



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

Regular Meeting of the Board of Directors

Meeting Minutes

April 22, 2025

According to Article XI, Section I of the Cheshire Forest Homeowners Association By-Laws, a regular meeting of the Board was held on Tuesday, April 22, 2025, at 500 Cheshire Forest Drive, Chesapeake, VA 23322.

The Vice President, Mr. Orbison, opened the meeting at 6:03 p.m.

- **Board Members Present:** Mrs. Karol, President; Mr. Orbison, Vice President; Mr. Heinecke, Treasurer; Mr. Graham, Secretary; and Directors Mr. Granata, Mrs. McKlveen, and Mr. Szpara were in attendance, constituting a quorum.
- **Board Members Absent:** None
- **United Property Associates:** Represented by Jennifer Jacobsen

Mrs. Karol motioned for the Board to move into Executive Session to discuss Compliance Violations and the Delinquency Report. Mr. Szpara seconded the motion, which was unanimously 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 as written. The motion was seconded by Mr. Heinecke and unanimously approved by all board members present.

Mrs. Karol moved to approve the March 18, 2025, Minutes of The Regular Meeting of the Board of Directors as written. Mr. Szpara seconded the motion, which was unanimously approved by all board members present.

Member Forum: 2 members present

Committee Reports:

- **Architectural Committee:** Mrs. Karol gave a report on the ACC Committee.
- **Clubhouse Committee:** Jane is recruiting committee members.
- **Communications Committee:** *Cheshire Chat Newsletter* will be published in May.
- **Documents Committee:** The Board has agreed to hold a Special Meeting of the Membership on July 15, 2025, at 6:00 p.m. to approve the updated bylaws of the Association.
- **Landscaping Committee:** Mr. Granata gave a report. Imelda Barerra is leaving as Yard of the Month Chair. The Board thanks her for her years of service and dedication and the positive impact she has made in the community.

- **Net Sports Committee:** Mr. Graham provided a net sports update. The Board approved that the tennis courts will be reserved for pickleball every Monday, starting May 12, 2025, from 6:00 PM to 8:00 PM.
- **Pool Committee:** The pool schedule, rules and guidelines, and pass system were discussed.
- **Social Committee:** The Board updated the social committee spreadsheets.
- **Swim Team Committee:** Kiran Dhanji, Swim Team Chair, provided a report to the Board.

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.

Old Business:

- Mrs. Karol moved to accept the Always Clean Pressure washing proposal (Appendix A) as written, with the exception of Optional Washing Service C and E, for a total expenditure of \$2,510. Mr. Granata seconded the motion. The Board approved the motion, with Mr. Orbison dissenting on Optional Washing Service D.

New Business:

- Mr. Granata moved to accept Sexton's Landscaping & Tree Service proposal as written (Appendix B) for a total expenditure of \$5400. Mr. Graham seconded the motion. The Board approved the motion unanimously.

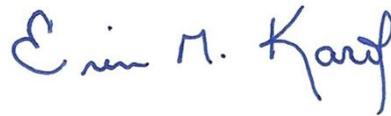
With the agenda completed, the meeting was adjourned at 9:54 p.m.

The next regular board meeting is scheduled for May 20, 2025.

The Board also approved moving the June 17, 2025, Board Meeting to June 24, 2025.



Matt Graham, Secretary



Erin M. Karol, President

Appendix A



CHESHIRE FOREST
C/O UNITED PROPERTY ASSOCIATES
525 S. INDEPENDENCE BLVD., SUITE 200
VIRGINIA BEACH, VA 23452

March 19, 2025

Attn: Jennifer Jacobsen

WE HEREBY SUBMIT SPECIFICATIONS AND AN ESTIMATE FOR WORK TO BE PERFORMED AT THE CHESHIRE FOREST LOCATED AT 500 CHESHIRE FOREST DRIVE IN CHESAPEAKE, VA

PRICE'S ARE AS FOLLOWS:

