimming pool operation and maintenance

Maint.-Pool Furniture– Costs associated pool furniture and equipment related to the operation of the swimming pool.



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Reserves

Operating Reserves - Funds set aside for operating expenditures beyond those anticipated in the daily operating budget and to cover any monthly operating account shortfalls

Reserve Earned Interest – Funds from interest bearing replacement reserve accounts

Replacement Reserves – Funds set aside for repair/replacement of major structures not included in the operating expenses. The most recent reserve study was completed in 2024 and determined the appropriate level of funding to be \$53,700.00 annually. The current cash available on hand for the Replacement Reserves is \$471,775.15. According to the Reserve Study, in 2025 the Replacement Reserves should have a balance of \$462,456.00. The Association's Reserve Account is fully funded. If any owner desires to review the entire reserve study one will be sent upon request at no charge.



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Appendix F

	<u>PROPOSAL</u> Description of Job
Licensed & Insured	
Owner Name: Will Sexton	Company Address: 1217 Homestead Drive, Virginia Beach, VA 23464
Phone Number: 757-620-3045	Email: SextonLTservice@gmail.com

Client Name:	Bob Granata	Proposal Number:	2
Client Phone Number:	757-647-4003	Proposal Date:	10/15/2024
Work Site Address:	500 Cheshire Forest Drive Chesapeake, VA 23322		

Description of Work	Amount
Maintain pool side and tennis court areas.	\$200
Maintain safe drive heights Sheffield Dr/ Parker rd entrance.	\$200
Maintain safe pedestrian walk heights throughout all main community sidewalks.	\$200
Maintain lakes and both sides of street.	\$200
Periodically remove dead pile at open lot by Parker rd to keep a more sitely entrance.	\$200
Trim secondary lake both sides of street	\$200
As requested Emergency storm response under 9 in covered, larger damages would be addressed with quote at arrival .	\$300
Quarterly tree and maintenance proposal.	Total: \$1200
Proposal is valid for 90 days.	