

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

Call to order at 7:00 PM

Present: Terry Guthrie, Eileen Hume, Katie Wykle

ACS West: Don McQueen

Quorum established.

Motion: To approve the agenda for 3/14/2023 by Terry Guthrie.

Secondary motion by Eileen Hume; Motion carried unanimous consent. Approved at 7:01 PM.

Motion: To accept the minutes of 2/14/2023 by Terry Guthrie.

Secondary motion by Eileen Hume; Motion carried unanimous consent. Approved at 7:01 PM.

Old Business

President's report:

By John Lawson: absent; no report.

Vice President's report:

By Terry Guthrie:

- i. Driveways (Aggregate driveway requirements for sections 1-4). Currently in the process of getting the declarations of covenants changed through the county so that the east side of the lake will no longer be required to only have aggregate driveways – the changes must be filled with the county. Cracking due to shrink swell soil.
- ii. Common Grounds – Ashbrook AOH doesn't own most of the neighborhood's common areas. Spoke with Mr. Sowers about ownership and getting the remainder of the common areas conveyed (titles transferred to HOA). Mr. Sowers plans to convey the remainder of the common areas within the year.
- iii. Vendors – We can get vendors but must meet specific conditions (business license, SERV Safe for food handling, ABC license, etc.) for insurance purposes. Only property owners, residents, and their guests permitted– not open to the public.
- iv. Budget Committee- First meeting scheduled for June.

Secretary's report:

Eileen Hume:

- i. Made a motion to amend the 2023 budget for the social committee as additional funds are needed to have neighborhood events.
However, multiple concerns were raised by members because of the amount of money the social committee was requesting and social committee Chair was not in attendance. Therefore, it was decided that additional information was necessary from the social committee before the Board

could make an informed decision. Terry moved to postpone the vote until the April Board of Director's meeting at 7:15 PM.

Treasurer's report: absent; no report.

Operating (Checking):

Opening Balance: \$88, 738.90

Closing Balance: \$148,623.02

Reserves (Money Market):

\$124,034.30

Total: \$272,657.32

Board member report:

Katie Wykle: no report.

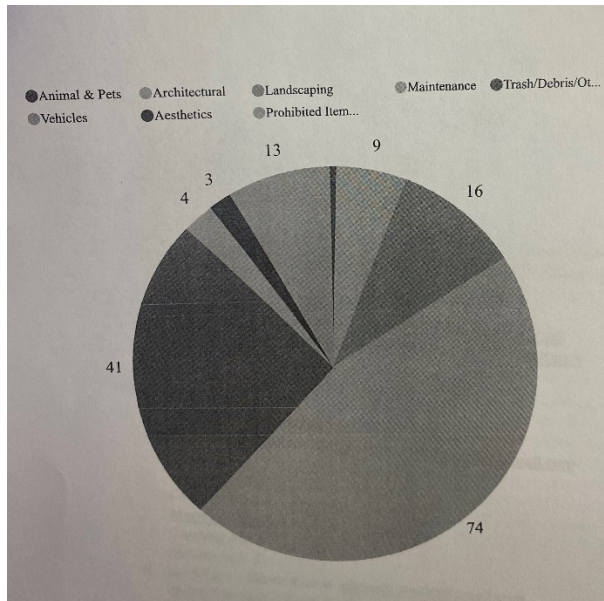
Management report:

By Don McQueen, ACS West representative:

DON'S REPORT:

Don explained that he uses a specific software application that helps him track violations (by new violation, follow-up, 2nd, and 3rd.)

Example below:



Disclosure Inspections:

Follow-ups on previous disclosure inspections. There is a condition of sale between the buyer and the seller. If the seller does not resolve violations, the buyer becomes responsible for the violations and must fix all violations.

Projects involved in:

1. Dominion project is currently underway, which is moving Ashbrook to a new substation at Winterpock Rd. The removal of vehicles from corral space is to be determined. It was decided to hold off on running electricity to the marquee sign because of the Dominion project. He's working with Dominion to get prices and locations to add additional lighting at Community Center parking lot.
2. Safety concerns: Vehicles are using the walking path on Shady Banks Drive (near Ground Fern) as a second lane and/or turning lane. Don'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. working with VDOT to discuss additional lines at Shady Banks and Ashbrook Parkway.
3. Capital Reserve Study- Required every 5 years. Don was able to get 2 quotes- \$1,850 and \$3,825. The board needs additional information before deciding on which company they want to go with.
4. Don shared that the landscaping bids were back and sent to the board for review.
5. The tree elevations at the soccer field/playground complex have been completed.
6. He's still waiting on parts from the vendor to fix the broken tot-lot rider. The Board wants to know if there are other playground vendors able to fix our equipment faster and possibly swap out the toy rider if it continues to break and not worth the expense of having to get it replaced quite often. Researching different possible vendors in the area who can fix and/or sell playground equipment.

