

**Ashcroft Neighborhood Association  
1001 East Market Street  
Charlottesville, Virginia 22902**

**979-4545**

**Minutes of the December 20, 2007 Board Meeting**

**Call to Order:** Gary Ray, President, called the meeting to order at 7 PM. Other Board members and officers present included Rick Beyer, Audrey Irvine, John Fowler, Laura Hoffman, Will Paulsen, and Tom Wolanski.

**Neighborhood Concern:** Gary Ray reported to the Board that Carol McCauley at the management company has reported on behalf of the cleaning crew working at the Clubhouse that several times there have been remnants and even packages of marijuana found in the kitchen and bathroom. Besides reporting this problem to the proper authorities, Gary requested, and the Board agreed, that the locks be changed, requiring new keys.

**Developer Concerns:** Rick Beyer presented the pros and cons of bringing the additional lots along lower Lego Drive into the Ashcroft Neighborhood Association. Rick will be asking for further legal advice on the exceptions that may be needed for the larger acreage lots, especially regarding the clearing of land, keeping horses, and building barns. Since there does not appear to be any such concerns with the smaller acreage lots, the decision will probably move forward to include those lots within the Association. On another matter, Rick informed the Board that the development of nearby Lake Ridge will require that our water system be accessible, including the installation of water lines across our common property. The Board unanimously voted that we secure legal advice, negotiate some reasonable proffers from Lake Ridge, and review these at a later date for decision making.

**Buildings and Grounds:** The Board expressed their very appreciative thanks to Rick Beyer and Liberty Land for all of the new signage posts along Lego Drive!

**Traffic Calming:** Audrey Irvine reported, of the 116 ballots submitted, there were 87 “Yes” votes and 29 “No” votes regarding the traffic calming proposal. While there are 75% of those voting in favor of traffic calming, there are not 75% of the total number of property owners. At this time, there are about 30 voters who have not yet voted, even after repeated efforts to encourage them to vote. Audrey will review with the County about the present voting results for further advice.

**New Management Contract:** The Board, having previously agreed to accept the new management contract with Real Property, Inc., welcomed Doug Brooks to the meeting. The various aspects of making the transition to the new management company were discussed, including the transfer of all files and records; the extending of the billing date

for dues until February 1, with a thirty day grace period; scheduling the annual meeting in January; passing a corporate resolution for bank signature cards to all cash accounts, rescinding the former management access; and to have a review audit of all ANA accounts for the past two years.

**Annual Meeting:** The Board will hold its Semi-Annual Meeting on January 17, 2008, from 7 PM until 9 PM at the Clubhouse. This meeting will review the past year and will present the annual 2008 budget. All Ashcroft Neighborhood Association owners are encouraged to attend, and all are reminded to bring additional folding chairs for seating.

**Treasurer's Report:** John Fowler reported that our actual expenditures through December 13 were \$106,056.16, representing 98.09% of total planned expenses, that \$122,038.09 of homeowner dues had been collected, and that with the developer's dues the total collected was \$136,613.88. Our attorney will likely file a lien for a delinquent account after the first of the year. John asked the Board to approve a motion for Hantzmon Wiebel to perform a review audit for the years ending December 31, 2006 and 2007. The Board unanimously approved this motion.

**Next Meeting and Adjournment:** The next Board meeting will be just prior to the Annual Meeting on January 17, 2008.

This meeting was adjourned at 8:30 PM.

Will Paulsen, Secretary

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**Minutes of the November 29, 2007 Board Meeting**

**Call to Order:** Gary Ray, President, called the meeting to order at 7 PM. Other Board members and officers present included Rick Beyer, Audrey Irving, John Fowler, Laura Hoffman, Will Paulsen, and Tom Wolanski. Two neighbors, Russ Bell and Jack Davidson, were also present.

**Neighbor Presentation:** Jack Davidson showed before-and-after photographs of the tree cutting near his property, expressing concern that no removal of the fallen trees has occurred. The Board reiterated that the ARC has not required any clean up and that the Board has not had any appeal, thus the present situation cannot be altered by the Board, pending further clarification.

**Management Contract:** The Board, having unanimously agreed to accept the termination of the present management contract, had requested that the management company formally state their termination in a letter, ending all services effective December 31, 2007. The Board now has that letter, dated November 1, 2007. The Board also unanimously accepted the proposed management contract presented by Real Property, Inc., and there will be a planning meeting for transition with the Board and Real Property on December 20.

**Traffic Calming:** Audrey Irvine reported that at this time there were 64 “Yes” votes and 21 “No” votes regarding the traffic calming proposal. If the number of “No” votes reaches 32, the motion would be defeated. The Traffic Calming Committee will continue to encourage those neighbors who have not voted to place their ballots in the Ashcroft box near the entrance on Lego Drive.

**Treasurer’s Report:** John Fowler reported that the expenditures to date are \$101,438.03, representing 93.82% of budgeted expenses, and that home owner’s dues of \$121,388.09 have been collected, representing 96.34% of the total expected. When the developer’s dues are also included, the total amount collected is \$135,963.88. John also reported that there is a slight increase in the amount of delinquent dues from home owners, but only one requires a formal lien procedure. Because of the very favorable interest earning accounts that John has established, our interest and dividend income is increasing beyond our budgeted projection. Further, because John had requested an amending of our 2005 income tax returns, we will be receiving a refund of \$669.

