



Cheshire Forest Homeowners Association

500 Cheshire Forest Drive
Chesapeake, VA 23322

Regular Meeting of the Board of Directors

Meeting Minutes

June 24, 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, June 24, 2025, at 500 Cheshire Forest Drive, Chesapeake, VA 23322.

Vice President Ryan Orbison, opened the meeting at 6:00 p.m.

- **Board Members Present:** Ryan Orbison, Vice President; Matt Graham, Secretary; Directors Jane McKlveen, Bob Granata, and Dennis Szpara were in attendance constituting a quorum.
- **Board Members Absent:** Mrs. Erin Karol, President, and Mr. Todd Heinecke, Treasurer
- **United Property Associates:** Represented by Jennifer Jacobsen and Della Johnson.

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

The Open Session was reconvened at 7:00 p.m.

Business Brought out of Executive Session:

Due Process Decisions.

- 2025-24: Board is reviewing current policy.
- 2025-25: Board is reviewing current policy.
- 2025-26: Thank you for complying.

Mr. Orbison moved that the agenda be adopted as written. The motion was seconded by Mr. Granata and unanimously approved by all Board Members present.

Mr. Orbison moved to approve the May 20, 2025, Minutes of The Regular Meeting of the Board of Directors as written. Mr. Granata seconded the motion, which was unanimously approved by all Board Members present.

Member Forum: 3 members present

- 2 members addressed concerns regarding the debris and limbs at the entrance of Cheshire Forest main entrance

Committee Reports:

- **Architectural Committee:** Mitch Gold resigned as the Architectural Committee Chair effective June 30, 2025. The Board thanks Mr. Gold for his years of service as Architectural Committee Chair and his contributions to the Cheshire Forest community. Mr. Orbison motioned that Dennis Szpara serve as Architectural Committee Chair beginning June 30, 2025. Mr. Granata seconded the motion, which was unanimously approved by all Board Members present.
- **Clubhouse Committee:** Jane McKlveen provided an update.

- **Communications Committee:** Mrs. McKlveen provided an update. Mrs. McKlveen made a motion to purchase four replacement *Cheshire Forest Private Property Residents Only* signs around the lake, three *Private Property / No Trespassing / Cameras in Use* signs for the entrance by the clubhouse, and two signs for the pool (*Private Property* and *Notice No: Diving, Running, Glass Containers, Alcohol*) totaling \$803.20. Mr. Szpara seconded the motion. Mr. Orbison, Mr. Granata, and Mr. Graham voted no. Mrs. McKlveen and Mr. Szpara voted yes. The motion did not pass with a vote of 2-3. Mr. Orbison made a motion to purchase four replacement *Cheshire Forest Private Property Residents Only* signs for around the ponds for \$384.80. Mr. Graham seconded the motion, which was unanimously approved by all Board Members. Mr. Orbison made a motion to purchase three *Private Property / No Trespassing / Cameras In Use* signs for entrance by the clubhouse for \$325.00. The motion was seconded by Mrs. McKlveen. Mrs. McKlveen and Mr. Szpara voted yes. Mr. Orbison, Mr. Graham, and Mr. Granata voted no. The motion did not pass with a vote of 2-3. Mr. Orbison made a motion to purchase two signs for the pool (*Private Property* and *Notice No: Diving, Running, Glass Containers, Alcohol*). Mrs. McKlveen seconded the motion. Mrs. McKlveen Mr. Szpara, Mr. Orbison, and Mr. Granata voted yes. Mr. Graham voted no. The motion passed with a vote of 4-1.
- **Documents Committee:** Mr. Orbison and Mr. Szpara 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. There will also be an informal Q&A session provided for the membership on Thursday 10th July from 6pm to 8pm at the clubhouse.
- **Landscaping Committee:** Mr. Granata provided an update.
- **Net Sports Committee:** Mr. Graham provided a net sports update. A new volleyball net and volleyball lines have been installed by Mr. Jude Donato. The Board thanks Mr. Donato for his assistance. A replacement tennis net for the court closest to the parking lot was purchased totaling \$257.55.
- **Pool Committee:** Ryan provided a report to the Board. Eastern Branch is scheduled to inspect the pool drainage on July 1, 2025.
- **Social Committee:** No report.
- **Swim Team Committee:** No report.

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:

- Mr. Orbison made a motion to terminate the My Green Condo subscription. Mr. Granata seconded the motion. Mrs. McKlveen, Mr. Orbison, Mr. Granata, and Mr. Graham voted yes. Mrs. Szpara voted no. The motion passed with a vote of 4-1.
- The next Cheshire Chat Newsletter will have a fall update in August or September of 2025.

