

**ASHLAND CONSERVANCY, INC.**  
**BOARD MEETING MINUTES**  
December 2022

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

**BOARD ATTENDEES:**

Frank Falgiano – Vice President	Melody Buba
Steve Matias	Mark Solomon

**BOARD ABSENTEES:**

Dave Costa – President

**OTHER ATTENDEES**

Jeffry Gardunio – General Manager  
Mark Bailey- FirstService Senior Vice President  
ARCC Chairman Robert Wright  
Events Chairman Kachia Wright  
Open Space Committee Chairman Kyle Robertson  
Communications and Welcome Chairman Traci Cosio  
Five owners were in attendance.

**APPROVE MINUTES**

Moved to: Approve the Board meeting minutes from November 2022  
Moved by: Melody Buba  
Seconded: Steve Matias  
For: All Against: None  
MOTION PASSED

**RESIDENT OPEN FORUM**

An owner requested permission to park an RV outside of his home for two weeks due to military orders. The Board approved in Executive Session due to owner seeking permission the right way.

**COMMITTEE REPORTS**

**Board Officer Reports**

None.

**ARCC**

Chairman Robert Wright updated the Board that application approvals are ongoing. Hearings are being performed as needed. Management provided logs in executive session. More volunteers are needed, and owners can contact the management office if they wish to help.

The Board appointed Adrian Harris to the Architectural Review and Covenants Committee. Vice President moved the motion and seconded by Steve Matias. None opposed and all approved.

**Events Committee** – Chairman Kachia Wright update the Board. Cookies with Santa was successful and the 2023 events are planned. The events committee will host Bunco at the Clubhouse. The date and time will be in the newsletter and online. The Easter egg hunt will take place in March. The Board asked for a list of the events for the next meeting.

**Newsletter Committee** –November and December newsletter emailed on time. The deadline submission for January and February is the 21<sup>st</sup> of December. More volunteers are needed, and owners can contact the management office if they wish to help.

**Pool Committee** – Chairman Torrey Hubred was not in attendance. The committee will meet in January to discuss options for pool furniture. More volunteers are needed, and owners can contact the management office if they wish to help.

**Open Space Committee** - Chairman Kyle Richardson updated the Board on proposals. The vendors did not provide a final rendering but gave a comparison for cost. The Board requested a final drawing of what the pergola and concrete pad will look like. More volunteers are needed, and owners can contact the management office if they wish to help.

**Welcome Committee** - Chairman Cosio requested an increase in purchasing power due to buying items in bulk and on occasionally using to help the events committee. The Board requested management increase in available funds as soon as possible. More volunteers are needed, and owners can contact the management office if they wish to help.

**Communications Committee** - Chairman Traci Cosio updated the Board that gift baskets are ready but slowing down due to time of year. More volunteers are needed, and owners can contact the management office if they wish to help.

#### **New Business**

The Board tabled reviewing and voting on updating guidelines for Solar Panels until the January Board meeting.

#### **III. FINANCIALS:**

Management presented financials to the Board. Bills are being finalized for 2022 and they expect to present the year end numbers in February 2023.

The Board asked management to find the cost of changing the 2% CDs to 4%.

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

**Community Center Cleaning:** Clean as required. New contract starts January 2023 and ends 2025.

**Trash Removal:** American Disposal has hired 21 new drives. They are improving pick up, but management continues to document and work with vendor to resolve issues. Owners can reach out to the GM if their service is skipped. The Board asked management to get an updated contract.

**Landscaping:** AL&L provided irrigation repair proposal and will provide flower installment proposal asap.

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

**Swimming Pool:** Final billing for the pool season received in December. Management advised to pay partial for contract and maintenance work done, but to hold a portion due to no documentation of repairs. The Board affirmed management's plan.

**Snow Removal:** AL&L is contracted for winter 2022-2023.

**Fitness Center Maintenance:** M&E provided an addendum to maintain fitness center equipment for an additional year at same cost. The Board approved 4-0.

**Tot Lot Maintenance:** Recreational Dynamics inspects Spring and Fall. Management requested renewal of the contract for 2023 inspections.

**HVAC Maintenance:** The Board approved the Densel maintenance 2023 contract for \$5165.00. Vice President Frank Falgiano moved the motion for vote, Melody Buba seconded. All approved none opposed.

The Board approved 4-0 for Densel to replace the space heater in the sprinkler room at a cost of \$1611.88.

**Copier Maintenance:** MP Copiers Inc. Contracted until 2025.

**General Maintenance and Construction:** Southern Builders and Kolb are hired as needed.

**Security / Monitoring System:** Contract ongoing with Stanley Security. Prince William County Police monitor the community after hours.

#### **V. PROFESSIONAL SERVICES:**

**Management:** The contract is being reviewed by First Service attorneys.

**Onsite Staff:** No issues.

**Legal Service:** The Board approved new attorneys Chadwick, Washington, Moriarty, Elmore & Bunn, P.C.

**Suburban Credit:** Management provided account updates in executive session.

**Audit:** Goldklang contracted for taxes and audit.

**Master Insurance:** No issues.

**Landscape Architectural Design:** On hold

**VI. MAINTENANCE AND MISCELLANEOUS**

**Resident matters:**

Prince William County traffic study is pending. Management has reached out to the County.

**Amenities & Clubhouse:** All Star cleaning shampoos carpets monthly.

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

**NEXT MEETING:** Monday, January 21, 2023, at 7:00 p.m. – Ashland Community Center.

Approved           D. Costa          

President, Dave Costa

Ashland Board of Directors