

Ashbrook Community Association
Minutes for Board of Directors Monthly Meeting
Date: February 14, 2023, 7:00 P.M.
Ashbrook Community Center

Call to order at 7:00 PM

Present: John Lawson, Eileen Hume, William Megginson, Katie Wykle

ACS West: Christopher Bertsch, Don McQueen

Quorum established.

Motion: To approve the agenda for 2/14/2023 by John Lawson.

Secondary motion by William Megginson, Motion carried unanimous consent. Approved at 7:01 PM.

Motion: To accept the minutes of 1/10/2023 by John Lawson.

Secondary motion by William Megginson, Motion carried unanimous consent. Approved at 7:01 PM.

Old Business

President's report:

By John Lawson: none

Vice President's report:

By Terry Guthrie: no report; absent.

Secretary's report:

Eileen Hume: none

Treasurer's report:

By William Megginson: There is a \$20,000.00 difference in money market that was due to a banking error. \$20,000.00 was transferred to the money market account from the checking account by mistake. To fix this error, \$20,000.00 was transferred back to the checking account from the money market account.

Checking:

Opening bal. \$65,095.99

Closing bal. \$93,699.36

Money market:

Opening bal. \$141,304.30

Closing bal. \$121,304.30

Board member report:

Katie Wykle: none

Management report:

By Christopher Bertsch, ACS West representative:

Attorney/Collections fees: \$740.23

Christopher gave the reminder of publicizing board of director and committee meetings in advance so residents can attend. Additionally meeting minutes need to be published for transparency. It was mentioned that we share meeting minutes on ashbrookonline.com and the marquee sign and newsletter provide meeting times and dates.

DON'S REPORT:

Violation Inspections: 1/18/23, 2/6/23, 2/7/23

Violations: The violations listed are from 1/1/23 to 2/7/2023.

- Maintenance: 46
- Prohibited items: 12
- Landscaping: 33
- Trash/debris/other: 35
- Architectural: 13
- Vehicle: 3
- Aesthetics: 0

Disclosure Inspections: 6

- 7807 Falling Hill Terrace
- 7935 Featherchase Terrace
- 7615 Offshore Drive
- 7705 Offshore Drive
- 15618 Twisted Cedar Drive
- 7860 Willow Walk Drive

Projects:

Don shared that the landscaping bids were back and sent to the board for review. He's working with Dominion to get prices and locations to add additional lighting at Community Center parking lot. He's in the process of getting on the install schedule to restore electricity to the marquee sign. The tree elevations at the soccer field/playground complex have been completed. He's still waiting on parts from the vendor to fix the broken tot-lot rider. Corral space rental. Follow-ups on previous disclosure inspections. He informed us that vehicles are using the walking path on Shady Banks Drive (near Ground Fern) as a second lane and/or turning lane. He's going to research different options to remedy the situation; possibly horizontal lines to block vehicles from using the lane or possibly getting it rezoned as a walking/biking path. It meets the zoning requirements of 5 feet wide.

Member Voice (Old Business):

Standing committee reports:

Safety, Security, and Neighborhood Watch – Mary Winkler (ashbrookwatch@gmail.com)

By William Megginson: Update on the cameras. William met with Justin Miller and IT Creation Designs to discuss best options. It was recommended that we upgrade the security system and will be discussed further during new business.

By Mary Winkler: Crime Report – February 2023. For more information, please email Mary.

Abandoned Vehicle: 2
Barking Dog:2
Assist: 2
Check the Welfare: 2
Deliver Message: 1
Domestic: 1
Domestic Assault: 1
MVA-NO-INJ- 1
Overdose – Police – 2
Police Alarm Activation – 1
Speeding – 1
Suicide – 1
Suspicious Vehicle – 1
Trouble with Juveniles – 1
Warrant Service – 6

Mary is getting estimates from Dominion VA Power to install a light pole at the clubhouse parking lot will be sent to the board once received. Mary informed us that CCPD Traffic Safety Unit plans to install speed detection and radar devices along Shady Banks Drive and Ashbrook Parkway as part of a traffic study. She will share study results when they come in. Several estimates for waste containers (dumpsters) have been forwarded to the board for consideration of a dumpster day(s). Estimates for automated security gates and/or stop bars to replace existing gates have been sent to the board for consideration, as well as buildings & grounds committee and Don with ACS West. Estimates for solar powered lighting for the walking path between the clubhouse and main playground have been sent to the board for review. Mary asked the board to reconsider implementing resident ID cards and vehicle/boat stickers to verify residential status as there is a growing concern for safety and security with the new construction. Additionally, this would help verify resident status for social events where food and amenities are provided and paid for by the HOA and limit non-residents from using playground. The safety and security committee will continue to meet the first Wednesday of each month at 7 PM at the clubhouse.

Social and Recreational committee:

Ashley Lawson – no report; absent.

Katie said the Easter egg hunt has been planned with a petting zoo and crafts. The clubhouse parking lot will be blocked off during this time for a petting zoo. Information for the event has been shared on Facebook, emailed to residents, and will be included in the newsletter. The social committee still needs volunteers to help hide eggs. Planning for the spring picnic is underway.

Finance and Audit committee:

William Megginson: none

Architectural Review committee:

By Jo Ann Ruitenberg: – no report; absent.