New Business:

- Project List Worksheet
 - Mr. Orbison made a motion to accept the Nipper Electric Breaker Proposal to accommodate security cameras for the amount of \$3066.99. Mrs. McKlveen seconded the motion. After discussion, the board decided that we ask for an additional quote – to see if existing wiring

could be used or if there was a cheaper option. Mr. Granata made a motion to accept Sexton Tree Maintenance Proposal for \$1200.00. Mr. Orbison seconded the motion, which was unanimously approved by all Board Members. (Appendix A)

- Mr. Granata made motion to accept Finck Masonry's, LLC proposal to repoint the cracks around the steps of the clubhouse and grind out and repoint various cracks along the water table around the clubhouse for a total of \$2850.00. Mrs. McKlveen seconded the motion, which was unanimously approved by all Board Members. (Appendix B)
- Mrs. McKlveen motioned to accept the proposal submitted by VPS Recreation for playground mulch delivery and installation, in the amount of \$3005.20 for 15 cubic yards of mulch. The motion was seconded by Mr. Granata, which was unanimously approved by all Board Members. (Appendix C)
- Mr. Orbison made a motion to accept the proposal to repair the broken lock on the Tennis/Pickleball Courts in the amount of \$441.00. Mrs. McKlveen seconded the motion, water table around the clubhouse for a total of \$2850.00. Mrs. McKlveen seconded the motion, which was unanimously approved by all Board Members.
- Mr. Orbison shared the Cheshire Forest Five Year Plan with the Board. (Appendix D)

With the agenda completed, the meeting was adjourned at 9:30 p.m.

There will be an additional Special working session of the Board July 2, 2025, at 7:00 p.m. to discuss the proposed changes to the Bylaws.

There is an informal Q&A session provided to the membership on Thursday 10th July from 6pm to 8pm at the clubhouse. The next regular board meeting is scheduled for July 15, 2025, with a special meeting of the membership at 6:00 p.m. to vote on the amended Bylaws.



Matt Graham, Secretary



Ryan Orbison, Vice President

Appendix A

<p style="font-size: 24pt; margin: 0;">Sexton's Landscaping & Tree Service, LLC</p> 	<p style="font-size: 24pt; margin: 0;"><u>PROPOSAL</u></p> <p style="margin: 0;">Description of Job</p>
---	--

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.	

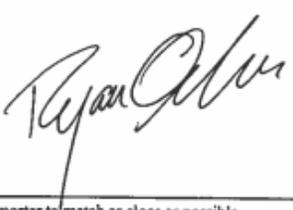
Finck Masonry, LLC

1065 Vanderploeg Drive
 Chesapeake, VA 23320
 757-412-7232
 jfinck79@gmail.com

Proposal

Date	Proposal #
5/28/2025	100667
Project Address	
Cheshire Forest Club House	

Name / Address
United Property Associates 301 Bendix Rd, Suite 300 Virginia Beach, VA 23452 757-502-4810

Description	Amount
PROPOSAL #1: 1. Pressure wash steps as needed; 2. Grind out and repoint steps, 100%; 3. Remove and relay section of loose brick on 1st and 3rd row from bottom, as needed; NOTE: loose brick needs to be relayed due to movement in steps 4. Acid wash; 5. Clean up and remove all job related trash and debris. Material and Labor	1,850.00
PROPOSAL #2: 1. Grind out and repoint various cracks on water table brick found around building; 2. Grind out and repoint various cracks on columns and brick wall beside clubhouse; 3. Grind out and repoint various other cracks on clubhouse walls as needed; 4. Acid wash; 5. Clean up and remove all job related trash and debris. Material and Labor	1,000.00
 6/24/25	
NOTE: All brick and mortar to match as close as possible.	
Total	\$2,850.00

All work is covered for a period of three years against faults or defects in materials or labor furnished by Finck Masonry LLC unless specifically noted otherwise. Any corrections will be made within 30 days' notice on substantiated claims. Crack repairs are excluded from warranty if resulting from foundation movement.



Cheshire Forest Five Year Plan

	2025 (\$142,875)	2026 (\$163,331)	2027 (\$28,466)	2028 (\$72,595)	2029 (\$320,551)
	Execute		Plan	Execute	Reserve Study
Clubhouse	1 Actual Cost: ???	Clubhouse Planning 2, 3, 4, 5, 6	7	Deck/Siding Planning 8, 9	10, 11
Pool	1 Actual Cost: ???	Delay Until Broken 2	Pool Deck Planning 3, 4	Pool Furniture Planning 4	5
Tennis Courts		1, 2			
Grounds	1 Actual Cost: \$5,400	Sign Planning 2, 3	BMP Planning 3	4	Grounds Planning 5, 6, 7

CLUBHOUSE	POOL	TENNIS COURTS	GROUND
<ul style="list-style-type: none"> 1 Bathroom Reno (\$57,725) 2 Light Replacement (\$5,941) 3 Repaint (\$20,000) 4 Floor Replacement (\$55,000) 5 Furniture Replacement (\$20,157) 6 Parking Lot Repair (\$3,565) 7 Sidewalk Repair (\$2,459) 8 Deck Replacement (\$49,635) 9 Siding (includes pool house) (\$16,207) 10 HVAC Replacement (\$37,097) 11 Brick Repoint (\$6,782) 	<ul style="list-style-type: none"> 1 Pool Plaster (\$80,000) 2 Cover Replacement (\$16,974) 3 Deck Repairs (\$26,007) 4 Major Pool Furniture Update (\$26,000) 5 Mechanical Equipment (\$11,593) 	<ul style="list-style-type: none"> 1 Color Coat (\$25,992) 2 Light Replacement (\$10,000) 	<ul style="list-style-type: none"> 1 Landscape Partial (\$5,150) 2 Playground Mulch (\$6,365) 3 Entrance Signage (\$9,336) 4 Playground Mulch (\$6,753) 5 BMP Erosion (\$23,371) 6 BMP Dredging (\$241,709) 7 Major Grounds Update (\$170,000)

