

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

Call to order at 7:04 PM

Present: Terry Guthrie, Eileen Hume, John Lawson,
ACS West: Christopher Bertsch and Don MacQueen

Quorum established.

Motion: To approve the agenda for 7/11/2023 by Terry Guthrie.

Secondary motion by Eileen Hume, Motion carried with unanimous consent. Approved at 7:09 PM.

Motion: To accept the minutes of 6/13/2023 by Terry Guthrie.

Secondary motion by Eileen Hume, Motion carried with unanimous consent. Approved at 7:09 PM.

Old Business: Director Reports:

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

By Terry Guthrie: Terry said the new 2023 board is as follows:

Terry Guthrie- President

Eileen Hume – Vice President

Justin Miller – Treasurer

Katie Wykle – Secretary

David Georgy – Board Member

Seated two new Directors at large (DAL) – Shari Beasley (resident for 18 years) and Dena Bonniwell (resident for 15 years). DALs will do everything that board members do. They will work alongside the board by sharing ideas and collaborating- they are being groomed to be on the board. The only thing that they will not be able to do is vote. Terry is hopeful that more people will show interest and step forward to become DALs to help with succession planning.

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

By Eileen Hume: Discussion about the Capital Reserve Study and made a motion to vote.

Motion: To accept JTS's proposal to conduct our 2023 capital reserve study in the amount of \$1850 by Eileen Hume. Secondary Motion by Terry Guthrie, Motion carried with unanimous consent. Approved at 7:19 PM.

Treasurer's report: Justin Miller

By: Justin Miller: nothing to report. Financials will be given by ACS West.

Checking: \$58,956.92 (as of 5/31/2023)

Money market: \$126,907.93 (as of 5/31/2023)

Total on hand: \$185,864.85

Secretary's report: Katie Wykle katie.wykle@ashbrookonline.com

By Katie Wykle: nothing to report.

Board member report: David Georgy david.georgy@ashbrookonline.com

By David Georgy: absent; no report.

Management report: Christopher Bertsch christopher@acswest.org

By Christopher Bertsch, ACS West representative:

i. Attorney/Collections fees: \$164 collected since the last meeting

Don's report:

Violation Dates:

Trash/Debris: 11; Landscaping: 8; Prohibited items: 3; Architectural: 2; Aesthetics: 1; Vehicle: 1

Disclosure packages: 5 total; 3 new and 2 re-inspected.

Involved Projects: Corral open/DOM project finished. Working on research community center check-in and check-out sheets, motions about the corral; getting quotes, and researching tennis court repairs – Bill R. will be the contact person when they come out and give quotes. The new tennis court/pickle ball court would be about \$318, repairs would be between \$28K and \$42.

Member Voice (Old Business): no old business

Standing Committee reports:

Finance and Audit Committee:

By:

Budget Committee: Terry Guthrie

Architectural Review Committee: Jo Ann Ruitenber billandjo94@comcast.net

By Jo Ann Ruitenber:

Fence approvals: 1

Shed approvals: 2

Swing set approvals: 1

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

By Mary Winkler:

Mary welcomed and introduced Officer Hicks, our new off-duty police officer. June 2023 Crime report consisted of 19 service calls. Please contact Mary for more information. There was a discussion about shooting fireworks off in the neighborhood. There was discussion about having block (cul de sac) parties and the aftermath of the trash and debris left behind. Officer Q explained that it's typically the discretion of the officers as to how the situation will be handled. Terry said that this isn't an HOA issue, it's CCPD, as we don't have the authority to do a citizen's arrest. Evelyn talked about NNO. Evelyn and Mary are working with Eileen and Christopher to get an advanced check authorized to purchase gift cards that will be door prizes at the event. Working towards getting a fire safety house that offers the simulation of a house fire that helps prepare younger children in the case of a house fire. S&S would like to have a DJ at the event. If it rains, the DJ will transfer services to another date for a social event. Each resident will receive 2 ice cream tickets for the ice cream truck. Eileen asked how much the gift cards were budgeted for. Mary said she thought around \$400, as she believed the budget for NNO was \$1800. Eileen and Bill said that in the past it was budgeted for roughly \$1000. Terry said that we would check on the dollar amount for gift cards. Bill said that ice cream in the past was \$800. Evelyn thanked Terry for her email explaining that we are a non-profit and that going forward they will reach out to local businesses to see if they would be willing to donate to our events.