**Budget:** Russ Bell, who has voluntarily developed a twenty-year, forecasting model for the Board’s budget planning, presented the most current proposal with minimal indexed

values, showing a 2.8% increase in the budget for 2008. The annual dues will correspondingly increase to \$924 annually. The Board unanimously passed the budget proposed for 2008.

**Next Meeting and Adjournment:** The next Board meeting will be December 20, 2007 at 7 PM at the Clubhouse. Any owner is welcome to attend, and if any owner wants to address the Board, please notify Gary Ray a week prior to the meeting for an assigned time on the planned agenda.

The meeting was adjourned at 9 PM.

Will Paulsen, Secretary

Note: These minutes were held back until there was a clarification in the information. The information was not received until two days ago.

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**Minutes of the October 25, 2007 Board Meeting**

**Call to Order:** Gary Ray, President, called the meeting to order at 7 PM. Other Board members and officers present included Audrey Irving, John Fowler, Will Paulsen, and Tom Wolanski. Laura Hoffman and Rick Beyer were absent, both due to health issues. Also present was Ben McCauley from the management company and Russ Bell, a neighbor.

**Traffic Calming:** Audrey Irvine reviewed the history of the Traffic Calming Committee's work, which included many small meetings and two community meetings, and meetings with County and VDOT consultants. The community was notified by e-mail of various trial arrangements of the roundabout, and the Board itself examined a trial arrangement of the various configurations. At this time, ballots have been distributed through e-mailing and some by hand delivery. Owners are now placing their ballots in the lockbox at the entrance sign to Ashcroft. Since there must be proof of all ballots, whether voting in favor or against, volunteers will soon make visits to owners to collect ballots not received. To pass, there must be seventy-five percent of all of the owners voting positive, with all votes verifiable.

**ARC:** The Board received the findings of the ARC committee regarding the recent tree cutting, which indicated that no violation had occurred and that no further clean-up work was required. The Board, understanding that there is not a universal agreement with these findings, requested further review.

Regarding the prospective ARC guidelines being developed, to make a uniform procedure regarding views, tree cutting, and tree trimming, the Board as a whole appreciated the initial draft and noted that more advice and consultation are needed on some unknowns, involving a review of not only the by-laws but also a review of the various deed declarations and the negotiated agreements between the Board and the developer. There is an expectation that legal consultation will likely be needed.

**Board Attorney:** A motion was made, seconded, and unanimously passed to appoint Rick Carter as the Board's attorney.

**Budget:** Russ Bell, who has been kindly offering his consultation to the Board, presented a spreadsheet for the proposed 2008 budget, showing indexed increases that would likely account for inflationary costs and an increase in grounds and building repairs. Last year's budget total was \$108,116, and this proposed budget is \$121,536. At this time, there are

no other anticipated increases, unless the Board learns that Albemarle County may require us to have a reserve fund for anticipated repairs of the detention pond.

**Management Company:** For some time the Board has been inquiring about various management companies and has interviewed its favored choice. At this time, questionnaires have been completed and will now be sent, allowing parties involved to confirm fees and costs of services.

**Treasurer's Reports:** While John Fowler could not attend the last Board meeting, he had prepared his treasurer's report. Unfortunately, his computer crashed and his reports could not be sent in time. Now ensconced with a new computer, John reported that the Association had spent \$91,154.27 and had collected homeowner's dues of \$111,063.09 as of September 19. As of October 22, 2007, the Association had spent a total of \$97,047.50, representing 89.76% of the projected budget, and had collected \$120,188.09 in homeowner's dues, representing 95.39% of the total due. Our interest and dividends continue to exceed what had been budgeted, because of much better interest bearing accounts.

**Next Meeting and Adjournment:** The next Board meeting will be November 29, 2007 at 7 PM at the Clubhouse. Any owner is welcome to attend, and if any owner wants to address the Board, please notify Gary Ray a week prior to the meeting for an assigned time on the planned agenda.

The meeting was adjourned at 9 PM.

Will Paulsen, Secretary

Note: These minutes were held back until there was a clarification in the information. The information was not received until two days ago.

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**Minutes of the September 27, 2007 Board Meeting**

**Call to Order:** Gary Ray, President, called the meeting to order at 7 PM. Other Board members and officers present included Rick Beyer, Laura Hoffman, Audrey Irving, Will Paulsen, and Tom Wolanski. John Fowler was absent. Also present was Bob Kirkpatrick from the ARC Committee and Ben McCauley from the management company.

**Traffic Calming:** Audrey Irvine reported the committee's efforts in laying out the size of the traffic-calming roundabout in the circle in front of the clubhouse. The first try was a very large diameter, then an oval, and finally a moderately sized circle. The feedback from the committee and the community who responded was in favor of the moderate circle. This design slows traffic down, does not shine headlights during nighttime into nearby houses, and avoids mailboxes. Overall, there is plenty of room for the roundabout and for driving. More room is available since the State owns ten feet beyond the presently paved roadway, but it is apparently not needed. Audrey stated that the roundabout would look very natural, especially when landscaped with low-growing plants.