Buildings and Grounds committee: Rob Winkler (ashbrookwatch@gmail.com)

1. Projects-Estimates submitted prior, requesting approval to move forward with the following items:

Estimates to repair/replace the inside shed attached to back side of Clubhouse and interior clubhouse bathroom ceiling and tiles due to water damage and mold have been forwarded to the board for review. The proposal from W E French included: Remove existing roof and flashing at the building. Replace damaged sheathing. Install new drip edge, felt paper, flashing and matching shingles. Remove all debris. \$1,411.00. Demolish the shed, install matching siding, and base skirt. Remove all debris. \$1,594.00 Cut out molded hard ceiling above acoustical ceiling in bathroom, treat and clean any molded framing and replace drywall with a tape coat. \$608.00

Motion: To approve quote to remove mold by John Lawson. Secondary motion by Eileen Hume, Motion carried with unanimous consent. Approved at 7:19 PM.

A total of 4 estimates have been sent to the board to 1) repair and/or replace the rotten boards, handrails, and lattice located at clubhouse, footbridge, docks, and fishing deck on Offshore; 2) repair/replace detached boat bumper guard around clubhouse dock; 3) fill tripping hazard holes in the lawn area, and 4) power wash, stain, paint, and/or seal the front porch/ramp of the clubhouse, back deck of clubhouse, detached shed on side of clubhouse, wood post and framing of pavilion picnic shelter, back waterfront decking behind clubhouse, dock area at clubhouse including steps leading down, deck platform by clubhouse parking lot, fishing deck located off Offshore Road, aggregate rock pavement, camera poles (power washing only), the clubhouse exterior, and repainting existing shutters on clubhouse exterior.

Motion: To approve repairs and maintenance to clubhouse and surrounding areas by Cornerstone Home Repairs (\$13,797) by John Lawson. Secondary motion by William Megginson, Motion carried unanimous with consent. Approved at 7:27 PM.

2. Projects to Improve Aesthetic Beauty of Community Common Areas 2023.

Replace the damaged/warped plastic picnic tables on back deck of clubhouse. Evaluate existing irrigation system at and near clubhouse. Possibly get estimates for repairing and/or replacing system. Rob will get Quality to look at system. Plan to improve landscape in front of clubhouse by 1) removal of existing tree to include stump grinding and removal of existing shrubbery, 2) installation of new plants, shrubbery, and tree to enhance overall beautification of clubhouse area, and 3) installation of fresh mulch. Replace all outdoor light fixtures under the picnic pavilion with updated modern LED light fixtures.

3. General Resident Requests.

Back in December it was mentioned that a tree was found growing in middle of walking path near fishing deck off of Offshore Drive. It was shared that residents feel the tree has become an increasing nuisance because of leaves and gumballs. The tree has a slight lean toward one of the houses, as well as some broken branches that are hung up in the tree. It was requested that 3 additional pet waste stations should be installed. John asked Don about additional pet waste stations.

Lake subcommittee:

Mark Thompson: none

New Business

President:

By John Lawson:

We sent out 7 landscaping bids. 3 automatically declined. Quality landscape was the lowest bidder. John made a motion to approve a one-year landscaping contract with Quality Landscape.

Motion: To approve a one-year landscaping contract with Quality Landscape by John Lawson. Secondary motion by William Megginson, Motion carried unanimous with consent. Approved at 7:37 PM.

Vice President:

By Terry Guthrie: absent; no report.

Treasurer:

By Wm. Megginson: Proposal of \$6,399.00 from IT Creation Designs that includes cameras, installation, and setup of security cameras. New security phone app would be necessary as old app isn't compatible with new system. William will work with Justin and Rob/Mary to discuss camera system prior to his leaving in June. William made the motion to approve the new camera security system.

Motion: To approve a new camera security system from IT Creation Designs that includes cameras, installation, and setup of cameras for \$6,399.00 by William Megginson.

Secondary motion by John Lawson, Motion carried unanimous with consent. Approved at 7:39 PM.

Secretary:

By: Eileen Hume:

Eileen proposed the idea of creating a neighborhood survey to get feedback from residents to improve the needs of the residents. Eileen asked about the possibility of getting a credit card for the board treasurer or president to use for events and/or approved purchases. Currently, when someone purchases something for a neighborhood event it's with their own money and they get reimbursed. The reimbursement process can take some time as there are many steps involved. The credit card wouldn't be attached to the checking account or money market accounts. It was shared by Don and William that the previous board (prior to the 2007 board) stole money from the neighborhood. Eileen said checks and balances would need to be in place to prevent something like that from happening again. Mary suggested an alternative idea to purchase prepaid debit cards instead. Eileen asked Christopher about the alternative billing paying system that was previously mentioned. Christopher shared information about the alternative bill paying system, saying that it would remove several steps from the current process. It would offer automatic payments for reoccurring monthly bills such as Comcast, Quality, etc. instead of writing checks that require multiple approvals from board members and ACS West representatives. Additionally, this system would allow board members easier access to old invoices.

Board Member:

By Katie Wykle: none

Member voice (New Business): Justin Miller gave an update on the new neighborhood website that he has been working on. The website will be launching sometime in March. The new website will keep the same web address: ashbrookonline.com. All information from the current website has been transferred to the new website. There will be a backup admin website. Month to month on website vendors. It will offer G-suites for board email addresses. It was questioned whether email addresses will be secure. Justin maintained that G-suites was secure. Christopher suggested that we speak with the attorney to ensure there aren't any issues, like his suggestion when discussing aggregate driveways. Justin will get in touch with Leigh Anne to gain access to constant contact and domain name. Don said there was a yearly contract with constant contact and will get it set up.

Adjournment at 8:06 PM.

Respectfully submitted by:
Eileen Hume, Secretary