DECISIONS
<ul style="list-style-type: none"> 1 Reprogram \$25k from \$100k Clubhouse Renovation for UNPROGRAMMED New Tennis Court Lighting 2 Reprogram \$26k from Pool Deck Repairs for UNPROGRAMMED Major Pool Furniture Update 3 Reprogram \$175k from \$250k BMP Dredging for UNPROGRAMMED Major Pool Furniture Update and Major Grounds Update

40



Cheshire Forest Project List Worksheet (1/2)

Project	Description	OPR	Cost	GL	Funds Avail	Board Approval	Status
Tree Work	Remove 8 trees by tennis court/pool and 3 at front entrance, trim trees/shrubs by pool, and stump grind / clear debris... Fund under 2025 Landscape Partial Replacement?	Bob	\$5,400.00	Reserve 4.500 Landscape Partial Rept	\$5150.00	Approved	Confirm GL
Repointing	Repoint front brick steps and around foundation... Programmed for 2029 in Reserve (includes entrances)	Jane	\$2850.00	Reserve 5.900 Masonry Repair	\$6,782.00	Pending	Are we doing this? If yes bill reserve
HVAC Check	Hot in office... 2029 HVAC Replacement on RESERVE STUDY	Jane	Pending	54170-00 Clubhouse	\$1,445.00	Pending	Decision to spend money on this?
Water Shutoff	Move spigot shutoff to utility closet ... service call is to locate the shutoffs only (Ryan scavenger hunt)	Erin	\$215 for call, no work	54170-00 Clubhouse	\$1,445.00	Pending	Decision to spend money on this?
Jane Card	Teams, bathroom trash cans/towel dispensers, digital door locks, ipad and case, toiletries -	Jane	\$1407.00	54170-00 Clubhouse	\$1,445.00		Billed to clubhouse GL, not shown yet but taps GL
New Breaker	Install separate breaker for security cameras	Jane	\$3066.99	54170-00 Clubhouse	\$1,445.00	Pending	No budget for this
Tree Work	Second round of tree work	Bob	\$1,200.00	54310-00 Landscape Xtra	\$2,100.00	Pending	What exactly is this? Irrigation over budget
Sod	Sod dirt around clubhouse	Bob	Pending	54310-00 Landscape Xtra	\$2,100.00	Pending	Irrigation over budget
Sprinkler Repair	Add irrigation around playground	Bob	\$3663.00	54320-00 Irrigation Sys	\$176.00	Approved	\$3500 over budget. Offset where?



Cheshire Forest Project List Worksheet (2/2)

Project	Description	OPR	Cost	Budget Line	Funds Avail	Board Approval	Status
Tennis Net	Replace broken tennis net	Matt	\$257.55	54470-00 Tennis	\$441	Approved	Nothing has been billed to this GL...in reality we are going to be over budget. What is the going on with the tennis court timer?
Tennis Lock	Replace broken lock on tennis gate	Matt	\$361.67	54470-00 Tennis	\$441	Pending	
Tennis Light Timer	Repair broken tennis court light timer	Matt	Pending	54470-00 Tennis	\$441	Pending	
Mulch Rake	Fill holes under swings	Jane	?	54550-00 Bldg/fnce/grnd	\$10,334		Did we get a bill for this?
Bench Lumber	Replace composite lumber on playground benches with stained and pressured treated lumber	Ryan	\$180.00	54550-00 Bldg/fnce/grnd	\$10,334	Pending	Decision on this?
Flag Light	Install light for flag at front entrance	Jane	\$1,250.00	54550-00 Bldg/fnce/grnd	\$10,334	Not Approved	Confirm not happening
Pressure Wash	Pressure wash clubhouse, pool deck, fence and poolhouse	Jane	\$2,510	54550-00 Bldg/fnce/grnd	\$10,334	Approved	Where was this billed?... not under this GL
Fence Cap	Replace Missing post cap around pool fence	Jane	\$158.00	54550-00 Bldg/fnce/grnd	\$10,334	Approved	Billed where? I can do for \$20
Gutters	Install clubhouse gutters	Jane	\$5,100	54550-00 Bldg/fnce/grnd	\$10,334	Not Approved	Not happening
Drain Repair	Fix deck drains at rear of pool and kiddie pool, investigate drainage outside fence by tennis courts – NEED TO DO	Ryan	Pending	54660-00 Pool Rpr/Sup	\$3500	Pending	
Pool Robot	Purchase robot vacuum for pool	Todd	\$3,999	54660-00 Pool Rpr/Sup	\$3500	Approved	Final cost? Requires budget offset.
New IPAD	Replace pool access system IPAD	Jane	Pending	54660-00 Pool Rpr/Sup	\$3500	Approved?	Cost? Status