



Cheshire Forest Homeowners Association

Minutes of the Regular Meeting of the Board of Directors December 15, 2025

Pursuant to Article III, Board of Directors, Section 3.6.2 (Regular Meetings) of the Cheshire Forest Homeowners Association Bylaws, a Regular Meeting of the Board of Directors was held on December 15, 2025, at 500 Cheshire Forest Drive, Chesapeake, Virginia 23322.

Call to Order

The meeting was called to order at 6:32 p.m. by Mr. Heinecke, President.

Roll Call / Quorum

- **Board Members Present:** Mr. Heinecke, President; Mr. Orbison, Vice President; Mr. Graham, Secretary; Mrs. Ross, Treasurer and Directors, Mr. Granata, and Mrs. McKlveen. Ex facto Director Mrs. Karol. A quorum was established.
- **Board Member Absent:** Mr. Merritt, Director
- **Management Present:** Jennifer Jacobsen, United Property Associates

Executive Session

Mr. Heinecke moved that the Board enter Executive Session to discuss compliance violations and delinquency reports. The motion was seconded by Mr. Orbison and unanimously approved by all Board members present.

The Board entered Executive Session at 6:32 p.m. and reconvened in Open Session at 6:59 p.m.

Business Brought out of Executive Session

Due Process Decision:

- Case 2025-02: A homeowner requested an assessment removal. The Board denied the request.

Approval of Minutes

Mr. Heinecke moved to approve the November 18, 2025, Regular Meeting Minutes as written. The motion was seconded by Mrs. McKlveen and unanimously approved. The motion passed.

Mr. Heinecke moved to approve the Draft November 18, 2025, Annual Meeting Minutes as written. The motion was seconded by Mrs. McKlveen and unanimously approved. The motion passed.

Adoption of Agenda

Mr. Heinecke moved that the agenda be adopted as written. The motion was seconded by Mrs. McKlveen and unanimously approved. The motion passed.

Member Forum

Five (5) Association members were present. Members addressed the Board regarding the distribution of Regular Meeting minutes and agendas, the leaf pickup policy, and the recent increase in dues.

Committee Reports

No actionable items were reported.

Financial Report

The Financial Report was presented by Mr. Orbison. As of November 30, 2025, the Association's financials

were as follows:

- **Income:** \$369,402
- **Operating Expenses:** \$190,114
- **Replacement Reserve:** \$63,090
- **Net Income:** \$10,061

Manager's Report

Ms. Jacobsen presented the Manager's Report, which was reviewed by the Board.

Old Business

(a) The Residential Lighting Resolution was deferred to the January 20, 2026, Regular Meeting of the Board.

New Business

(a) Complaint Resolution

Mr. Heinecke moved that the mandated Association Complaint Procedure Resolution be adopted as written. The motion was seconded by Mr. Orbison and passed unanimously. (Appendix A)

(b) Clubhouse Renovation

Mr. Graham moved to accept the ProSource Flooring quote in the amount of \$5,946.24 (Appendix B) as written. The motion was seconded by Mrs. McKlveen and passed unanimously. Funding will come from the Replacement Reserve Account.

Mrs. McKlveen moved to approve the contract from Fine Line Builders for the amount as written, less the loft enclosure for the amount of \$53200 (Appendix C). The motion was seconded by Mr. Heinecke. Mrs. Ross and Mrs. McKlveen and Mr. Heinecke voted in favor. Mr. Graham and Mr. Granata opposed. Mr. Orbison abstained. The vote was three (3) in favor, two (2) opposed, with one abstention. The motion failed.

Mr. Graham moved to approve the contract from Hadden Home Services for the amount as written, less the loft enclosure. The motion was seconded by Mr. Granata. Mr. Granata and Mr. Graham voted in favor. Mr. Heinecke, Mrs. Ross, and Mrs. McKlveen opposed (). Mr. Orbison abstained. The vote was two (2) in favor, three (3) opposed, with one (1) abstention, and the motion failed.

After a brief discussion, Mrs. McKlveen moved to approve the proposal from Fine Line Builders less the loft enclosure in the amount of \$53200 (Appendix C). The motion was seconded by Mr. Heinecke. Mrs. Ross, Mrs. McKlveen, Mr. Heinecke and Mr. Granata voted in favor. Mr. Graham voted against. Mr. Orbison abstained. The vote was 4 in favor, 1 opposed and one abstention. The motion passed.

