



## Cheshire Forest Homeowners Association, Inc. Regular Meeting of the Board of Directors

### Meeting Minutes - September 16, 2025

According to Article 3. Board of Directors, Section 3.6.2, Regular Meeting of the Cheshire Forest Homeowners Association Bylaws, a Regular Meeting of the Board was held on Tuesday, July 22, 2025, at 500 Cheshire Forest Drive, Chesapeake, VA 23322

The meeting was called to order by President Erin Karol at 6:10 p.m.

**Board Members Present:** Mrs. Karol, President; Mr. Orbison, Vice President; Mr. Graham, Secretary; Mr. Heinecke, Treasurer; and Mrs. McKlveen, Director, establishing a quorum.

**Board Members Absent:** Mr. Granata, Director

**United Property Associates:** Represented by Jennifer Jacobsen

*Mrs. Karol moved that the Board enter an Executive Session to conduct Due Process Hearings, review Compliance Violations, the Delinquency Report, and a Personnel issue. Mr. Orbison 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:**

In accordance with the Association's Bylaws Article 3. Section 5.5 Resignation: A member of the Board of Directors may resign at any time by giving written notice thereof. *Mrs. Karol moved that the Board of Directors accept the resignation of Mr. Dennis Szpara. Mr. Orbison seconded the motion. The motion passed unanimously.*

#### **Agenda and Minutes**

*Mr. Heinecke moved that the Agenda be adopted as written. Mrs. Karol moved to amend the motion to add an addition to (a) Architectural Committee for the additional application review of 400 Cheshire Forest Drive. The amendment has passed. The main motion, as amended, passed unanimously.*

*The Minutes for the August Board Meeting were not available to be reviewed and approved. The Minutes of the August Meeting will be approved at the October Board Meeting.*

#### **Homeowner Forum:**

A homeowner came to speak with the Board about the Architectural Application they were required to submit for an alteration they had already made to their home. The homeowner acknowledged that they had inadvertently violated the Community's Governing Documents by not receiving approval before making the exterior modification to their home. The homeowner clearly stated to the Board why they would like to be allowed to keep the modification in place. The Board assured the homeowner that they would take into consideration what was shared when reviewing the submitted application.

#### **Committee Reports:**

There were no reportable actions for the following committees: Communications, Documents, Landscaping, Neighborhood Watch, and the Net Sport Committee.

**Architectural Committee:** *Mrs. Karol moved to approve the following ACC Applications as submitted: 700 Dickens Place (patio), 601 Glasgow Court (doors), and 400 Cheshire Forest Drive (shed). Mr. Orbison seconded the motion. The motion passed unanimously.*

Mrs. Karol moved to table until the October Board Meeting, the review of the ACC Applications for: 744 Parker Road (eave lighting) and 745 Parker Road (eave lighting). Mr. Orbison seconded the motion. The motion passed unanimously.

**Clubhouse Committee:** To resolve the scope of work for the forthcoming Clubhouse renovations, the Board has scheduled the following working sessions: September 24<sup>th</sup> (Wednesday) and November 10<sup>th</sup> (Tuesday). 6:00 pm in the Clubhouse. Working sessions of the Board are always open to the Membership.

**Nominating Committee:** In accordance with Association Bylaws Article 3 Board of Directors, Section 3.2.1 Nominations, Mr. Heinicke moved that the following Members be appointed to the Nominating Committee: Mrs. Erin Karol, Mrs. Debbie Ybarra, and Mrs. Casie Nash. Mrs. McKlveen seconded the motion. The motion passed unanimously

**Pool Committee:** The pool season has concluded. AAA Pool Services has placed the cover on the pool. The committee is in the process of storing the equipment appropriately.

**Social Committee:** Mr. Heinicke reported the Cheshire Forest Triathlon, held on September 6<sup>th</sup> had approximately thirty participants. This was the first time that the event was held without cost to the participants. The Committee will review the date of the event for the 2026 Social Calendar to see if participation could be increased by using an earlier date. The remaining 2025 Community Events can be found on the website.

**Swim Team Committee:** Mrs. Nash, the Swim Team Treasurer, provided the Board with financial reports through August 31, 2025. The final reconciliation, along with the 2026 Budget, will be reviewed at the October Meeting.

**Financial Reports:**

The Board reviewed the financial statements as of August 31, 2025. Mr. Heinicke asked Mrs. Jacobsen to make changes to a couple of invoices that were entered incorrectly on the wrong General Ledger (GL) line.

Mrs. McKlveen signed and returned the Association Debit Card Policy. This is required for any Member of the Board with access to an Association Debit Card.

**New Business:**

The Board reviewed the AAA Pool Contract for 2026. The contract was not finalized and will be reconsidered at the October Meeting.

Mrs. Karol moved that the Windchazer Geese Flushing Service Contract be accepted as written. Mr. Graham seconded the motion. The motion passed unanimously.

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



Matt Graham, Secretary



Ryan Orbison, Vice President  
Todd Heinicke

Appendix A – Windchazer contract

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(804) 654-1478  
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**Cheshire Forest**  
(United Property Associates)

"Conditioning" Phase Year

**Geese Flushing Services: 2025-2026**

Flat Rate (12/1/2025 – 11/30/2026)

Windchazer, Inc. is pleased to offer the following proposal to provide Canada goose management service for Cheshire Forest located in Chesapeake, VA.

Windchazer, Inc. will provide Canada geese management services using trained Border Collies. These services will be provided for the sum of:

This option consists of the total cost of: (12 months)	<b>\$8,400.00</b>
Less the discount for monthly flat rate invoicing	<b>(188.00)</b>
Total cost for this option:	<b>\$8,220.00</b>

Monthly invoice: **\$685.00**

Windchazer, Inc. will provide Canada goose management service using trained Border Collies. These services will be provided for the sum of:

**Eight Thousand Two Hundred Twenty Dollars and Zero Cents. (\$8,220.00). To be invoiced each calendar month in the amount of Six Hundred Eighty-Five Dollars and Zero Cents. (\$685.00) per month.**

The client *will not* be restricted on number of visits.

This proposal is for December 1, 2025 through November 30, 2026

*Erin M. Karof*  
*President*  
*September 17, 2025*