

Ashbrook Community Association
Minutes for Board of Directors Monthly Meeting
Date: April 11, 2023, 7:00 P.M.
Ashbrook Community Center

Call to order at 7:01 PM

Present: John Lawson, Terry Guthrie, Eileen Hume, Katie Wykle, William Megginson
ACS West: Christopher Bertsch, Don McQueen
Quorum established.

Motion: To approve the agenda for 4/11/2023 by John Lawson.

Secondary motion by Terry Guthrie, Motion carried unanimous consent. Approved at 7:58 PM.

Motion: To accept the minutes of 3/14/2023 by John Lawson.

Secondary motion by Terry Guthrie, Motion carried unanimous consent. Approved at 7:59 PM.

Old Business

President's report: John Lawson john.lawson@ashbrookonline.com

By John Lawson: no report

Vice President's report: Terry Guthrie terry.guthrie@ashbrookonline.com

By Terry Guthrie:

- i. Update on Driveways in sections 1- 4 were required to have aggregate driveways. Ashbrook sits on shrink-swell and causes major damage to driveways. Sections 1-4 (minus Broadreach) have different requirements. Terry met with the planning commission to see what we can do to make changes for the entire neighborhood to have the same driveway requirements. This will be done free of charge. It has passed the internal review meeting and the next step planning commission will come to the Ashbrook clubhouse on May 1st at 6 PM to meet with residents.
- ii. Update on Common Grounds – Terry spoke with David Sowers. Mr. Sowers owns all the common ground in Ashbrook – this includes the land underneath the lake and the land on Hull Street where the Ashbrook sign is located (he has no intention of doing anything with that land). Terry said Mr. Sowers told her to call him back in October to follow up, but he plans to convey the land by the end of the year. The rec center (as Mr. Sowers called it) will be conveyed as well. Mary will get estimates on “beautifying” the area around the Hull Street sign. Mr. Sowers does have liability insurance on the lake – it’s about \$1500.

Terry received thanks from residents and board members for a job well done.

Secretary's report: Eileen Hume eileen.hume@ashbrookonline.com

By Eileen Hume: Spoke about the resident survey and shared some of the feedback. Will have the results to share by the next meeting.

Treasurer's report: William Megginson William.megginson@ashbrookonline.com

By William Megginson:

Checking: \$ 93,699.96

Money market: \$121,304.30

William said that he noticed that the financials haven't changed since 12/31/2022. It was mentioned that the financials are given one month behind. William will follow up. Christopher said that Charles Small's wife usually handles that part of the financials, and she has a new assistant, (possibly a learning curve.) Christopher will get answers on why this information has not been updated.

Board member report: Katie Wykle katie.wykle@ashbrookonline.com

By Katie Wykle: no report.

Management report: Christopher Bertsch christopher@acswest.org

By Christopher Bertsch, ACS West representative:

i. Attorney/Collections fees: The information is not available currently.

Management report: Don MacQueen don@acswest.org

By Don MacQueen, ACS West representative

Violation Inspections: NEED DATES

Violations:

- Maintenance: 58
- Prohibited items: 9
- Landscaping: 10
- Trash/debris/other: 28
- Architectural: 9
- Vehicle: 7
- Aesthetics: 4

Eileen questioned if renters are being notified about violations. Christopher answered that renters do not receive violation letters, because it is the homeowner's responsibility – only homeowners receive violation letters and it's their responsibility to make corrections. Eileen stated that she wants to know why renters don't receive letters because according to the by-laws renters are considered members of the HOA and should be receiving letters. Christopher will check the process with Charles/Martha to see if renters can be sent letters. Smartwebs is the program that is used by ACS West to document violations. Christopher stated that the board receives information about violations every month.

There was a question about the maximum amount a violation can be on a single violation. According to the POA, it states that the max fee that can be assessed is \$900. The board can then approve sending that violation to court.

Question: How often do we send to court? Answer: Not often. We want compliance more than anything. Don explained saying that typically nothing is usually done when the first violation letter is sent out. It's not until the second letter is sent out that a \$50 or so penalty has been assessed and then the resident reaches out and the problem starts to get corrected. The \$10-a-day violation fine is retroactive. Stage 4 violations (usually when a fine reaches a few hundred dollars) are when the owner fixes the violation.

Terry asked: Can Christopher give us the step-by-step process (from A-Z) to help with the legal aspect? Christopher can send a copy of the Virginia POA, but it's also available online.

Disclosure Inspections: 2

Projects:

- Working on the Dominion corral electrical project.
- Working with VDOT and Chesterfield transportation to see what can be done about getting lines to help with the shoulder being used as a second turning lane from Shady Banks/Ashbrook Parkway.
- Received dead tree complaints. Sending an email to Quality about leaf removal around Offshore.

Question from Mary: Will Dominion be grinding the stumps? (Dominion has removed many trees on Ashbrook Parkway due to the underground line project but left stumps.) Answer from Don: No idea but will check with VDOT. Mary asked Don to check with VDOT (when he calls about the stump question) to see what can be done about getting a safety barrier by the tot lot on Offshore and Broadreach.

