



Cheshire Forest Homeowners Association

500 Cheshire Forest Drive
Chesapeake, VA 23322

Regular Meeting of the Board of Directors

Meeting Minutes

May 20, 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, May 20, 2025, at 500 Cheshire Forest Drive, Chesapeake, VA 23322.

The Vice President, Mr. Orbison, opened the meeting at 6:05 p.m.

- **Board Members Present:** Mrs. Karol, President; Mr. Orbison, Vice President; Mr. Heinecke, Treasurer; and Mr. Graham, Secretary; were in attendance, constituting a quorum. Director Jane McKlveen was present during Open Session
- **Board Members Absent:** Bob Granata and Dennis Szpara. Jane McKlveen was absent only during Executive Session.
- **United Property Associates:** Represented by Jennifer Jacobsen

Mrs. Karol motioned for the Board to move into Executive Session to discuss Due Process, Compliance Violations, Delinquency Report, and a personal issue. Mr. Graham seconded the motion, which was unanimously approved by all board members present.

The Open Session was reconvened at 7:02 p.m.

Business Brought out of Executive Session:

Due Process Decisions:

- 2025-19: Homeowner to provide status update of work.
- 2025-20: Thank you for complying.
- 2025-21: Board is reviewing current policy.
- 2025-22: Board is reviewing current policy.
- 2025-23: Unit is to be assessed \$10.00 a day for 90 days or until compliance.

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 April 22, 2025, Minutes of The Regular Meeting of the Board of Directors as written. Mr. Graham seconded the motion, which was unanimously approved by all board members present.

Member Forum: 5 members present

- 2 members addressed concerns regarding vacant home

Committee Reports:

- **Architectural Committee:** Erin Karol gave an update.
- **Clubhouse Committee:** Erin Karol and Jane McKlveen provided an update.
- **Communications Committee:** Jane McKlveen provided an update.

- **Documents Committee:** Erin Karol provided an update. The Board will 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:** The Board discussed irrigation repairs and replacement for the playground area and other landscaping needs.
- **Net Sports Committee:** Matt Graham provided a net sports update.
- **Pool Committee:** Rebecca Monnikendam provided a report to the Board.
- **Social Committee:** Todd Heinecke provided a report to the Board.
- **Swim Team Committee:** Kiran Dhanji 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 made a motion to accept the Bay Area Irrigation proposal as written. Mrs. McKlveen seconded the motion. It was unanimously approved. (Appendix A)
- Mrs. Karol made a motion to table the Relay Electric proposal. Mrs. McKlveen seconded the motion. It was unanimously approved. (Appendix B)

New Business:

- Mrs. Karol made a motion for Mr. Heinecke to have an authorized HOA debit card with a limit of \$1500. Mr. Graham seconded. Mr. Heinecke abstained. Mrs. McKlveen and Mr. Orbison voted yes. The motion carried.
- Mrs. Karol made a motion to accept the audit provided by Desroches & Company. Mrs. McKlveen seconded the motion. It was unanimously approved.
- Mrs. Karol made a motion to accept the Revised 2024 Reserve Study, dated May 15, 2025, in its entirety. Mr. Orbison seconded the motion. It was approved unanimously.

With the agenda completed, the meeting was adjourned at 11:00 p.m.

The next regular board meeting is scheduled for June 24, 2025.



Matt Graham, Secretary



Erin M. Karol, President

Appendix A



IRRIGATION COMPANY (bayareairrigation@gmail.com)
744 SHILLELAGH ROAD * CHESAPEAKE, VA 23323 * (757) 548-0822 * FAX (757) 549-1566

**RESIDENTIAL
PROPOSAL**

Proposal Submitted To
Cheshire Forest HOA - Mr. Robert Granata
500 Cheshire Forest Drive
Chesapeake, VA 23322
(757) 647-4003
GRANATAROBERT1@GMAIL.COM

Work To Be Performed At
Project: Cheshire Forest Playground
500 Cheshire Forest Drive
Chesapeake, VA 23322

Date of Estimate: 05/12/2025
Estimate Valid for 45 Days

We hereby propose to furnish all the materials and perform all the labor necessary for adding irrigation around the playground per site visit:

Material Includes:

- 23- Rotor Heads
- 6- 4" Fixed Spray Heads
- 3- 1.0" Electric Valves
- 1- Valve Box
- 3- Rolls of 100 PSI Polypipe
- 40' of 1.0" CL200 PVC Pipe
- Miscellaneous PVC and Poly Parts

Estimate given: \$3,663.00 – For Adding Irrigation Around Playground Per Site Visit.

Note: Price subject to change based off time & material used to complete proposed repairs.

All material is guaranteed to be as specified and completed in a workmanlike manner.

Note: Bay Area is not responsible for private utility lines not marked by homeowner.

Payment:

Due in Full Upon Completion of Job. If payments are not paid as outlined a 1.5% monthly interest charge will be added.

Note: Prefer Checks. Credit Cards Accepted - A 3% Administration Fee Applies to all Credit Cards.

Respectfully submitted by Bay Area Irrigation Company

Per

Matthew P. Reich

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. In the event payment is not made as agreed above, the undersigned agrees to pay reasonable cost of collection, including attorney's fees.

Date:

Signature:

Appendix B



May 1, 2025

Cheshire Forest
United Property Associates
Attn.: Jennifer Jacobsen

RE: Flagpole Lighting, Cheshire Forest, Chesapeake, Virginia

Dear Jennifer:

Relay Electric, LLC is proud to submit a proposal for the flagpole lighting to Cheshire Forest in Chesapeake. To meet your needs, the scope of the electrical services will include:

- Install new pipe and wire from existing power at entrance to back of monument sign.
- Install new 18w LED flood light to illuminate flag.
- Light wire will be installed on back of brick monument sign.
- Light wire uses existing lighting controls.
- Exposed conduit will be used where needed. We will minimize its use as much as possible. Conduit will not be painted.

The fee for the above services is \$1,250. Accepted: _____

If you find this proposal acceptable, please sign in the space provided and return a copy to our office as our authorization to proceed. If you have any questions or concerns, please call. We look forward to working with you on this project.

Very Truly Yours,
Relay Electric, LLC

Shannon R Lee

Shannon R. Lee



Relaying Since 2005

p 757.657.2111

f 757.657.2116

P.O. Box 7158, Suffolk, VA 23437