

ASHLAND CONSERVANCY, INC.

BOARD MEETING MINUTES

August 31, 2021

Memorandum for Ashland Community

Subject: Minutes of the August 31, 2021 Board of Directors

The Ashland Board of Directors meeting was held on Tuesday, August 31, 2021 at the Community Center. The meeting was called to order at 6:31 p.m.

ATTENDEES:

Dave Costa - President, Frank Falgiano - Vice President, also in attendance Board Directors Mark Solomon and Steve Matias.

Five owners attended the meeting.

BUSINESS:

Approved minutes of the July 2021 Board of Directors meeting by a vote of (3-0).

OPEN FORUM:

Owners addressed the Board concerning their violations of using Airbnb to rent their basement. They explained their process and asked to be allowed to start renting again. The Board referenced the By-Laws and Covenants concerning rentals. In Executive Session, they voted to deny the owners based on Covenants and By-Laws.

COMMITTEE REPORTS:

Pool Committee

Two owners applied to be volunteers for the committee. The Board heard why they wanted to join. The committee requested financial information to assist in budgeting for 2022. Management provided information after the meeting.

The Board approved Tom Oliver to join the committee in the Executive Session.

Events

The Pizza Party was very successful. The Yard and Garage sale will take place in September. Pickle Ball Grand Opening will commence after the court's renovation completion.

ARCC

Processing of ARCC applications and conducting Hearings for Violations is back to normal.

Newsletter Committee

The Fitness Coordinator / Newsletter Editor drafted the newsletter. The current edition was mailed out and is now online.

FINANCIALS:

Current Financial Statements

Management reiterated that Financials continue to be on target, with Money for Reserves surpassing all prior years. However, management relayed to the Board that many Major Existing and Prospective Capital Expense projects are pending payment upon their completion.

Reserve Fund Status

A study is required every five years. Management presented the auditor's findings and recommendations. The Board accepted the report.

Accounts Receivable

The Board of Directors discussed, voted (4-0), and approved a measure to send delinquent accounts in arrears for more than **\$850** to a Collection Agency for action.

Resolving delinquent accounts is extremely important for the Board to execute Budget stability throughout the year and maintain its fiduciary obligation to the Community. They have considered the consequences of sending owners to a collection agency and its implications on the Homeowner. The bad debt is not the occasional missed payment; these are accounts that are roughly eight months in arrears.

These accounts have received a letter officially from the Board every month they have been in arrears. The Homeowners did not respond.

The Board understands that families of Ashland can deal with financial hardship from time to time, and like always, they want to work with owners. Any owner that experiences hardship and owes a balance can ask for a confidential review of the account and work with Management to develop a payment plan.

CONTRACTED SERVICES:

Community Center Cleaning:

Clean Advantage continues to provide services without issues.

Trash Removal:

American Disposal notified Management that they would provide leaf and debris collection on one day of the week starting 10/1/2021, which will require an increase in pricing. Landfills will no longer accept plastic bags for yard debris. Only brown paper bags and bundled sticks are accepted as Prince William County Law goes into effect.

General Maintenance and Construction:

1. Ed Flores installed PVC drainage to the gutters, unclogged drains, and repaired men's bathroom walls.
2. Management said Ed Flores finished drainage for the townhomes playground.
3. Storage shed will be installed after drainage erosion, foundation repairs, townhome drainage, and pickleball court projects are finished.
4. Management continues to work with Stanley Security to finish the computer swap.
5. The Board requested Management get the tree at the townhome playground trimmed higher and seeding placed.
6. Long Fence installed the fence around the basketball court at Fincastle Park and the pickleball courts.

Long Fence will install the door for the basketball court and yellow cap as soon as parts are available.
7. Management continues to acquire proposals for LED lighting for a community center, gym, and bathrooms. Kolb Electric has given two recommendations.

8. Management presented proposals for the replacement of irrigation systems and repair. The Board asked to have three bids for each and include completion dates.

9. Comcast requires phone IT to label wires and schedule vendor meet. Management is looking for local companies.

Grounds

The Board approved 4-0 for AL & L flower installation for the Carrs Brooke entrance and center island. More proposals are pending for Clubhouse's new landscaping design.

Swimming Pool Management and Pool Issues

Winkler Pool Management's contract ends September 6, 2021. They offered to be open one additional weekend at no cost. The Board approved (3-0).

Snow Removal

AL&L contracted for snow removal. Contract ends 12/31/2021. All invoices received are paid at this time.

Fitness Center & Clubhouse:

Fit Repairs NoVa performed a quarterly inspection in August and all machines are properly working.

Ashland Management will approve the color scheme for new paint in bathrooms, hallway, office, and fitness rooms on September 4. Hann & Hann will paint the areas after the 2021 pool season.

Security / Monitoring System:

Off Duty Police Officers Continue to Patrol Ashland. They ask owners to call them if they witness crime or transportation issues such as parking violations. Stanley upgrades are pending.

Playgrounds:

Recreation Dynamic inspected all playgrounds on August 27 and will provide their report for the Board at the next meeting.

PROFESSIONAL SERVICES:

Management

FirstService Residential is an annual contract: Management is involved with various projects, negotiating, financials, supervision, delinquency control, revenue generation, and other tasks assigned by the Board of Directors.

Winkler Pools is an annual contract: Opened on time while other companies cannot get lifeguards. Pool season has experienced issues that are not unique to Winkler.

Clean Advantage is an annual cleaning contract.

Landscape Architects designs for the clubhouse and monument landscaping are approved and paid. They are assisting vendors with plant selection and details.

Budget planning is started and will need completion before the annual meeting.

Onsite Staff:

The Board of Directors officially welcomes new Community Manager Jeffry Gardunio as a permanent employee.

Legal:

The Association's attorney continues to help with all legal matters, especially on issues that pertain to the Pandemic.

Master Insurance:

Ashland's Insurance continues to be in effect for Ashland and the Off-Duty Police Officers.

MAINTENANCE AND MISCELLANEOUS

General Maters

Pickleball courts: Long Fence installed the 4' tall and 88' fencing in the center of the court and installed a fence around the basketball court. The door and pickleball cap are on order. Courts are useable currently. The second coat of paint is scheduled for completion as soon as possible.

Irrigation: Proposals presented to board for repair and replacement. The Board asked for additional proposals.

Landscape Architectural Design: The project for redesigning the entrances of Ashland, Clubhouse, and Townhouses is ongoing. The Board approved Carrs Brooke's flower installation contract to AL&L. The Clubhouse landscaping is pending. Resurfacing the parking lots bid for townhomes is under consideration.

Executive session: The Board will present the Annual Meeting on October 18, 2021. The Board went to Executive Session to discuss personnel, delinquency, and Requests made during Open Forum.

NEXT MEETING: September 20, at 6:30 p.m. - Ashland Community Center.

Submitted by,

Jeffry Gardunio, Property Manager

Approved _____

President, Dave Costa

Ashland Board of Directors