(a) Swim Team Lifeguard/Insurance Funding

Mr. Heinecke moved that the swim team account at TowneBank be debited \$5,365 to reimburse the Association for coaches' liability insurance and lifeguards provided for team practices and meets. The motion was seconded by Mr. Orbison and unanimously approved. The motion passed. The funds will be deposited into the Association's Operating Fund.

Adjournment

There being no further business, the meeting was adjourned at 9:39 p.m.

Next Meeting

The next regular board meeting is scheduled for January 20, 2026, at 7:00 PM, at The Agency, located at 821 Battlefield Blvd S. due to clubhouse renovations.



Jane McKlveen, Secretary



Mr. Todd Heinecke, President

Appendix A – Complaint Resolution

Resolution of the Board of Directors
of
Cheshire Forest Homeowners Association

(Association Complaint Procedures)

WHEREAS, the Code of Virginia, 1950, as amended (the "Virginia Code"), was amended by statute effective July 1, 2008, to add Common Interest Community statutes, to create a Common Interest Community Board ("CIC Board") and to create the Office of the Common Interest Ombudsman ("CICO"); and

WHEREAS, Section 54.1-2354.4 of the Common Interest Community statutes state the CIC Board "shall establish by regulation a requirement that each association shall establish reasonable procedures for the resolution of written complaints from the members of the association and other citizens"; and

WHEREAS, for the benefit of the Association and of its individual Members, and with a goal of reducing and resolving conflicts among and/or between the Association and its Members, the Board of Directors hereby adopts these Association Complaint Procedures to meet the requirements of Section 54.1-2354.4 of the Virginia Code and of the Virginia Administrative Regulations of the Common Interest Community Ombudsman regarding Association Complaint Procedures effective August 1, 2025; and

WHEREAS, the Board of Directors will provide notice of this policy to all current Owners by sending a copy of this Resolution to current Owners and to all future Owners by including this Resolution in Resale Disclosure Certificates prepared pursuant to Virginia's Resale Disclosure Act.

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NOW THEREFORE, the Board of Directors of Cheshire Forest Homeowners Association does hereby adopt this Resolution in order to adopt the following Association Complaint Procedures:

1. Right to Submit Association Complaint. When any Association Member ("Member" or "Complainant") or other citizen observes or believes the Board of Directors ("Board"), the Association's Common Interest Community Manager ("Association Manager") or any individual Board Member has or is continuing to violate any provision of the laws or regulations applicable to Virginia common interest communities, the Member or citizen shall have the right to acquire, complete and submit an Association Complaint Form. The Association Complaint must be in writing.
2. Association Complaint Form.
 - a. The Association Complaint Form shall comport substantially with the Association Complaint Form attached to this Resolution as Exhibit A, or with any form required by regulation duly promulgated by Virginia's Common Interest Community Board ("CIC Board").
 - b. The completed Association Complaint shall be submitted to

Cheshire Forest Homeowners Association
c/o United Property Associates
301 Bendix Rd. Ste. 300
Virginia Beach, Virginia 23452.
Fax: 757-497-9133
Email: resolutions@unitedpropertyassociates.com.

The Association Complaint may be submitted to the Association:

- (i) By U.S. Mail, certified, return receipt requested;
- (ii) By hand delivery, with proof of delivery;
- (iii) By third-party courier with proof of delivery;
- (iv) By facsimile to the Association's Managing Agent;
- (v) By email to the Association's Managing Agent at the email address provided above; and/or
- (vi) By any electronic means authorized by the Association's Managing Agent by its Management Contract or Management Agreement with the Association.

- c. The Association Complaint should include references to specific facts and circumstances at issue, the provisions of Virginia laws and regulations that support the Complaint and any supporting documents, correspondence or other materials related to the Complaint.

