

Ashbrook Community Association
Minutes for Board of Directors Monthly Meeting
Date: May 9, 2023, 7:00 P.M.
Ashbrook Community Center

Call to order at 7:00 PM

Present: Terry Guthrie, Eileen Hume, Katie Wykle, William Megginson

ACS West: Christopher Bertsch

Quorum established.

Motion: To approve the agenda for 5/9/2023 by Terry Guthrie.

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

Motion: To accept the minutes of 4/11/2023 by Terry Guthrie.

Secondary motion by Katie Wykle, Motion carried unanimous consent. Approved at 7:01 PM.

Old Business

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

By John Lawson: absent; no report

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

By Terry Guthrie:

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

By Eileen Hume: Still waiting on Miller Dodson group before we make a decision for capital reserve study. There were some questions about the cost discrepancy. We have 3 quotes so far \$3600, \$1800, and \$3500. Neighboring communities such as Collington use DMA and it seems worth the extra money as they have a computer application that allows for real-time projections. Update on resident survey results.

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

By William Megginson:

Checking: Opening bal. \$87,033.95; Closing bal. \$72,947.22

Money market: Opening bal. \$124,104.37; Closing bal. \$126,870.21

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. Due to meeting timeframe, information comes in after our monthly meeting.

Violation Inspections:

Maintenance: 45

Prohibited items: 1

Landscaping: 17

Trash/debris/other: 14

Architectural: 2
Vehicle: 3
Aesthetics: 5
Disclosure Inspections: 8

Projects:

Working on the soccer goal - Wilbur French painted the rusty part of the soccer goal. Eileen assumed it was the whole goal that was repaired and painted. Next time we need to repair and paint the entire goal post instead of just fixing part of it. Communication

Tennis court quote is coming - hold off on painting if the entire court needs to be repaved.

Trimming of bushes on pathways and common areas, and picnic table investigation

Member Voice (Old Business): no old business

Standing Committee reports: Terry reminds community that those who are interested in joining a committee or attending a committee meeting, we would love to have you! Please reach out to any board member or committee chair for more information.

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

By Mary Winkler: absent

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

ANIMAL CONTROL PD ONLY 1

ASSIST 3

BREAKING & ENTERING 1

CHECK THE WELFARE 4

DEAD ON ARRIVAL - POLICE 1

DOMESTIC ASSAULT 1

FOUND PROPERTY 1

HIT & RUN MVA 1

INDECENT EXPOSURE 1

MVA-NO INJ 1

OVERDOSE (does not mean anyone was harmed) 1

POLICE ALARM ACTIVATION 1

POLICE SERVICE 2

SUICIDE (does not mean anyone was harmed) 1

SUSPICIOUS SITUATION 2

TROUBLE WITH JUVENILES 2

WARRANT SERVICE 3

Total 27

Eagle Towing will be our new towing company. 2 signs will be installed - one at the playground parking lot and one at the clubhouse parking lot.

**Motion: To approve the installation of (2) Eagle Towing signs (\$75 each) by Terry Guthrie.
Secondary motion by Katie Wykle, Motion carried unanimous consent. Approved at 7:27 PM.**

Social and Recreational Committee: Ashley Lawson absent

Katie Wykle updates on spring picnic and events. Christopher reminds the board to check with insurance agency about vendors without insurance. Terry said moving forward only using vendors with insurance. Eileen said the board spoke with Andrew Elmore (attorney) about possibly getting an insurance rider for events - this boosts the insurance coverage for the event.

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 gazebo and final inspection

1 approved new front door (paint yellow) and replace front porch flooring and posts

2 approved to repaint shutters and front door

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

By Mary Winkler:

Lake subcommittee: Mark Thompson mthomps1582@gmail.com

Mark Thompson: absent; no report.

Eileen spoke for Mark who is requesting additional pond shrubs for the lake. Pond shrubs help support the smaller fish by collecting the algae in the lake that feeds them and creates cover for them to hide in. The pond has gotten progressively better since we began implementing these a few years back.

Motion: To approve the purchase of 2 (3 packs) of honey hole shrubs for a total cost of \$1,069.64 by Terry Guthrie.

Secondary motion by Katie Wykle, Motion carried unanimous consent. Approved at 7:17 PM.

Community Center Manager: Mark Thompson mthomps1582@gmail.com

Mark Thompson: absent; no report.

Clubhouse painting - the board approved the painting. Mark will reach out to get painting scheduled.

Cherry wanted to know if we would look at making upgrades to the clubhouse curtains. Terry said yes, we will look at making upgrades once we get the painting done.

