

**ASHLAND CONSERVANCY, INC.**  
**BOARD MEETING MINUTES**  
September 19, 2022

The Ashland Board of Directors meeting was held at the Community Center on Monday, September 19, 2022. The meeting was called to order at 6:30 PM.

**BOARD ATTENDEES:**

Dave Costa – President	Mark Solomon
Frank Falgiano – Vice President	Melody Buba
Steve Matias	

**BOARD ABSENTEES:**

None

**OTHER ATTENDEES**

Jeffry Gardunio – General Manager  
Michelle Weisbrod - FirstService Portfolio Manager  
Katrina Erb - FirstService Regional Director  
Mark Bailey- FirstService Senior Vice President  
Eight owners

**APPROVE MINUTES**

Moved to: Approve the Board meeting minutes from August 2022  
Moved by: Frank Falgiano  
Seconded: Steve Matias  
For: All Against: None  
MOTION PASSED

**RESIDENT OPEN FORUM**

An owner requested the Board to install little free libraries in common areas of the community. The owner is concerned about enforcing leash laws. The owner requested clearing conservancy property for dogs to relieve themselves safely away from snakes.

An owner requests conditional approval of ARCC application of their privacy fence to be approved without condition. The Board reviewed in Executive Session and provided the owner with a decision.

**COMMITTEE REPORTS**

**ARCC**

The Committee voted Bob Wright as Chairman. Chairman Bob Wright called the meeting to order at 7pm. Four owners were in attendance for hearings. The Committee affirmed two violations are resolved. They recommended fines for two owners that still had siding needing to be cleaned. The Committee reviewed eight applications for modifications and one appeal. Meeting adjourned at 7:45pm. A log of the requests and hearings was provided to the Board.

The Committee meets the 1<sup>st</sup> Wednesday of every month and applications are due one week before the meeting.

**Events Committee** – Chairman Kachia Wright was not in attendance. The Board approved 3-2 the Astro Jump of Washington DC contract for \$2290.71. Astro Jump will provide play equipment for the Fall Festival happening October 15, 2022. The Chairman will provide a list of volunteers to the Board. Management affirmed the Association’s insurance can cover the event.

Food trucks are planned through November 15. The schedule is on Facebook and [www.ashlandconservancy.com](http://www.ashlandconservancy.com).

**Newsletter Committee** –September and October newsletter distributed. The Board recommended transitioning the current newsletter to an online version using Connect.

**Pool Committee** – Chairman Torrey Hubred updated the Board on the 2023 Season. The community is happy with the Lifeguards. Next year OCCS will drain, and power wash the pool. The Committee recommended replacing all the umbrellas, some of the chairs, and adding more tables to next year’s budget. The committee asked about storing two pumps in the clubhouse. Management reminded the Board and Committee there are two heaters in the pump room to maintain equipment for the winter. The robot vacuum is purchased and in storage.

**Open Space Committee** - Chairman Kyle Richardson informed the Board that having vendors update their proposal to match what they wanted is ongoing. One vendor has not responded and two have promised to provide new contracts. The Board is in full support of the pergola project for 2023 and asked for the Chairman’s recommendation.

**Welcome Committee** - Chairman Cosio updated the Board five to six welcome baskets are presented per month. She will now be giving a postcard to the new owners to schedule a drop off day. More volunteers are welcome.

**Communications Committee** - Chairman Traci Cosio asked for the Board to okay creation of a Ashland Conservancy HOA Gmail account or Comcast email account. The Board authorized the Chairman to create a new Gmail account.

### **III. FINANCIALS:**

#### **Balance Sheets**

Management provided July and August Financial Documents to the Board of Director’s. Year to date variance and remaining budget are in line. Management reminded the Board there was a transfer from the Morgan Stanley account to general ledger for bill payment. They also updated the Board the money from Maryland Comptroller will be given to FSR within the next few weeks.

### **IV. CONTRACTED SERVICES:**

#### **Community Center Cleaning:**

The Board voted 5-0 to accept the 2023 and 2024 Janitorial Proposal from Clean Advantage at a cost of \$6190.80 per year.

