

Ashbrook Community Association
Meeting Minutes for Board of Directors Monthly Meeting
Date: September 9th, 2025, 7:00 P.M.
Ashbrook Community Center

- I. Call to Order @ 7:02pm
- II. Roll and Quorum Status
- III. Approval of the Agenda @ 7:02pm by Justin 2nd by Dena
- IV. Approval of Previous Meeting Minutes @ 7:03pm by Justin 2nd by Dena
 - Approved minutes can be downloaded from the association's website:
www.ashbrookonline.com under Documents >> Board Meetings.
- V. Officer and Committee Reports (Old Business)
 - President's Report – Justin Miller
 - Kevin Carroll- Per David's Email

Kevin Carroll present at meeting. Justin sent email to Kevin regarding state and counties correspondence about the lake. Kevin stated that he will need to have a conversation with other board members due to the fact that our lake/BMP was not taken over by the county. He will require 3 votes in order to get this changed and he does not have that support yet. Kevin explained that our lake is not a lake and is a water retention pond. It's design is to catch water run off in order to protect the Chesapeake Bay. Kevin stated that he was addressing the way in which the county responded to our concerns and request for assistance and guidance surrounding the amount of sediment that has settled in our BMP. Kevin suggested reaching out to the owner regarding the issues currently with the BMP. Kevin advised seeking legal counsel regarding our options with the BMP regarding our options with the owner. Bill asked Kevin about the fact that it was explained to the board prior to the construction taking place in Harpers Mill that a silt basin was to be built in order to keep excessive levels of silt from reaching our BMP. Kevin stated that he could look into this matter. Don explained that originally this was designed to be a lake however, after the Chesapeake Bay Act passed in 1988, around 1995 before construction on the new side of Ashbrook the county and developer reached an agreement to change the lake into a BMP however, the county did not take responsibility of the BMP. Justin asked additional questions surrounding the roundabout proposed at the entrance of our neighborhood and the timeline. Kevin stated it was in the design phase and they were currently determining funding for the project.

- Tree Survey Follow Up

Justin drafted an email to the resident after our survey was performed to determine that the tree was in fact on the residents property.

- Vice President's Report – Dena Bonniwell
- Treasurer's Report – David Georgy
 - Checking and Reserves/Money Market (opening/closing balance).
 - a) Checking \$114,745.15
 - b) Money Market \$170,569.26 (these figures were given by Chris in David's absence)
 - 2026 Budget Report

David is proposing no increase on the dues for 2026. Justin proposed at least a 4% increase in the dues. We will continue to discuss this matter prior to the October meeting when this will be

voted on. David explained that according to our reserve study we are ahead in our current projections and should not need to increase for 2026 the dues due to our current operating and reserve account balances.

- Secretary's Report - James Wright
- Board Member's Report - Bill Kayes
 - Expenditure approval for total lot mulch, paving/sealing and tree removal.

Don got a quote from Cambium to remove 2 trees in the front parking lot for \$1,100 to remove the trees. Bill made a motion to approve the quote from Cambium and Dena 2nd, motion carried.

- Reports from ACS West - Christopher Bertsch
 - See ACS West report for details.
 - Reports from ACS West – Don MacQueen
 - Don performed 2 violation inspections which are now in Vantaca and training on the new system has been completed.
 - Continued to follow up on disclosure inspections.
 - Follow up on the line painting on Offshore that was done improperly.
 - Continuing to work on getting the street signage replaced.
 - Got a split rail fence repair quote.
 - Architectural Review Committee -
ARC report
 - 1 Shed Approval
 - Building and Grounds Committee - Bill Kayes
 - Paving and Sealing to be approved which partial was budgeted for this year. Parking lot sealing, coating and striping for the main parking lot and playground parking is \$7,450.
 - Follow-up from emails with Chesterfield in regards to the drain pipe.
- Bill motioned to approve the quote to perform the above work for a sum total of \$10,100.
- Quality has provided a quote to replace the mulch in the tot-lot for \$2,156.00. Bill proposed a motion to approve the quote. 2nd by Dena and motion carried.

- Lake Committee
- Clubhouse Manager Committee
- Finance & Audit (Budget) Committee
 - 2026 Budget Proposal

David went over the budget affirming that all committees submitted budgets were able to be accommodated without the need to increase the dues. David mentioned Justin's question of the proposed budget with no increase and the issue of the reserve study. David showed and explained the reserve study and explained the reason they suggest the 10% increase due to inflation and planned maintenance such as the playground which would cost in excess of \$300,000. If we were not to maintain an increase and keep a minimum reserve we would incur a budget shortfall in our reserve funding based upon the provided reserve study chart.

- Safety & Neighborhood Watch Committee

- Officer Forms

Dena presented the report from the officer. This will be included in the minutes as an attachment.

- Social Committee -

- Follow Up from End of Summer Bash

We handed out roughly 200 tickets for the event and served roughly 200-250 community members during the event and were able to stay within our budget.

- Upcoming Game Night Event
- Future Events
- Planning for next year underway

VI. Old Business – Member's Voice

VII. Discussion on unresolved items from previous meetings.

VIII. New Business

- President's Report – Justin Miller

-

- Vice President's Report – Dena Bonniwell

-

- Treasurer's Report – David Georgy

-

- Secretary's Report - James Wright

-

- Board Member - Bill Kayes

-

IX. Member Comments and Concerns (New Business)

- Members are invited to share comments, concerns, or questions.

X. Closed session

XI. Announcements

XII. 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.

XIII. Adjournment @8:54pm Motion by Justin 2nd by James, motion carried.

- The next meeting will be held on Tuesday, October 14th, 2025, at the Ashbrook Community Center.