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3. Association Complaint Receipt. The Association shall provide written acknowledgment of receipt of the Association Complaint ("Association Complaint Receipt") to the Complainant within 14 days of receipt of the Association Complaint. The acknowledgment will be hand delivered, mailed or delivered by third-party courier with proof of delivery to the Complainant at the address provided or by electronic means, provided the Association retains sufficient proof of the electronic delivery.
4. Review of the Association Complaint.
 - a. Notice of the date, time and location the Association Complaint will be considered by the Board will be hand delivered, mailed or delivered by third-party courier with proof of delivery to the Complainant at the address provided or delivered by electronic means, provided the Association retains sufficient proof of the electronic delivery, at least 14 days, unless otherwise agreed to in writing, prior to consideration of the Complaint.
 - b. The Board will review any Association Complaint received and will, if necessary, consult with the Association's attorney and/or any other contractor, vendor or professional providing services to the Association to provide as complete a review as possible to arrive at its review decision.
 - c. The Board may, but shall not be required to, consult with the Member who submitted the Association Complaint to understand more fully the substance and/or basis of the Member's Association Complaint.
 - d. In the event the Board determines the Association Complaint is incomplete or contains insufficient information to render a decision, the Board shall cause a written request for additional information that identifies with specificity the information needed to complete the Association Complaint to be sent to the Complainant at the address provided in the Association Complaint. Such written request will be hand delivered, mailed or delivered by third-party courier with proof of delivery to the Complainant at the address provided or delivered by electronic means, provided the Association retains sufficient proof of the electronic delivery, and will request the information to be provided within 14 days of the date of the request, unless otherwise agreed to in writing.

If such information is not provided within 14 days of the date of the request, the Complainant shall receive written notice that the Association Complaint is incomplete and that it will not be reviewed by the Board. Such notice will be hand delivered, mailed or delivered by third-party courier with proof of delivery to the Complainant at the address provided or delivered by electronic means, provided the Association retains

sufficient proof of the electronic delivery. Said notice shall include a statement that a new Association Complaint can be submitted to begin the Association Complaint process again.

5. Final Determination Letter. The Board shall render a written decision and/or review of the Complaint ("Association Complaint Final Determination Letter" or "Final Determination Letter") to the Member within 7 days of the Board Meeting during which the Association Complaint was reviewed.

The Final Determination Letter will:

- a. Be hand delivered, mailed or delivered by third-party courier with proof of delivery to the Complainant at the address provided or delivered by electronic means, provided the Association retains sufficient proof of the electronic delivery.
 - b. Be dated as of the date of issuance and include specific citations to common interest community laws or regulations that led to the Final Determination.
 - c. Include the Registration Number of the Association and the name and License Number of the Common Interest Community Association Manager.
 - d. Include the Complainant's right to file a Notice of Final Adverse Decision with the Common Interest Community Ombudsman and applicable contact information.
6. The Board shall not review an appeal of the decision reflected in its Final Determination Letter.
 7. Should any Member need assistance in understanding the Member's rights and the processes available to common interest community Members, the Member may contact Virginia's Office of the Common Interest Community Ombudsman ("CICO") for assistance. The CICO may be reached at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, Suite 400, Richmond, Virginia 23233. The CICO's current telephone number is (804) 367-2941. The CICO's current email address is CICombudsman@dpor.virginia.gov.
 8. **Complainant's Rights Description required by Section 54.1-2354.4 of the Code of Virginia, 1950, as amended**. In accordance with Section 54.1-2354.4 of the Code of Virginia, 1950, as amended, an Association Complainant may give notice to Virginia's Common Interest Community Ombudsman of any final adverse decision in accordance with regulations promulgated by the Common Interest Community Board. The notice shall be filed within 30 days of the final adverse decision, shall be in writing on forms prescribed by the Board, shall

include copies of all records pertinent to the decision, and shall be accompanied by a \$25 filing fee. The fee shall be collected by the Director of Professional and Occupational Regulation and paid directly into the state treasury and credited to the Common Interest Community Management Information Fund pursuant to Section 54.1-2354.2 of the Code of Virginia, 1950, as amended. The Board may, for good cause shown, waive or refund the filing fee upon a finding that payment of the filing fee will cause undue financial hardship for the member. The Ombudsman shall provide a copy of the written notice to the Board of Directors, and if applicable to the Common Interest Community Manager, of the Association that made the final adverse decision.

9. The Association Complaint Form, all attachments thereto and a copy of the Final Determination Letter ("Association Complaint File") shall be maintained by the Association for not less than 1 year after the Board acts upon the Association Complaint. The Association Complaint File shall be eligible for review and duplication solely by the Association's Board of Directors, the Association's Common Interest Community Manager and the Association Member who submitted the original Association Complaint Form, *provided, however*, the Association Complaint File shall be produced upon order of an appropriate judicial or administrative body having jurisdiction over the Association.
10. The Board shall amend and restate this Association Complaint Procedures Resolution each time the name, address, telephone number and email address of the Association's Common Interest Community Manager changes to remain compliant with Section 54.1-2354.4 of the Code of Virginia, 1950, as amended.