**Trash Removal:**

American Disposal is short, staffed leaf and yard debris pick up is still having issues. Owners can reach out to the GM if their service is skipped. The Board asked management to get an updated contract.

**Landscaping:**

The Board approved AL&L proposal to install flowers at entrances and around the community center for \$7,650 5-0. The Board approved Edwin's Tree Service to remove 12 dead Leyland Cypress and grinds stumps for \$2800 5-0. The Board asked management to have Edwin remove the tree at entrance to Gunston Hall Drive. The Board asked management to have AL&L replace the three valves. AL&L contract ends December 2023.

Irrigation is still needed at Carrs Brooke Entrance, Warm Springs Entrance, and the pocket park. The Board ratified the email vote for seeding of all general area lawns at a cost of \$8,750 with a vote of 5-0. The seeding will take place in October.

NOVADC POOP 911 cleans as contracted. Pay per service, contract does not expire.

**Swimming Pool:**

OCCS is closing and winterizing pool. Contract ends September 2023. The Board inquired the possibility of the swim team to help financially with cleaning bathrooms.

**Snow Removal:**

AL&L is contracted for winter 2022-2023.

**Fitness Center Maintenance:**

M&E Services upkeep the equipment and inspects quarterly. Contract ends 12/31/2022; management has asked for renewal

**Tot Lot Maintenance:**

Recreational Dynamics replaced boards at community clubhouse playground, shaved metal slide and replaced chains at Assateague playground. Management requested renewal contract for 2023 inspections.

**HVAC Maintenance:**

Densel Company contract ends December 31, 2022. Management requested renewal.

**Copier Maintenance:**

MP Copiers Inc. Contracted until 2025.

**General Maintenance and Construction:**

Management meeting with Southern Builders for general maintenance needs.

**Security / Monitoring System:**

Board Director Melody Buba reported no follow up from Stanley Security. Prince William County Police monitor the community after hours.

## **V. PROFESSIONAL SERVICES:**

### **Management:**

Annual meeting notifications will be sent out, emailed, and posted on the Ashland Website. The Board is reviewing the First Service Residential contract. Management provided the Board with a draft budget for 2023. A meeting will be held to discuss and review the items on October 3, 2022.

### **Onsite Staff:**

Alex will retire on October 15, 2022 and will work Wednesday and Thursday from 2pm to 7pm until the Board finds a replacement.

### **Legal Service:**

The Board requested a meeting with possible new attorneys due to the Association's attorney retiring at the end of the year.

### **Suburban Credit:**

Management provided account updates in executive session

### **Audit:**

Goldklang finished taxes for 2020, 2021 will send documents for signature to management. Audit completion will be emailed to the Board.

### **Master Insurance:**

Management provided the Board with additional insurance options. The Board will vote by email after comparing both insurance companies. Philadelphia Insurance contract ends October 2022

### **Landscape Architectural Design:**

On hold

## **VI. MAINTENANCE AND MISCELLANEOUS**

### **Resident matters:**

Insurance check for retaining wall was sent to First Service Residential. Violations continue to be addressed.

Owners have been mailed request from County to install streetlight at corner of Bowmans and Warm Springs. Only one owner responded.

Prince William County traffic study is pending.

### **Amenities & Clubhouse:**

Hahn and Hahn repaired drywall in office, painted the fitness center, office, and bathrooms. They installed crown molding in gym and sanded and stained deck at townhomes.

H&M contracted to maintain weight and cardio machines. Contract expires December 2022, management requested renewal.

Matrix Fitness to replace the broken stationary bike with a Matrix Endurance Premium LED Upright Cycle Graphic in October.

Recreation Dynamics contract to inspect and upkeep tot lots, contract ends August 2022.

Management requested renewal.

All Star cleaning shampoos carpets monthly.

The Board asked to have the robot vacuum tested before OCCS closes the pool.

**EXECUTIVE SESSION:**

The Board went to Executive Session to discuss legal items, personnel, delinquency, owner challenges, and open forum requests.

**NEXT MEETING:**

Monday, November 21, 2022, at 6:30 p.m. – Ashland Community Center.

Approved

D. V. Costa

President, Dave Costa

Ashland Board of Directors

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