



Cheshire Forest Homeowners Association Regular Meeting of the Board of Directors

Meeting Minutes August 19, 2025

According to Article 3. Board of Directors, Section 3.6.2, Regular Meetings of the Cheshire Forest Homeowners Association Bylaws, a Regular Meeting of the Board was held on Tuesday, August 19, 2025, at 500 Cheshire Forest Drive, Chesapeake, VA 23322.

The Meeting was called to Order by the President, Erin Karol, at 6:10 p.m.

Board Members Present: Mrs. Karol, President; Mr. Orbison, Vice President; Mr. Graham, Secretary; Bob Granata, Jane McKlveen, and Dennis Szpara were in attendance, constituting a quorum.

Board Members Absent: Mr. Heinecke, Treasurer

United Property Associates: Represented by Jennifer Jacobsen

Mrs. Karol moved that the Board enter an Executive Session for Due Process Hearings, review of Compliance Violations, Delinquency Report, and a personal issue. Mr. Graham seconded the motion, the motion was approved, and the Board moved into Executive Session.

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

Business Brought out of Executive Session

2025-31 The owner complied before the Due Process Hearing—no action is required.

2025-32 The owner complied. As a habitual offender, they received a letter stating that if the violation recurs within the next twelve months, the owner will be assessed \$50.00 per occurrence.

2025-33 The owner complied. As a habitual offender, they received a letter stating that if the violation recurs within the next twelve months, the owner will be assessed \$50.00 per occurrence.

2025-34 The owner complied before the Due Process Hearing —no action is required.

Agenda and Minutes

Mrs. Karol moved to adopt the agenda as written. Mr. Granata seconded the motion. The motion passed unanimously.

Mrs. Karol moved to approve the July 15, 2025, Minutes of the Regular Meeting of the Board of Directors as written. Mr. Graham seconded the motion. The motion passed unanimously.

Homeowner Forum

There were two Members present. Introductions were made. The Members had no questions for the Board.

Committee Reports

There were no reportable actions for the following committees: Communications, Documents, Landscaping, Net Sports, Nominating, or the Swim Team.

- **Architectural Committee:** Mr. Szpara moved to approve the following Architectural Committee Applications as submitted: 605 Pleasant Way, 801 Satinwood Ct., 528 Archer Drive. Mrs. Karol seconded the motion. The motion passed unanimously.
- **Clubhouse Committee:** Mrs. Karol moved that the Board accept the proposal by A2Z Plumbing, a duly licensed and insured contractor in the State of Virginia, for \$3,200 to replace the main cut-off for the building, the poolside hose bib, and the kitchen side hose bib. Mr. Graham seconded the motion. The motion passed unanimously. The signed proposal is attached as Appendix A
- **National Night Out Committee:** Cheryl Griner provided a report of the event. We thank Cheryl for her work coordinating the event and fostering trust and relationships with our local law enforcement.
- **Pool Committee:** Mrs. Karol moved to accept the Winterization contract from AAA Pool Service, Inc., in the amount of \$4,131.00, as written. Mr. Orbison seconded the motion. The motion passed unanimously. The signed agreement is attached as Appendix B.
- **Social Committee:** The upcoming events include the Triathlon (Sept. 6), Lawn Party (Oct. 3), Adult Halloween Party (Oct. 25), and Children's Halloween Party (Oct. 26). A Social Committee meeting is scheduled for August 26, 2025, at 5:30 p.m.

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.

New Business

The Association's 2025 Proposed Budget was once again reviewed. The budget remains in draft form.

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

The next Regular Board Meeting is scheduled for September 16, 2025.

Matt Graham, Secretary



Erin M. Karol, President

Todd Heinecke

Appendix A - proposal by A2Z Plumbing

Fwd: Motion for plumbing repairs

 Erin Karol <Erin.Karol@cheshireforest.org>
To: Jennifer Jacobson

    

Tue 7/31/2025 8:45 AM

Jennifer,
We have unanimous consent for the plumbing work. Please schedule.
Thanks
Erin

Re: Motion for plumbing repairs

 Dennis Szpara
To: Jane McKveen, Erin K, board

    

Wed 7/30/2025 4:15 PM

Yes.

Re: Motion for plumbing repairs

 Jane McKveen
To: Erin K, board

    

Wed 7/30/2025 10:44 AM

I vote yes

Re: Motion for plumbing repairs

 Matt Graham
To: Erin K
Cc: board

    

Wed 7/30/2025 9:57 AM

 If there are problems with how this message is displayed, click here to view it in a web browser.

Yes!

 | **Matt Graham**

Re: Motion for plumbing repairs

 Ryan Orbison
To: Bob Granata, Erin K, board

    

Wed 7/30/2025 8:54 AM

Yes

RE: Motion for plumbing repairs

 Bob Granata
To: Erin K, board

    

Wed 7/30/2025 8:43 AM

Aye
I vote for approval.
Cheers
Bob Granata

Sent from my Verizon, Samsung Galaxy smartphone

From: [Todd Heinecke](#)
To: [Erin K](#)
Cc: [board](#)
Subject: Re: Motion for plumbing repairs
Date: Wednesday, July 30, 2025 8:42:35 AM

Yes!

