



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

DRAFT

MEETING MINUTES

Annual Membership Meeting
Tuesday, November 19, 2024

Per Article VIII, Section 1 of the Cheshire Forest Homeowners Association By-Laws, a Meeting of the Membership was held on Tuesday, November 19, 2024, at 500 Cheshire Forest Drive, Chesapeake, VA 23322.

The meeting was called to order, and a quorum was established with 31 voting members present and 91 proxies filed with the Secretary. The President, Mrs. Karol, opened the meeting at 7:05 pm. The Secretary, Mrs. McKlveen, was present to record the meeting; Mrs. Monnikendam, Vice-President; and Director Mr. Granata, were present.

United Property Associates: Represented by Mrs. Jennifer Jacobsen and Ms. Victoria Hutchinson

2023 Annual Meeting Minutes:

The 2023 Annual Membership Meeting Minutes were approved, as written, by the Membership.

The President made the State of the Association PowerPoint presentation (Appendix A - attached).

Treasurer's Report:

In the absence of Mr. Heinecke, Mr. Granata, Director, gave an overview of the current financials including the Balance Sheet and the Cheshire Forest Budget for 2025.

Nomination of Candidates to the Board of Directors:

Per the Association's Bylaws, Article X, Section 1, the Nominating Committee was chaired by Director Mr. Orbison. His committee members are Mrs. Debbie Ybarra and Mrs. Casie Nash. The President, on behalf of the Nominations Committee, discussed the Association's nominating process and introduced the four nominees. They are Matt Graham, Jane McKlveen, Denniss Szpara and Courtney Von Tersch. Mrs. Karol called for nominations from the floor. With no nominations from the floor, Mrs. Karol asked each nominee to introduce themselves.

Election:

Per Article X, Section 2 of the Association Bylaws, Mrs. Karol called the vote. The vote was taken by secret written ballot as required. Mrs. Jacobsen of United Property Associates acted as the election teller. Two homeowners assisted her in counting the votes and preparing the written election report. The results are as follows:

- Mr. Matt Graham 118 votes
- Mrs. Jane McKlveen 90 votes
- Mr. Deniss Szpara 66 votes
- Mrs. Courtney Von Tersch 59 votes

Directors Graham, McKlveen and Szpara will each serve a term from November 2024 until the Annual Membership Meeting in November 2026.

Homeowners Forum: Per Virginia Code, Title 55.1, Chapter 18, Section 55.1-1816, a homeowners' forum was conducted. The board addressed all questions to the satisfaction of the membership.

Mrs. Karol expressed the board's gratitude to Mrs. Monnikendam for her four years of dedicated service as a director, and to Mr. Bowers for his contributions as chair of the Social Committee.

Mr. Granata presented a commemorative plaque in honor of the late Mr. Mark Newell, recognizing his significant service to our community. The plaque will be displayed on a bench overlooking the lake.

Mrs. Karol thanked everyone for their attendance and invited the membership to stay for the Regular Board Meeting.

With the agenda completed, the meeting was adjourned at 8:40 p.m.

Jane McKlveen, Secretary
President

Erin Karol,



Cheshire Forest Homeowners Association

2024 Annual Meeting



AGENDA

Establish a Quorum Call Annual Meeting to Order Board Introductions	Erin Karol
2023 Annual Meeting Minutes	Jane McKlveen
State of the Association	Erin Karol
Treasurer's Report	Bob Granata
Election	Ryan Orbison
Homeowners' Forum	Erin Karol
Election Results	Jennifer Jacobsen
Adjourn General Meeting	Erin Karol

Date

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INTRODUCTIONS

President	Erin Karol
Vice President	Rebecca Monnikendam*
Secretary	Jane McKlveen*
Treasurer	Todd Heinecke
Director	Matthew Merritt*
Director	Bob Granata
Director	Ryan Orbison
Manager	Jennifer Jacobsen

* Term Expires this Evening

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2023 ANNUAL MEMBERSHIP MINUTES

►Mrs. Jane McKlveen presents the 2023 Annual Membership Meeting Minutes for approval by the membership.

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STATE OF THE ASSOCIATION

THE ASSOCIATION

A Homeowners' Association is a *corporation* that governs a planned residential development. Once you purchase a home in an area governed by an Association, you are automatically a member, must pay fees, and follow HOA rules.

A Homeowners' Association is run by a Board of Directors elected by the homeowners. The Board consists of *volunteers* elected by their fellow residents to sit on the Board and make decisions on the resident's behalf.

The Association Members and Board of Directors have a fiduciary duty to the corporation, which requires that members act in good faith, with skill and care, and on behalf of the Association.