Motion: To approve a DJ for the National Night Out Event on August 1st by Terry Guthrie.

Secondary motion by Eileen Hume, Motion carried with unanimous consent. Approved at 7:44 PM.

Social and Recreational Committee: Ashley Lawson & Katie Wykle

ashbrookcommunitysocial@gmail.com

By Katie Wykle: Social committee will now meet on the second Wednesday of every month at 7 PM at the clubhouse. Justin changed the information on the website.

Buildings and Grounds Committee: Bill Kayes

By Bill Ruitenber

The torn basketball net was replaced. Mark and Bill put up 2 new soccer nets. Bill spoke about the recent resident concern regarding the removal of a dead tree in their backyard on Halyard Terrace. According to the property plat, the tree is located on an open space. There is concern that the open space was not properly conveyed to the HOA by Sowers, the original developer. The resident wants the tree removed. It appears to pose any danger to anyone. There are concerns that this property hasn't been properly conveyed to us by Sowers (the original developer). Eileen said she met with Old Dominion tree company to get a quote to remove the tree on Halyard Terrace and never heard back from them. She reached out to Don for assistance and Don couldn't get in touch with the company either. Don explained that the area is landlocked and would have to go through residents' yards, but we would need prior approval from the property owners. There isn't space for large equipment to get through to remove the tree. It would all have to be done by hand. Terry asked if the tree is not crucial then it shouldn't be removed.

The dead tree by Offshore (on common grounds) needs to be removed ASAP as it poses a potential safety threat. Terry asked Don to get a quote on removing the tree and if it's over \$1000 please send the quote to the board. Another tree on a property between two houses on Shady Banks is not HOA property and will not be removed by the HOA.

Motion: To approve removing the dead tree on Offshore Drive.

Secondary motion by Eileen Hume, Motion carried with unanimous consent. Approved at 7:55 PM.

Lake subcommittee: Mark Thompson mthomps1582@gmail.com

By Mark Thompson: The pond bushes have arrived and will be placed in the lake.

Community Center Manager: Mark Thompson mthomps1582@gmail.com

By Mark Thompson: Nothing to report.

Webmaster: Justin Miller webmaster@ashbrookonline.com

By Justin Miller: The website is fully operational. Uploading the April, May June meeting minutes to the website. Investigating different ways to schedule the clubhouse – reserve, deposits – to make it fully automated, potentially having a door with a code, like an Air B&B.

There was a discussion (brought about by Eileen's question) about updating the board's email addresses and making changes to the committee's email address through a distribution list of some sort. There was a discussion about potentially reserving tennis courts through the website. Terry said that the directors at large need to have email addresses set up and told Eileen to update the agenda and meeting minutes (to add the DALs to the Old/New business sections.)

Nominating Committee – Terry Guthrie terry.guthrie@ashbrookonline.com

By Terry Guthrie: Explained the correct protocol of going through the entire process of interviewing the candidates and then discussing each person's qualifications. We want to follow the right protocol, being consistent with the process. 4 people in the community were interested in the board position.

Don brought up (questioned) the fact that a motion was not made to appoint Justin to the board during the annual meeting and a motion needed to be done to make the appointment legal (so no one could question the appointment). Terry made the motion to appoint Justin Miller to the board.

Motion: To appoint Justin (Miller) to the board by Terry Guthrie.

Secondary motion by Katie Wykle, Motion carried with unanimous consent. Approved at 7:55 PM.

Old Business – Member’s Voice: nothing shared

New Business:

President: Terry Guthrie terry.guthrie@ashbrookonline.com

By Terry Guthrie: Budget procedures were brought up. To keep things organized all committee chairs were given (emailed) and asked to complete a budget (2024) worksheet. The budgets will then be authorized by the board. Some chairs said they didn’t receive the email and Terry said she will send it out again.

