

Ashbrook Community Association
Minutes for Board of Directors Monthly Meeting
Date: March 11th, 2025, 7:00 P.M.
Ashbrook Community Center

Call to Order @ 7:04 PM

Quorum: A quorum was present. - Justin Miller, Dena Bonniwell, David Georgy, Bill Kayes. James Wright was absent due to illness. Christopher and Don are present from ACS West

Motion: Motion to approve the agenda as presented made by Justin Miller and seconded by David Georgy. Motion passed unanimously.

Motion: Motion to approve the minutes from the previous meeting made by Justin Miller and seconded by David Georgy. Motion passed unanimously.

Old Business

President - Justin Miller

- Preparing for elections and streamlining portal access information.
- Portal Access: Continued discussion on signups and issues with residents onboarding. Justin to send an email blast with a portal link.
- Election Discussion: Bill was reminded to submit his letter of intent by March 31st. Stephanie has yet to respond. The nominating committee includes Dena and Sue. Justin to follow up with Stephanie.
- CTA Beneficiary Reporting: Currently on hold. The board agreed to wait until enforcement resumes.
- Safety & Security Follow-up: Discussion about the need for proper officer activity logging. A possible solution using a Google Form was suggested. Mary to continue managing, with improvements to the current process. Christopher and David will work with ACS West to streamline and reimplement the process.

Vice President - Dena Bonniwell

- No log is really being kept as email states. Officer handles requests that come in from Don regarding trailers, registrations on cars, etc. and then runs radar and patrols the neighborhood. Discussion around keeping digital or written log to turn into the board for approval and sign-off. The only submission to ACS from the office is a timesheet log with no details. Perhaps the county has something that they are getting we can request access to in order to get a better log.
- David questions why the process changed from ACS handling paying the office/CCPD directly and it was moved to ACS. Justin and Chris stated this was an HOA board decision due to insurance requirements. Chris further explained why this took place as Mary was responsible for sending over the hours log to ACS to process a check on behalf of the board. Chris stated it is Mary who submits the schedule to the county and ACS who only pays the bill. David wants clarification on how the time from the CCPD officer is being processed, is this via phone, email or how? He wants clarification and understanding regarding the chair of that committee should be tracking, submitting to the board and getting approval so that it is tracked properly according to our processes.

Dena is going to reach out to Mary to get a better understanding of this process and Justin is going to make a google form to be utilized.

Treasurer - David

- Operating (Checking) Account Balance: \$82,749.68
- Reserve (Money Market): \$158,896.20
- Discussed nine payments since January meeting, including non-recurring and non-contract items that the Treasurer was not able to approve before payment due to Vantaca system issues.
- Stressed need for the Treasurer to approve all payments before checks are cut.
- David and Christopher to work out a process with Vantaca to approve PO and invoices before payment.

Secretary - James Wright (absent)

Board member - Bill Kayes

Reports by ACS West

Chris -

Financials

- Operating: \$90,096.84
- Reserve: \$161,814.35

Attorney collection - Not available in time for the meeting

Violations

- 43 Landscaping
- 36 Trash
- 18 Mail
- 13 Prohibited items
- 6 Vehicles
- 4 ARC
- 2 Aesthetic
- 1 Animal

Violation inspection: 2 community-wide inspections done this period

Disclosure Package Inspections: 3 inspections completed.

Action Items Worked/Working on:

- Researched ownership changes on County Records,
- Followed up on previous Disclosure Inspections and wrote up violations for exceptions not corrected,
- Reinstallation of knocked over speed limit sign on A'brk Pkway, Dom. Pwr. returning to complete repair of security lights.
- Dom. Pwr. repair of damaged electric meter at pumphouse bldg.

- Tree limbs and debris removed from Ashlake Parkway roadside.
- Fallen tree and debris removed from Offshore Dr. walking path.
- Fence repairs the large playground.
- Trying to get the County to refill gravel areas on main roads until they can repave.

Community chairs

Finance & audit - David

- Next meeting will be held in April. GL code streamlining and budget simplification in progress.

Social - James Wright (absent) Report given by Justin

- Upcoming Easter event in April. Planning two age groups for activities.

ARC - Jo Ann Ruitenber, Chair

- No Reports

Buildings and Grounds - Bill Kayes

- Roof repaired with elastomeric sealant
- Decking and pavilion lights repaired and cleaned
- Multiple storm cleanups completed
- Lake maintenance and debris removal underway
- Logs came in from the storm and Bill made contact with Josh and Bill pulled them to the shore and they will be cut up and taken care of.
- Tree was down by offshore and midship that was handled by Quality.
- Repairs done to decking where damage was present.
- Lighting on the pavilion corrected where lenses were cleaned and bulbs were replaced
- Discussed sediment/dredging concerns and options
- Landscape contract increase was minimal and Bill looked at and approved, added weekly leaf blowing to the trails to increase their presence.

Motion: Motion to approve the Quality Landscaping Contract for \$30,465 for the next fiscal year made by Justin and seconded by Bill. Motion passed unanimously.

Clubhouse - David Georgy - No Report

Lake - Mark - (Absent) - Bill Kayes provided updates

Safety and Security - Mary Winkler - (Absent)

- Continuing efforts, pending further coordination on officer log improvements

Old business Members voice

New Business -

President - Justin - No Report

Vice President - Dena Bonniwell - No Report

Treasure - David - No Report

Secretary - James Wright - No Report

Board member - Bill - No Report

New business members voice

Motion: to adjourn the meeting by Justin at 8:21 PM. Seconded by Dena Bonniwell. Passed unanimously.

Meeting was adjourned at 8:21 PM.

The next meeting will be on April 8th 2025 at 7:00 PM.

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.

Submitted by Justin Miller & James Wright