Date

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STATE OF THE ASSOCIATION → Governing Documents

- Covenants and Restrictions** • Recorded as deed restrictions with the City of Chesapeake
- Association By-Laws** • Explains how the Cheshire Forest HOA is managed
- Architectural Control Guidelines** • Governance for modifications to your property
- Resolutions** • Executed by the Board as addendums to the Covenants and Restrictions
- Forms and Procedures** • Complaint, Architectural Submittals, etc.

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STATE OF THE ASSOCIATION → Board of Directors

What do we do?

- ✓ Rules
- ✓ Meetings
- ✓ Finances
- ✓ Maintenance

Your Board meets in our clubhouse on the **3rd Tuesday of every month at 7 pm.** Meetings are always open to the Membership, and Meeting Minutes are posted on the community website.

Date

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STATE OF THE ASSOCIATION → Strategic Plan

Goal 1: Empowerment

- Strategy 1: Governing documents consistent, nested, and clear
- Strategy 2: Governance advances strategic plan
- Strategy 3: The community remains fully-funded
- Strategy 4: Committees drive action

Goal 2: Environment

- Strategy 1: Homeowner compliance with Governing Documents
- Strategy 2: Community assets operated and maintained
- Strategy 3: Risk mitigated

Goal 3: Engagement

- Strategy 1: Community cohesion maintained and enhanced
- Strategy 2: Residents Informed
- Strategy 3: New residents welcomed

Goal 4: Enhancement

- Strategy 1: Capital improvement executed
- Strategy 2: Community assets maintained
- Strategy 3: External perception maintained and enhanced

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STATE OF THE ASSOCIATION

2024 PRIORITIES

- #1 - Goal 1: Empowerment
- #2 - Goal 2: Environment
- #3 - Goal 3: Engagement
- #4 - Goal 4: Enhancement

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STATE OF THE ASSOCIATION → 2024 COMPLETED ACTIONS

PRIORITY #1 → GOAL 1: EMPOWERMENT

Strategy 1: Governing Documents consistent, nested, and clear

- ✓ Implemented Microsoft Teams

Strategy 2: Governance advances strategic plan

- ✓ Developed strategic and operating plans
- ✓ Renewed UPA management contract
- ✓ Coordinated for a new Property Manager

Strategy 3: The Community remains fully funded

- ✓ Approved 2025 budget
- ✓ Executed Reserve Study (Remain fully funded)
- ✓ Executed external audit (2023)

Strategy 4: Committees drive action

PRIORITY #2 → GOAL 2: ENVIRONMENT

Strategy 1: Homeowner compliance with Governing Documents

- ✓ Resumed "Yard of the Month"
- ✓ Approved 42 architectural modifications

Strategy 2: Community assets operated and maintained

- ✓ Executed partial clubhouse siding replacement (storm damage)
- ✓ Installed new playground mulch and volleyball court sand
- ✓ Installed new pool, playground, and tennis court signage
- ✓ Renewed grounds maintenance and pool management contracts
- ✓ Accepted irrigation system, tree maintenance, and fly abatement contracts
- ✓ Executed numerous minor repairs (window leaks, doors, light bulbs, etc.)

Strategy 3: Risk mitigated

- ✓ Executed external playground safety inspection and actioned repairs (mulch)
- ✓ Renewed insurance contract
- ✓ Adopted swim team coach liability insurance
- ✓ Executed annual fire inspection (zero deficiencies)

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STATE OF THE ASSOCIATION → 2024 COMPLETED ACTIONS

PRIORITY #3 → GOAL 3: ENGAGEMENT

Strategy 1: Community cohesion maintained and enhanced

- ✓ Hosted 24 social events, including a triathlon and the 4th of July Parade
- ✓ Enabled community swim team
- ✓ Enabled annual community yard sale
- ✓ Enabled 40 clubhouse rentals

Strategy 2: Residents Informed

- ✓ Resumed community newsletter
- ✓ Resumed neighborhood event sign usage
- ✓ Updated community website
- ✓ UPA Rollout of the Homeowner Portal

Strategy 3: New residents welcomed

- ✓ Developed new resident welcome letter

PRIORITY #4 → GOAL 4: ENHANCEMENT

Strategy 1: Capital improvement executed

- ✓ Executed partial sidewalk replacement
- ✓ Executed irrigation system repairs (pumps and heads)
- ✓ Executed partial landscape replacement (30 Holly Bushes)
- ✓ Executed pool sand filter replacement
- ✓ Executed partial outdoor furniture replacement (trash cans, bike rack, benches)
- ✓ Executed clubhouse design (bathrooms and clubhouse main)