Member Voice (Old Business):

Standing committee reports:

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

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

Barking Dog: 1

Assist: 1

Deliver Message: 1

Domestic: 1

Domestic Assault: 1

Suspicious Vehicle: 2

Warrant Services: 2

Update on Speed Detection Study Results- 30K vehicles went through Shady Banks within 1 week. Resulting in over 600 “speeding violations”

Social and Recreational committee:

Ashley Lawson – absent; no report.

Finance and Audit committee:

William Megginson: absent; no report.

Architectural Review committee:

By Jo Ann Ruitenber:

i. ARC approvals: 1 generator, 1 new siding, and 2 fences.

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

i. Landscaping Projects & Irrigation:

- requesting Zoysia sod installation around community clubhouse area only to enhance appearance and replace mud/dirt areas.
- asking for the removal and replacement of rotten landscaping timbers around volleyball area, clubhouse parking lot, and removal only of timbers around the concrete Cornhole boards.
- requesting both repairs to existing irrigation as well as installation of new zones to support plant installation.
- Terry will get information on who owns the area on Hull Street where the Ashbrook sign is placed. Tabling pod bushes until a later date (6 bushes will cost approximately \$1150).

Quality Landscape Quotes:

1. Irrigation Additional zone along Offshore Drive: \$2,734.00
2. Clubhouse enhancement: \$1,390.00
3. Offshore/Clubhouse Parking lot- Mulch bed enhancement: \$6,755.00
4. Clubhouse irrigation - Additional zone: \$3,875.00

Motion: To approve the Quality landscape quotes for irrigation installation and repair, and the enhancement of the clubhouse and Offshore Drive mulch beds (totaling \$14,754) by Terry Guthrie. Secondary motion by Eileen Hume, Motion carried with unanimous consent. Approved at 8:28 pm.

ii. Tree Removal

- asking for limbing and tree elevation along walking path at Breaker Point and Offshore Drive including cleanup of outer cove area at end of path. Also, elevating and limbing trees along gravel path off of Offshore Drive leading to fishing gazebo.
- asking that 3 problematic or dead trees be taken down: the gumball in the middle of the gravel walking path leading to fishing gazebo Offshore Drive (not approved), a dead Red Oak tree located near Shady Banks and Ashbrook Parkway (approved), and dead trees at corner of Offshore and Midship Woods (not approved) including the stump grinding for all 3.

The board has decided not to remove the gumball tree on the walking path near Offshore Drive. Midship Woods -YES

Motion: To approve the removal of the dead Red Oak tree located near Shady Banks and Ashbrook Parkway (\$1400) by Terry Guthrie. Secondary motion by Katie Wykle, Motion carried with unanimous consent. Approved at 7:43 pm.

Requesting 3 additional pet waste stations near the walking paths at Twisted Cedar place, Feather chase Terrace, and Shady Banks.

Motion: To approve the 3 additional pet waste stations near the walking paths at Twisted Cedar place, Feather chase Terrace, and Shady Banks by Terry Guthrie. Secondary motion by Eileen Hume, Motion carried with unanimous consent. Approved at 7:47 pm.

Sign Replacements for Community Areas: replacement of old, commercialized signs in the community common areas with more modern, nicer looking signage that are neighborhood friendly.

- Eileen asked why “no skateboarding” was written on the signs. Was this due to an insurance reason? The Board would like more information before deciding on replacing the “no skateboarding” sign.

Chesterfield Community Enhancement has a program where they provide free waste containers for a neighborhood cleanup day to help prevent county violations.

Lake subcommittee:

Mark Thompson:

New Business

President:

By John Lawson: absent; no report.

Vice President:

By Terry Guthrie:

Discussed getting safety lights or signs on Don’s car so residents are aware.

Treasurer: absent; no report.

Secretary:

By: Eileen Hume:

Board Member:

By Katie Wykle:

Member voice (New Business):

- Justin gave an update on the new website: ashbrookonline will keep its same domain name. and it’s almost ready to go live.
- It was questioned if it’s possible to convert one of the tennis courts into a pickleball court? Don said the tennis court will be repainted in April.
- Cherry said the grounds are starting to look nice.
- The nomination committee will give information to the Board regarding the upcoming election. Eileen questioned why Catherine Crump was still Chair of the nomination

committee as she no longer lives in the neighborhood and does not own property in the neighborhood.

- Don said that Virginia law supersedes HOA law.

Adjournment at: 8:29 PM

Respectfully submitted by:
Eileen Hume, Secretary