Vice President: Eileen Hume eileen.hume@ashbrookonline.com

By: Eileen Hume: Meeting with Chesterfield County Community Enhancements to discuss the possibility of adding streetlights to bus stops in the neighborhood.

Cherry asked about speeding on Winding Ash. Terry said this would be discussed in the member’s voice section. Don said that the Board of Supervisors used to get a certain amount of money (discretionary funds) that we should see if they are offered because they tried to go through the process years ago, but the funds were not available at that time.

Secretary: Katie Wykle katie.wykle@ashbrookonline.com

By Katie Wykle: Would like to get a printer for the clubhouse. She said she spoke with Justin about getting a printer in the \$200-\$300 range that would be kept at the clubhouse and available for use by the board and committees. The discussion was had about printers’ abilities (wifi connectivity and range) and the cost savings involved.

Motion: To approve \$300 for a printer for the clubhouse (to be) used by the board and committees by Terry Guthrie. Secondary motion by Justin Miller, Motion carried with unanimous consent. Approved at 8:10 PM.

Christopher said that \$1,146.65 (\$700 concessions and \$350 gift cards) was spent on the 2022 NNO. Terry said that S&S would be allocated \$300 for gift cards for NNO.

Motion: To allocate \$300 for gift cards for National Night Out by Terry Guthrie.

Secondary motion by Eileen Hume, Motion carried with unanimous consent. Approved at 8:13 PM.

Mary asked where a check advance form was located. Terry asked Christopher to contact Eileen, who would then contact Mary about the process/form.

Treasurer: Justin Miller justin.miller@ashbrookonline.com

By Justin Miller:

Board Member: David Georgy david.georgy@ashbrookonline.com

By David Georgy: absent; nothing to report.

Member voice (New Business):

There was a discussion about speeders. Cherry discussed the speeding issues on Shady Banks and Winding Ash. Shari said she has been almost hit by motorists and wanted to know if there was a petition (or something) for getting speed bumps. Officer Q said he would speak with the CCPD traffic unit to set up (with unmarked police cars) to catch speeders in the neighborhood. Mary said that speed bumps involve VDOT and are a snowplow concern. Terry asked if Officer Q was going to keep coming to the meetings and would appreciate getting follow-up information from him.

Stephanie Shavonne (a resident who manages community properties) brought up suggestions for the tennis courts – key codes, key fobs, etc. Also wanted to know if the difference in the cost of patching them every few years fixing up tennis courts compared to was worth it. Terry explained that we have shrink-swell soil and that contributes to the condition of the tennis courts. Mary asked about the alternative flooring/turf and there was a group discussion about the price to fix/repair (\$40K) compared to replacement (\$318K). Katie talked about the price of fixing compared to replacement. Terry pointed out the short-term (temporary fix- \$41K) and long-term (permanent fix-). We need to budget for this – can't just spend money now and worry about it later. Don said the cost is \$23-\$29 to patch and resurface; it would be \$43K for a premium fix, but that does not guarantee to last over time either. Don researched over the years and the product that the company previously used was in fact what the distributor uses- it's a professional product, but still not going to last over the years. Terry said we need to discuss this as a board, as a committee. Don will meet with Bill/ Mary and said maybe there is another option to remove the tennis court altogether. Katie asked if we needed to have them- she told Don said we needed to have those because of "amenities" and said we need to check the recorded documents to see what was filed with the country before a decision can be made. A resident asked if a special assessment would be issued to replace the tennis courts.

Cherry – questioned the ARC committee and how they determine what is approved and not approved, stating that she doesn't think 1 person on the ARC committee should not be able to make that decision. She would like a time to set up to discuss this. Terry said that that's the way it is (currently) set up and that's how we are going and how it will remain – one person making the decision. Terry said this is not a board decision and it needs to be an appropriate committee.

Adjournment at: 8:34 PM
Respectfully submitted by:
Eileen Hume, Secretary