Strategy 2: External perception maintained and enhanced

- ✓ Hosted car show
- ✓ Developed Cheshire Forest logo

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STATE OF THE ASSOCIATION

2025 PRIORITIES

- #1 - Goal 4: Enhancement
- #2 - Goal 1: Empowerment
- #3 - Goal 2: Environment
- #4 - Goal 3: Engagement

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STATE OF THE ASSOCIATION → 2025 PLANNED ACTIONS

PRIORITY #1 → GOAL 4: ENHANCEMENT

Strategy 1: Capital improvement executed

- Execute pool plaster replacement
- Execute clubhouse bathroom renovation
- Execute clubhouse renovation
- Execute partial landscape replacement (part 2)

Strategy 3: External perception maintained and enhanced

- Develop Cheshire Forest Pamphlet (enable home sales)

PRIORITY #2 → GOAL 1: EMPOWERMENT

Strategy 1: Governing documents consistent, nested, and clear

- Approve new Governing Documents
- Develop Committee Charters

Strategy 2: Governance advances strategic plan

Strategy 3: The Community remains fully funded

- Approve 2026 budget
- Execute external audit

Strategy 4: Committees drive action

- Recruit committee volunteers

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STATE OF THE ASSOCIATION → 2025 PLANNED ACTIONS

PRIORITY #1 → GOAL 4: ENVIRONMENT

Strategy 1: Homeowner compliance with Governing Documents

- UPA compliance transition to Homeowner Portal

Strategy 2: Community assets operated and maintained

- Rollout digital pool access system
- RFP- Pool, Cleaning, Desroches & Company

Strategy 3: Risk mitigated

- Execute annual fire inspection

PRIORITY #4 → GOAL 1: ENGAGEMENT

Strategy 1: Community cohesion maintained and enhanced

- Maintain social events

Strategy 2: Residents Informed

- Initiate communication through UPA Homeowner Portal

Strategy 3: New residents welcomed

- Facilitate board introductions for new residents

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STATE OF THE ASSOCIATION

COMMITTEES

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STATE OF THE ASSOCIATION

<p><u>Architectural Control</u></p> <p>Chair: Mitch Gold</p> <p>Committee: Jay Connolly, Paul Corcoran, and Matthew Merritt</p> <p>Reviews maintains and recommends changes to the ACC Guidelines and reviews requests for architectural modification.</p>	<p><u>Clubhouse</u></p> <p>Chair: Jane McKlveen</p> <p>Oversees clubhouse rentals and informs property manager of necessary repairs.</p>	<p><u>Communications</u></p> <p>Chair: Jane McKlveen</p> <p>Informs members and enhances external perceptions of CF by leveraging the community Website, Newsletter, Welcome Letter, Pamphlet, external events, and social media.</p>
<p><u>Documents</u></p> <p>Chair: Erin Karol</p> <p>Consolidate the current 15 Declarations into a single, uniform, coherent governance.</p>	<p><u>Landscaping</u></p> <p>Chair: Bob Granata</p> <p>Oversees grounds, irrigation, and tree contracts, selects Yard of the Month and Holiday, and plans / coordinates partial landscape replacements consistent with Reserve Study.</p>	<p><u>Neighborhood Watch</u></p> <p>Chair: Cheryl Griner</p> <p>Coordinates and hosts a National Night Out, participates in the Chesapeake Crime Prevention Council, and informs the neighborhood (via social media) of First Responder information.</p> <p>Date</p>

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STATE OF THE ASSOCIATION

Nominating

Chair: Ryan Orbison

Committee: Debbie Ybarra
Cassie Nash

Gathers and provides nominations for the Election of Directors at the Association's Annual Membership Meeting.

Pool

Chair: Courtney Von Terch

Oversees pool management, fly abatement, and pool access contracts, coordinates board-approved repairs, and liaises with the Swim Team for pool scheduling.

Social

Chair: Todd Heinecke

Coordinates holiday parties, evening socials, triathlon, 4th of July Parada

Swim Team

Chair: Kiran Dhanji

Manages the Cheshire Forest Swim Team and coordinates with the Virginia Beach Swim League

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TREASURER'S REPORT

TREASURER'S REPORT Presented by Bob Granata

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TREASURER'S REPORT

→ Balance Sheet - Assets

ASSETS	2021 Actual	2022 Actual	2023 Actual	2024 31OCT24
Operating Cash	\$139,332	\$124,847	\$99,337	\$58,745
Operating Reserve	\$116,082	\$82,839	\$114,638	\$116,745
Replacement Reserve	\$402,762	\$442,132	\$445,261	\$472,107
Other Assets	--	--	\$11,901	\$11,901
Total	\$658,178	\$672,818	\$679,467	\$671,769