IN WITNESS WHEREOF the Board of Directors of Cheshire Forest Homeowners Association has set their hands on this 16 day of December, 2025.

Todd L. Heinigke
_____, President

Ryan Ozbison
_____, Vice President

Matt Graham
_____, Secretary

Ludsey Bass
_____, Treasurer

Jane McIlveen
_____, Director

R. GRANT
_____, Director

Matthew

Matthew
_____, Director

Appendix B – Pro Source Flooring contract

1/13/26, 2:23 PM

My Flooring Link



PROSOURCE OF HAMPTON ROADS

1738 LAMBERT COURT
CHESAPEAKE, VA 23320
757-523-5000

Quote Date: 10/24/2025

Salesperson: PATRICK MARSHALL , BEN REYNOLDS

Sold To:
GRAHAM
601 ARCHER CT
CHESAPEAKE, VA 23322
757-560-5400

Ship To:

Quote Number: ES531082

PO Number: MATT GRAHAM

| Description | Quantity | Unit Price | Amount |
|--|----------|------------|------------|
| HEAVYWEIGHT: MANHEIM | 2030 SF | \$2.49 | \$5,054.70 |
| TITEBOND 780 MULTIPURPOSE ADH - 4 GALLON STK: SPREAD RATE 600 SFT / PAIL | 4 EA | \$119.99 | \$479.96 |
| FREIGHT: FREIGHT | 1 EA | \$75.00 | \$75.00 |

Materials: \$5,609.66

Sales Tax: \$336.58

Total: \$5,946.24

APPROVE

SAVE PDF

Attachments

- > ProSource Terms & Conditions - with Payment

Appendix C – Fine Line Builder’s Proposal

F.L.B.

FINE LINE BUILDERS L.L.C.
1244 SMOKEY MOUNTIAN TRAIL
CHESAPEAKE, VA. 23320
757-333-2194
VA.CLASS A BLD.#2705119689

Date: 11-08-2025
 Project #: CHESHIRE CLUBHOUSE
 Contact Name: MRS.KAROL
 Contact Phone: 757-635-6966

ESTIMATE

CHESHIRE FOREST CLUBHOUSE
 500 CHESHIRE FOREST DR. CHESAPEAKE, VA.23322

RENOVATION WORK DESCRIPTION;

REPAIR AND PAINT ENTIRE SPACE {EXCLUDING BATHROOMS}

CABINET REPAINTING NEW HARDWARE INSTALLED

REVERSE LARGE DOORS ON EACH SIDE OF ENTRANCE HALL

REMOVE POPCORN CEILINGS AND REPAIR DRYWALL AS NEEDED

-----INSTALL VENTILATION PANEL IN OFFICE

DEMO AND DISCARD ALL FLOORING AND INSTALL NEW LVP FLOORING INCLUDING 1/4
 LUAN PLY AND TITEBOND ADHESIVE TRANSITIONS AND SHOE MOULDING AS NEEDED

INSTALL PICTURE RAIL IN DESIGNATED AREAS -- NEW DOOR HARDWARE REPLACED AS
 DESCRIBED-----

REMOVE WATER FOUNTAIN
 HVAC VENTS REPLACED

REMOVE FIREBOX AND CAP OFF GAS LINE

ALL RECESSED LIGHTING REPLACED WITH LED FIXTURES -----
 -FIXFIXTURES LEDLELEDFIXTURES

SCONCES AND CHANDELIERS REPLACED

OLD MANTELS AND UNNECESSARY SOFFITS REMOVED AND WALLS REPAIRED

STAIN STAIRS TO MATCH AS CLOSE AS POSSIBLE TO THE NEW FLOORING

MATERIALS SUPPLIED BY ASSOCIATION ----- LIGHTING FIXTURES
 CEILING FANS- CHANDALIERS- SCONCES-RECESSED LED LIGHTING
 TRIMS---- ALL FLOORING MATERIALS-- DOOR AND CABINET
 HARDWARE-TV AND WALL MOUNTS-

TOTAL ESTIMATED COST-----\$53,200.00

THANK YOU FOR YOUR CONSIDERATION



TOCONNOR11@COX.NET

DAVID OCONNOR 333-2194