Todd Heinecke

Sent from my iPhone

On Jul 29, 2025, at 9:50 PM, Erin K <erinkarol3@gmail.com> wrote:

Board,

Please review the motion below. All that is required is for each member of the Board to reply with a vote. For the motion to pass, unanimous consent is required.

The board voted on emergency repairs to the clubhouse via email on 29 July 2025. The following is a record of the vote.

The following is the motion to replace and repair plumbing in the clubhouse. This action is taken under Virginia Code 13.1-856 (a) quote-

13.1-865. Action without meeting of board of directors.

A. Unless the articles of incorporation or bylaws provide otherwise, action required or permitted by this Act to be taken at a board of directors' meeting may be taken without a meeting if the action is taken by all members of the board. The action shall be evidenced by one or more written consents stating the action taken, signed by each director either before or after the action taken, and included in the minutes or filed with the corporate records reflecting the action taken.

"It is moved that the Board of Directors accept the amended bid of \$3200 submitted by A2Z Plumbing, a duly licensed and insured contractor in the State of Virginia, for:

- 1) The main cut-off for building: \$800.00*
- 2) Poolside hose bib and kitchen valve replaced: \$1,000.00*
- 3) Women's room valve and code bib replaced: \$1,400.00*

Appendix B – AAA Pool Service winterization contract

- Service
- Integrity
- Satisfaction

AAA POOL SERVICE, INC.

SOUTHSHORE, PENNSULA & WILLIAMSBURG

August 1, 2025

Cheshire Forest Homeowners Association
c/o United Property Associates
341 Bendix Rd Suite 300
VA Beach, VA 23452

Dear Cheshire Forest Homeowners Association,

AAA Pool Service, Inc. announces the continuation of our Winter Care Service Program. Our Program goes beyond the shock treatment and power vacuuming usually done upon the closing of the pool for the season. Winter Care Service keeps the pool running, chlorinated, and in an acceptable water balance throughout the months September through mid-December, and February thru April. Our goal is to reduce the normal wear and tear on your pool surface and make it more aesthetically pleasing. You benefit by prolonging the life of the sand media in your filter tank and eliminate the need for spring draining and cleaning.

The advantages of the program:

On Covered Pools Only

1. It prevents severe algae build-up and the staining it causes.
2. It provides a clear pool in the spring.
3. It prolongs the life of the filter sand.
4. It prevents the need to drain and acid clean your pool in the spring. It saves upwards of \$3,500 not having to drain and acid clean.
5. It decreases the wear and tear on your pool surface and makes the surface more aesthetically pleasing.
6. This program also gives you written evidence the pool water was in balance during the program dates. This documentation complies with Fibres Tech's fiberglass 25-year warranty.

Our program includes:

1. Addition of extra winter care chemicals at the close of the season.
2. Operation of the pump and filter system 2 days per week, September 2nd through November 24th, 2025, or until temperatures dictate.
3. Winterization of the pool filtration system after November 24th, 2025.
4. Addition of suitable amounts of chlorine to reduce or eliminate the chance of algae blooms.
5. Activation of the pump and filter system on or around February 1st, 2026 with operation up to 3 days a week until April 15th, 2026.
6. Addition of suitable amounts of chlorine to reduce the chance of algae blooms until April 15th, 2026.
7. Balancing of alkalinity and calcium hardness.
8. Water balance testing and adjustments.

If your pool is not cared for in the off-season, draining and cleaning is necessary in order to open your pool for the season. Depending on the size of the pool, draining and cleaning prices range from \$2,000.00 to \$3,500.00 and up; water refill costs run from \$600.00 and up and water chemistry balancing begins at \$300.00 and up. Yearly draining and cleaning will deteriorate your pool surface and require resurfacing 2 – 3 times sooner than not draining and cleaning each year.

Winter Care Service Contract Price: ~~\$4,860.00~~. Please sign below and return this Agreement to us before September 1, 2025.

Early Service Discount: In appreciation of your continuing business with AAA Pool Service, Inc. a 15% discount may be deducted from this contract price if payment in full is received by September 1, 2025. Your discounted contract total is: ~~\$4,131.00~~.

IN WITNESS WHEREOF, this Agreement shall be in full force and effect from the date the duly authorized officers and/or agents of both parties present themselves and sign said Agreement. Signing parties acknowledge and agree to the terms and conditions as set forth as of above of this Agreement, together with any attachments or addendums. AAA shall not be bound by this Agreement as set forth if this Agreement is not signed and returned to AAA by September 1, 2025.

AAA Pool Service, Inc.

By:  8-1-25
(Signature) Date

J. PUERHOFF, VP
(Please Print Name and Title)

By:  8-19-25
(Signature) Date

Erin M. Kacal President
(Please Print Name and Title)

AAA Pool Service, Inc. is not responsible for any damage done to the pool as a result of high ground water or hydrostatic pressure.