

**Ashbrook Community Association  
Board of Director Monthly Meeting  
Date: February 13, 2024, 7:00pm  
Ashbrook Community Center**

- I. **Call to order** at 7:00pm
- II. **Roll and Quorum Status:** The following present: Dena Bonniwell, David Georgy, Justin Miller and
- III. **Motion: To approve the Agenda for 2/13/2024 with one addition – an appointment to the board.**  
*Second by: Dena Bonniwell. Motion carried unanimous consent. Approved*
- IV. **Motion: To approve meeting minutes from January 16, 2024**  
*Second by: Dena Bonniwell. Motion carried unanimous consent. Approved*
- V. **Officer & Committee Reports (Old Business)**
  - **President’s Report** – Justin Miller – Appointment of Tarsha Thompson
  - Justin introduced Tarsha Thompson as a candidate for the Secretary position on the board. Tarsha provided a brief overview of her background which includes serving on boards of directors with other organizations, and has a background in Human Resources. Justin made a motion to appoint Tarsha as Secretary, which will be held on a temporary basis, with the opportunity to re-run for the seat during the next election in July.

**Vice President’s Report – Dena Bonniwell**

- Dena led discussion regarding the new construction development near the community, and raised the following questions: 1) When is the construction expected to be completed? 2) Is there any knowledge/update regarding the change of the traffic pattern in the area? Dena raised the following concerns: Traffic, possible round-about in the area, and road extension after the construction has been completed.
- There was discussion regarding the new development could potentially house younger adults within a housing program, the new community could potentially be gated
- David raised a discussion about Ashbrook’s common area being owned by Ashbrook. The question raised was, is our common area property protected? Does Sauer have the ability to sell our common area? Does Ashbrook have a signed agreement that prevents Sauer from selling it? – David and Justin to put together an email to Sauer to raise the questions proposed.
- There was a reading from the declaration that included the following information: Ashbrook has 30 years from the date of the letter beginning in 2022 until 2032, there is an automatic extension period of 10 years. Concerns raised: Legal statements and potential risk of affecting residents.

**Treasurer’s Report – David Georgy**

- Current Balances: Checking Account: \$32,561.60  
Reserve Account: \$ 162,639.98 (savings acct used for big projects)

- A request was made to compare the current operating figures to last year's figures. Information shared that the operating figures will be distributed in the financial packets sent out every month.

**Secretary Report – Tarsha Thompson**

- No report at this time

**Board Member's Report – Terry Guthrie**

- Not present

**Reports from ACS West – Christopher Bertsch**

**Reports from ACS West - Don Macqueen (discussion by Chris B. on behalf of Don Macqueen)**

- **Violations**: Landscaping: 35  
Trash: 24  
Maintenance: 19  
Prohibited Items: 10  
Vehicles: 6  
Aesthetics: 4  
Architectural: 3
- **Disclosure Package Inspections**: 2 (7801 Halyard Terrace & 14702 Inlet Court)
- **Current Projects**: Obtaining additional Corral keys  
Lake muddying problem  
Follow up on previous Disclosure Inspection violations  
Trailers parked on streets (to be removed)  
Damaged cars parked on streets  
Security light for Community Center parking lot  
Finding contractor to repair tennis court cracks

**Architectural Review Committee:**

**Building & Grounds Committee – Bill K/Bill R**

- A proposal for landscaping from Quality Landscape Solutions has been submitted for review by the board. The proposal must be reviewed by both Bills, Chris and signed off on by both parties.
- There will be a proposal created for the quality testing of the lake for the boards review
- There are water concerns near Winterpock, Beech Road, and Otterdale regarding water BMP's. (Chesterfield County manages BMP's) – there were photos provided for the board and members to review from Dry Creek.
- Discussion regarding silk fences
- A proposal regarding the clubhouse being renovated to include the following:
  - 1) Quotes for cabinetry (designed by Bill) – Bill invited members interested to attend his grounds meetings every 1<sup>st</sup> Thursday of each month at 7pm. (next meeting will be held on March 7<sup>th</sup>)

- 2) Kitchen: (quotes to include discount) \$7,000 (does not include labor; only materials)  
Bill shared that he would be willing to do the project himself as he is a licensed professional, and not expecting to earn any income in doing so. The downsized cabinetry quote: \$5,300 (just materials), Hampton Bay Frameless set: \$3,400 (to include discount and only for materials) this would allow us add extra cabinets to include a pantry, put cabinets inside of the walls, and extending the serving area.
  - 3) Visited Capital Granite to obtain a quote for counter tops in the amount of \$1,100 to include quartz product. It would cost \$500.00 to have the top made (\$5,000 for materials) – Bill proposed to provide service free of charge.
- Bill would like to discuss upgrades for the general area
  - Other suggested Improvement to include: lighting, painting, ceiling tiles, thermostat, new diffusers, bathroom, ceiling tiles in the bathroom, windows
  - Dave shared “good news”: the discussed improvements can be used from Ashbrook’s reserve account.
  - The project can be completed within a weekend
  - The current clubhouse income earning is \$3,075.00
  - Discussion regarding completion of clubhouse upgrades to include potential community celebration to showcase improvement with residents. It has been proposed to not increase fees due to improvements. (Possible open house for residents)

**Clubhouse Manager Committee**

**Finance & Audit (Budget) Committee**

**Lake Committee** – previously discussed

**Safety & Neighborhood Watch Committee**

- **Crime Report:**
  - 1) Wrecked vehicle in the neighborhood
  - 2) Trailers on the street (officer checked on)
  - 3) Calls for Service for January: 1 welfare check, 2 domestic, 3 desk officer, 1 drug, 1 suspicious person, 1 trouble juvenile, 2 domestics, 1 call for police service, 5 suspicious situations

**Social Committee** – Not present

**IT Committee** – Nothing to discuss

- VI. **Old Business** – Member’s Voice
- VII. **Discussion on unresolved items from previous meetings**
- VIII. **New Business**
  - **President’s Report** – Justin Miller
    - I. Justin speaks about another HOA/communities’ issues regarding a corporation owning 50% of the units and their control the board. A discussion about how we can prevent Ashbrook from finding itself in the same predicament proceeded. (discussion and idea welcomed)

**Vice President's Report** – Dena Bonniwell (previously provided)

**Treasurer's Report** – David Georgy

- **Clubhouse cleanliness & maintenance**
- 3 Focus Areas:
  - 1) Renovation Plan
  - 2) B & A of clubhouse (photos provided): cleaning of the clubhouse (add labels for shelves, cleaning services: (suggested Healthy Home Service – rough estimate of \$200, to include everything)
  - 3) Clubhouse temperature too warm

**Secretary's Report** – Tarsha Thompson

**Board Member** – Terry Guthrie

IX. **Member Comments and Concerns** (New Business)

- Vehicle in the neighborhood in 1 year. Vehicle has overdue tags and inspection), the vehicle is white and sitting on the road, possible abandoned.
- Discussion regarding delinquent accounts. It has been agreed that we will wait until accounts are in collections before sending notifications. Violations to be in collections within 1 quarter.

X. **Announcements** – None

XI. For those 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.

XII. **Adjournment**

- Motion made to adjourn the meeting at 8:15pm. Meeting Adjourned
- ***The next meeting will be held on Tuesday, March 12, 2024 at the Ashbrook Community Center.***