WASH CONCRETE POOL DECKING AREA

1. WASH ALL THE CONCRETE POOL DECK AREA ON THE BACK AND THE SIDE OF CLUBHOUSE.
2. WASH 11 CONCRETE TABLES, AND 1 SMALL COMPOSITE BENCH INSIDE THE CHILDREN'S POOL AREA. ALL POOL FURNITURE WILL NEED TO BE MOVED FOR CLEANING TO BE PERFORMED.
3. CLEAN OUT POOL DRAINS ON THE POOL DECK CONCRETE AREA.
4. *↳ Remove & reinstall before and after* **COST: \$ 1,050.00**

WASH EXTERIOR OF POOL / BATHROOM BUILDING

WASH ALL VINYL SIDING AND TRIM ON THE BUILDING TO REMOVE MILDEW, DIRT, AND WELL WATER STAINS

COST: \$ 90.00

OPTIONAL WASHING SERVICES

A.

LOW POWER WASH COMPOSITE DECK AND GAZEBO

1. LOW POWER WASH BACK GREY COMPOSITE DECKING, RAMP AND RAILS.
2. LOW POWER WASH UNDER GAZEBO: METAL POST AND LATTICE.
3. LOW POWER WASH 3 LARGE PICNIC TABLES, 2 CHILDRENS TABLES, AND 2 PLANTER BOXES.

ALL THE AREAS BEING CLEANED WILL BE PRE-TREATED WITH A COMPOSITE DECK CLEANER, THEN WASHED FOR THE REMOVAL OF MOLD, MILDEW, DIRT, ENVIRONMENTAL DEBRIS AND REMOVALBLE STAINS.

COST: \$ 475.00

B.

WASH THE WHITE FENCE AROUND THE POOL AREA

WASH BOTH SIDES OF THE WHITE FENCE AROUND POOL AREA. FENCE WILL BE CLEANED FOR THE REMOVAL OF MILDEW, DIRT, & WELL WATER RUST STAINS.

COST: \$ 420.00

C. WASH CONCRETE WALKWAYS AT THE CLUBHOUSE

WASH THE CONCRETE SIDEWALK IN FRONT OF THE CLUBHOUSE AND LEADING TO THE BACK OF THE CLUBHOUSE TO THE TENNIS COURTS AND POOL. CONCRETE WILL BE CLEANED FOR THE REMOVAL OF MILDEW, DIRT, & WELL WATER RUST STAINS.

COST: \$ 400.00

D. WASH THE CLUBHOUSE BUILDING

WASH ALL THE BRICK, VINYL SIDING, AND TRIM ON THE CLUBHOUSE BUILDING. WASH BOTH BRICK CHIMNEYS. WASH THE 10 FRONT WHITE COLUMNS. WASH THE FRONT ENTRANCE BRICK PORCH PATIO AND BRICK STEPS. WASH THE FRONT BRICK WALLS AND COLUMNS ON BOTH SIDES OF THE CLUBHOUSE FOR THE REMOVAL OF MILDEW & DIRT.

PROPERTY HAS WATER SOURCE AVAILABLE

COST: \$ 475.00

E. WASH BRICK ENTRANCE SIGN AND BRICK WALLS

1. WASH THE BRICK VANGUARD OF CHESHIRE ENTRANCE SIGN ON BOTH SIDES OF THE STREET ON CHESHIRE FOREST DR. AND CRANHAM RD. WASH BOTH SIDES OF THE BRICK COMMUNITY SIGN LOCATED AT WATERS RD AND CRANHAM RD.

WE WILL HAVE TO SUPPLY WATER TO WASH THESE AREAS'S

COST: \$ 300.00

**PROPERTY HAS WATER SOURCE AVAILABLE
ALL PRICE'S INCLUDE LABOR AND MATERIAL**

PLEASE CIRCLE SERVICES THAT YOU CHOOSE TO HAVE DONE

**THE QUOTED PRICES ARE GOOD FOR 60 DAYS FROM THE DATE SHOWN ABOVE
THE JOB CAN BE SET UP ONCE THE PROPOSAL HAS BEEN APPROVED & SIGNED. WORK WILL BEGIN ON THE SCHEDULED DATE. STARTING AT 8 AM, WORK CONTINUOUSLY UNTIL 5 PM ON CONTINUAL DAYS OR UNTIL THE JOB IS COMPLETED**