Eileen reminds community that we need volunteers to help when making upgrades.

Webmaster: Justin Miller webmaster@ashbrookonline.com

Added meeting notes from 2008-2009 to the website.

Christopher suggested that we move the clubhouse rental form to the main page of the website to make it easier for people when they are looking to rent the clubhouse. Justin said he would look at making the change.

Can we change the color and logo on the website? Yes, we can make the change. Terry said that she and Justin were working on making a logo. Eileen mentioned that Katie might be able to create a logo.

New Business

President: John Lawson john.lawson@ashbrookonline.com

By John Lawson: absent.

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

Secretary: Eileen Hume eileen.hume@ashbrookonline.com

By: Eileen Hume: Eileen questioned the clubhouse ownership. Prior meeting minutes showed that the clubhouse was deeded to the HOA; however, the county real estate assessment shows that the clubhouse is still owned by Mr. Sowers. Eileen wants to see if this paperwork is packed away in storage. Asked about older information (2007 and before) from former board members or would that be stored with management company? Yes, some of this information will be in storage. Christopher will make the conference room available for viewing.

Christopher spoke about the payment process (invoice and purchase order). We can remove the extra step of the purchase order for reoccurring process such as Verizon, Doody Calls, etc. Eileen said that when we get the monthly financial information from Christopher (ACS West), everything is scanned and documented. There is an audit every year. Safeguards have been put in place to prevent embezzlement.

Step1- remove the step of getting a second board signature for a signed check. The board already approved the payment and can see the scanned check each month with financials.

Step 2 - when new treasurer comes on board, they will be the main contact with Christopher for all payments from vendors.

Eileen said there needs to be transition period for training. Christopher spoke about the accounting program and granting access for board members so they can search for scanned invoices. Violation software- getting the board access to the software.

Snap sports athletics - getting a quote for

How to build up our Capital Reserve funds: An idea would be that all new home buyers would pay \$300- this money would go into the capital reserves. Justin said that if we would have started additional \$300 for each home sale - going back to January 2022 to present, we could have received \$15,000 for the reserves account.

Violations only go to the owner - not to the renter because the owner is the responsible party. Eileen said we need to figure out a way to make sure that the renters are getting violation letters. Christopher said notices are sent to the home address only if there isn't a secondary address (off site address). Christopher will check with Martha and Charles.

Violations need to be sent certified (not email) because it is an official document and needs to have a paper trail. Ken asked if it was possible to leave a violation letter the mailbox and not sending it via postal service.

Followed up with Kevin Carroll - sidewalks on Shady Banks and Ashbrook Parkway. Pedestrian crossing, street lights, watch for children signs, additional \$200 for speeding signs - he will get back with us once he hears from his contacts. Cherry agreed that something needs to be done about speeding.

Eileen asked Don to check with Dominion about grinding up the stumps that Dominion cut down on Ashbrook Parkway and trees replaced.

Cherry asked about the lighting at the clubhouse parking lot. Eileen said that we are waiting on Dominion to get back with us with a quote.

Katie is looking into a little free library. Eileen wants to help get this set up. Where would it be placed? Maybe by the clubhouse or by the playground. Justin said it should be placed by a security camera.

Eileen said that if it's placed by the clubhouse, we would make sure it is approved by the ARC committee. Little free library needs to be available to the public - not just Ashbrook residents. Cherry wants to know if Saul is still working for us. Yes, he is supposed to be working for us. Justin wants signs placed on the bridges - slippery signs - for liability. Eileen asked if we can we place something to help prevent slipping and offer more traction - such as sand mixed with glue and then painted onto surface. Still need to get replacement signs that Mary/Rob were looking into. Cherry asked about replacing the marquee sign - or adding lights to make it brighter. Terry said no, we do not plan on replacing the sign because we have a lot of newer technology and not going to spend the money on replacing something that may potentially have to be removed when they add the traffic circle on Ashlake Parkway. Email addresses from residents are voluntary - we cannot make residents give us their email address. All residents who wish to be part of the neighborhood need to sign up for

Treasurer: William Megginson William.megginson@ashbrookonline.com

By William Megginson: nothing to report.

Monday, June 5th is the annual meeting but we need to have enough ballots in order to have the meeting. There are 711 homes- we need 178 (25%) to meet quorum and have a meeting.

Board Member: Katie Wykle katie.wykle@ashbrookonline.com

By Katie Wykle: nothing to report.

Member voice (New Business): No new business

Adjournment at: 8:10 PM

Respectfully submitted by:

Eileen Hume, Secretary