Member Voice (Old Business):

No old business

Standing Committee reports:

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

By Mary Winkler:

i. Crime Report – April 2023. For more information, please email Mary.

Assist: 1

Check the Welfare: 3

Deliver Message: 1

Domestic: 2

Domestic Assault: 1

Overdose – Police – 1

Police Service – 2

Reckless Driving - 1

Suicide Calls – 2 (Does not mean death occurred)

Solicitation – Non-Prostitution - 1

Suspicious Situations – 2
Trouble with Juveniles – 1
Vandalism – 1
DOA - 1
Warrant Service – 1

ii. Dominion and Pole Lights- Mary is still waiting to hear back from Cortney from Dominion regarding the new pole light for the clubhouse parking lot and the replacement of our existing lights with LED. Once this information and pricing is received, I will forward the information to the Board.

iii. NNO is scheduled for August 1st from 5-9 pm. The ice cream truck was booked by Bill R – using the same vendor from previous years.

Social and Recreational Committee: Ashley Lawson

i. Review of Proposed 2023 Social Committee Budget.

Motion: To approve additional funds (\$8,900) to the social committee by John Lawson. Secondary motion by Terry Guthrie, Motion carried with unanimous consent. Approved at 8:28 pm.

Finance and Audit Committee:

By William Megginson: *See Treasurer report.*

Architectural Review Committee: Jo Ann Ruitenberg

By Jo Ann Ruitenberg:

i. ARC approvals

- 1 approval of paint door and shutters
- 1 fence approval
- 2 fence inspections
- 1 approved to enlarge front porch and add on all season room

Buildings and Grounds Committee: Mary Winkler (ashbrookwatch@gmail.com)

By Mary Winkler:

i. Update-Cornerstone \$225 – for a footbridge that was left out of the recent staining.

ii. Update-Quality Landscape – underway. DrainBox \$640.

Motion: To approve DrainBox for the area by the clubhouse and add additional mulch by John Lawson. Secondary motion by Terry Guthrie, Motion carried with unanimous consent. Approved at 7:31 pm.

iii. The new fencing, flowers, and rock have been installed along Offshore Dr.

iv. Chesterfield Community Enhancement – Dumpsters – an open discussion was had about the dumpsters. The original date is scheduled for May 6th. We need volunteers to watch the dumpsters to be sure hazardous waste isn't being thrown out. Is there fine

v. Additional updates. – The Red Oak tree on Shady Banks is scheduled for removal.

- vi. Signage for new signs – looking at alternative ways to purchase signs since we cannot ask Residents to tie up their own personal funds and wait for reimbursement.
- vii. Tennis courts –Bill R. spoke about how the tennis court resurfaced about 5 or so years ago. He spoke about tiles as an alternative base. Hold off on repainting the lines on the tennis court. Don spoke about a recorded document that was approved by the planning commission and that is recorded with the county that the tennis court needs to be in the neighborhood.
- viii. Grills – need to be replaced or removed. Mary/Rob will get an estimate on having them removed by Joshua from Quality Landscape.
- ix. The idea of “Yard of the Month” or “Most improved property” John said to talk with Ashley and Katie (Social committee).
- x. Question: Can we get an American Flag in the common area? Answer: Yes; Traditional guidelines call for displaying the flag in public only from sunrise to sunset. However, the flag may be displayed at all times if it's illuminated during darkness.
- xi. The shed by the clubhouse was repaired and is no longer leaking. The mold has been removed but the area was not repainted. Nails on the shed are sticking out on the inside of the door. Don said we can find someone to hammer them.

Lake subcommittee: Mark Thompson mthomps1582@gmail.com

Mark Thompson: absent; no report.

Community Center Manager: Mark Thompson mthomps1582@gmail.com

Mark Thompson: absent; no report.

Webmaster: Justin Miller webmaster@ashbrookonline.com

i. website is up and running

New Business

President: John Lawson john.lawson@ashbrookonline.com

By John Lawson: nothing

Vice President: Terry Guthrie terry.guthrie@ashbrookonline.com

By Terry Guthrie:

- i. The utility boxes that are in the clubhouse parking lot are Verizon boxes. They are old and no longer in use, however, the removal of those boxes is nearly impossible.
- ii. Terry thanked Christopher for getting the Dominion letter together. Going forward, Terry wants ACS West to respond to all board members via email and not just the liaison. Christopher said that that's not typically how it's done. Christopher said he receives way too many emails from all of his communities – when he receives multiple emails that say “thank you” it's hard to distinguish important emails from others. John said we wanted to try this process out and see how it goes. Christopher said that the emails should state that they are “on the authority of the board”. Eileen said that all emails should CC every member of the board as proof. Christopher said he would talk to Charles and Martha about this.

Secretary: Eileen Hume eileen.hume@ashbrookonline.com

By: Eileen Hume: nothing

Treasurer: William Megginson William.megginson@ashbrookonline.com
By William Megginson: nothing

Board Member: Katie Wykle katie.wykle@ashbrookonline.com
By Katie Wykle: nothing

Member voice (New Business):

No new business

Adjournment at: 8:35 PM

Respectfully submitted by:
Eileen Hume, Secretary