ALL WORK, IS TO BE DONE IN A WORKMAN-LIKE MANNER ACCORDING TO STANDARD PRACTICES. ANY ALTERATIONS OR SPECIFICATIONS INVOLVING EXTRA COST WILL BE EXECUTED ONLY UPON WRITTEN ORDERS AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE CONTRACT. ALL AGREEMENTS ARE CONTINGENT UPON ACCIDENTS OR DELAYS BEYOND OUR CONTROL. OUR EMPLOYEES ARE FULLY COVERED BY WORKMAN'S COMP.

CONTRACTORS SIGNATURE: _____ DOUG GREEN, PRESIDENT DATE _____

ACCEPTANCE OF PROPOSAL: THE ABOVE OR ATTACHED PRICES, SPECIFICATIONS, AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE ON THE FOLLOWING TERMS: NET 30 DAYS. A SERVICE CHARGE WILL BE ADDED TO DELINQUENT ACCOUNTS OF 3% PER MONTH.

SIGNATURE: Craig M. Kard TITLE: President DATE 4/22/25

DISCLAIMER

OUR COMPANY MAKES EVERY EFFORT TO PROVIDE SERVICES WITH NO HARM TO THE CUSTOMER'S GRASS, FLOWERS, SHRUBBERY, OR OUTDOOR FURNITURE. HOWEVER, SOMETIMES, DESPITE OUR BEST EFFORTS, SOME OF THE CHEMICAL OVERSPRAY MAY GET ON THESE ITEMS. WE CANNOT BE HELD RESPONSIBLE FOR THESE FEW EXCEPTIONS AND APOLOGIZE IN ADVANCE, SHOULD THEY OCCUR. DUE TO NUMEROUS DIFFERENCES IN WATER SOURCES, WE CAN NOT BE HELD RESPONSIBLE FOR ANY HARD WATER SPOTTING ON GLASS WINDOWS.

ALWAYS CLEAN SERVICES HAS BEEN SERVING TIDEWATER SINCE 1993. OUR COMPANY IS LICENSED AND INSURED AND WE ARE COMPETITIVE IN PRICING. IF THERE ARE ANY QUESTIONS OR CONCERNS, PLEASE CALL OUR OFFICE AT 757-340-3975 OR FAX #757-490-9274

Appendix B

ESTIMATE



Prepared For

Cheshire Forest HOA
500 Cheshire Forest Dr
Chesapeake, Va 23322
(757) 647-4003

Sextons's Landscaping & Tree Service

1217 Homestead Dr
Virginia Beach, Virginia 23464
Phone: (757) 620-3045
Email: sextonltservice@gmail.com

Estimate # 11
Date 03/18/2025
Business / Tax # 994908434

Description

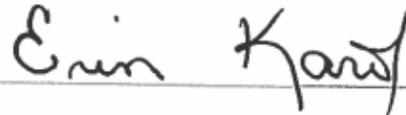
Cheshire Forest Hoa

- Remove 3 pines back side of tennis court fence. \$1400
- Trim 2 trees back side of tennis court. \$300
- Remove large pine by tennis court fence \$1700
- Remove 3 smaller trees grouped together in common area between t/c and pool. \$600
- Trim gum ball and maple pool side. \$300
- Remove gum ball by pool side hedges. \$600
- Trim hedges by pool side fence. \$200
- Remove 3 small trees dead/damaged at front of lake coming in from Parker rd. \$200
- Remove snapped pine limb in front of club house over side walk. \$100

***All stump grinding and removal off extra stump grinding debri is included in pricing of trees

Subtotal	\$5,400.00
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Total	\$5,400.00

By signing this document, the customer agrees to the services and conditions outlined in this document.

A handwritten signature in black ink that reads "Erin Kard". The signature is written in a cursive style and is positioned above a horizontal line.

Cheshire Forest HOA