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TREASURER'S REPORT

→ Balance Sheet - Expenditures

ASSETS	2022 Actual	2023 Actual	2024 Budget	2024 31OCT24
General and Administrative	\$72,368	\$ 81,628	\$75,968	\$80,432
Social Committee	\$5,837	\$ 7,169	\$9,700	\$6,287
Pool	\$55,138	\$ 65,657	\$74,500	\$75,304
Landscaping	\$48,969	\$ 53,778	\$59,015	\$47,511
Utilities	\$11,771	\$ 14,645	\$14,940	\$15,347
Maintenance	\$8,755	\$ 32,817	\$13,500	\$35,688
Replacement Reserve	\$48,382	\$ 52,500	\$57,000	\$51,227
Total	\$251,220	\$ 308,194	\$294,820	\$313,176

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TREASURER'S REPORT → 2023 External Audit

Our Governing Documents require a full audit every year. DesRoches & Company, Certified Public Accounts, performs this service. The full audit is always available for the membership to review.

The following were the adjustments made per the audit:

An adjustment was made to reverse an entry posted to assessment income to record deferred revenue.

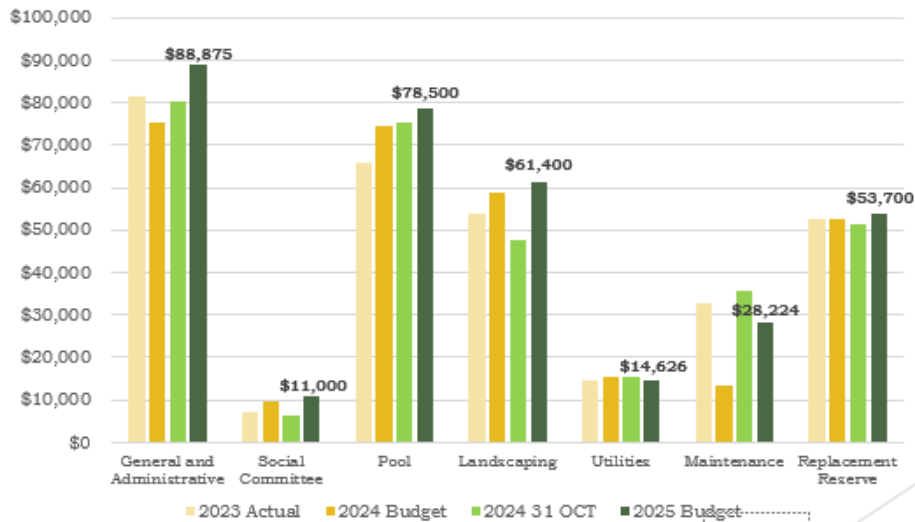
Necessary adjustments were made to the Association's property and equipment accounts to record depreciation.

Adjusting entries were necessary to properly reflect the certificate of deposit account balances on December 31, 2023, and interest income for the year that ended Date

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TREASURER'S REPORT → 2025 Budget



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TREASURER'S REPORT

→ 2025 Budget Expanded

ASSETS	Difference 2024 to 2025	Cause
General and Administrative	+ \$9,475 (12.5%)	2025 management(7.75%), insurance (20%), legal fees, MS teams, and inflation
Social Committee	+ 1,300 (13%)	Resumption of social evenings.
Pool	+3,600 (5%)	2025 pool management contract
Landscaping	+2,385 (4%)	2025 grounds contract renewal and acceptance of tree and irrigation contracts.
Utilities	\$ 674 (5%)	Leaking pool filter replaced, reduced water consumption.
Maintenance	+ \$3,924 (29%)	Increased clubhouse cleanings (complaints), HVAC annual service, Building and Grounds (not covered contractually)
Replacement Reserve	+1,200 (2%)	As recommended in the OCT 2024 Reserve Study.
Total	+ \$22,558 (14.3 %)	Effect → \$6.66 increase in Dues per month

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There's an App for that...

- ▶ App Store or Google Play
- ▶ "United Property Associates CINC Systems"

-OR-

- ▶ www.cheshireforest.org
- ▶ Login
- ▶ UPA website



Date



BOARD OF DIRECTORS ELECTION

Nominating Committee Chair: Ryan Orbison

- Nominations Submitted in Advance...
- Nominations from the floor...

Nominations Closed

Advanced Nominee Presentations

Floor Nominee Presentations

Membership, please mark your ballot
(three nominees)

Date

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HOMEOWNERS FORUM

Please limit questions to three minutes, so everyone gets a chance to speak.



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ADJOURNE GENERAL MEETING

Thank you for
your time!



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DRAFT