**Trails:** Having learned that the newly proposed design for a walking trail in Fontana involved excessive encroachment into Ashcroft, the Board unanimously rescinded the motion of June 20, 2007, which had limitedly allowed Fontana to construct a trail on some of our common property. The Board will be working with our developer to identify sites for a trail system within Ashcroft that may in time connect with other planned trails being proposed by the County and adjoining neighborhoods.

**Board Attorney:** The Board reviewed a prospective slate of candidates for Board Attorney. One person was tentatively identified, and that person will be considered pending recommendations.

**Management Company:** Ben McCauley announced that he would not renew his contract with the Association at the end of this year. The Board accepted his decision.

**Pool and Clubhouse Proposal:** Having been asked by an owner to make the pool and clubhouse accessible to the handicapped and elderly, the Board reviewed its options. While the Board learned there presently is compliance, being a private facility, the Board would like to move forward in changing the present lack of accessibility. The first step will be to learn the costs of railings and ramps in determining future budget planning.

Tom Wolanski reviewed the past pool season. Noting that things were somewhat chaotic at the beginning, his overall impression was that language skills were the most difficult issue, but that having neighborhood youth as employees was a real help in smoothing out

the season. He is aware that several neighbors would like to manage the pool next year for Century Pool.

**Buildings and Grounds:** Rick Beyer proposed that monies be placed into the budget for the repairs needed within the community's common areas. Rick presented sixteen items in the clubhouse area and seven items within the pool area. At the next Board meeting the Board will review the actual proposed repairs, by visiting the sites for repairs under consideration, and by establishing budgeted amounts. Additionally, Rick will also be improving some items on his own, such as installing new signage posts along Lego Drive.

**Budget:** The management company presented two working budgets for next year, one being basically a repeat of the past year and the other incorporating suggested changes. Included was a proposed contract from Evergreen for lawn care of the common areas. The Board will have a working session on the budget at its next meeting, reviewing the lawn contract and the snow removal contract.

**Architectural Review Committee:** Bob Kirkpatrick presented to the Board the ARC's findings on tree cutting. Bob requested that the Board visit the area of most recent tree cutting and then decide if any remedial intervention is needed. Further, he presented some recommended guidelines for future tree cutting of new and older homes. The Board will review these proposals over the ensuing months.

**Next Meeting and Adjournment:** The next Board meeting will be on October 25, 2007 at 7 PM at the Clubhouse. Any owner is welcome to attend, and if any owner wants to address the Board, please notify Gary Ray a week prior to the meeting for an assigned time on the planned agenda.

The meeting was adjourned at 9:30 PM.

Will Paulsen, Secretary

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**Minutes of the August 23, 2007 Board Meeting**

**Call to Order:** Gary Ray, President, called the meeting to order at 7 PM. Other Board members and officers present included Rick Beyer, John Fowler, Laura Hoffman, Audrey Irvine, Will Paulsen, and Tom Wolanski. Also present was Bob Kirkpatrick from the ARC Committee, Jack Davidson as an attending owner, and Ben McCauley from the management company.

**ARC Committee Report:** Bob Kirkpatrick reported to the Board about the past tree cutting issue on common property. He made it clear that the property owner had made a request of the previous committee chair, and that Bob had also been present at the two various meetings when this was discussed. Bob noted that the owner had been given permission to restore a view, including permission to remove trees both on the private property and on the common property. Bob noted that the ARC did not record this information in their usual notes and that there was an error in not filing this request and the permission. Further, at this time, the ARC is not recommending that the fallen trees be removed, though the owners are willing to do so at their expense. The Board asked that the ARC Chair regularly attend the Board meetings to review pending issues, that in light of the recently ratified agreement with the developer that the ARC establish new specific rules and guidelines, and that the ARC gather nearby neighbor input about the recommendations of clean-up as well as information from a state-certified arborist. Bob presented to Gary a report of the current opinions about guidelines of the ARC Committee, asking that the Board approve or deny. This report will be discussed at the next Board meeting.

**Perimeter Committee:** Laura Hoffman reported that VDOT has signed off on the plans for Spurzem's proposed entrance for the shopping mall at Gazebo Plaza. At this time, Spurzem has not submitted a construction time line to the County. Since the Board agreed to pay for a consultant's report regarding the issues on this entrance, the Board asked that a written report be presented to the Board for its records from the consultant for the committee chaired by Russ Bell.

**Management Report:** Ben McCauley reported on the recent vandalism in the clubhouse area, especially the tennis court. Ben proposed that a lock box be installed at the tennis court gate entrance, with the code made available to neighbors from his office, knowing that the code may need to be changed at various intervals. This was approved. Ben also reported that the valves at the pool, the failure of which had resulted in water losses, have been repaired for the time being. Tom Wolanski asked that in preparing our budget for next year that line items regarding the likely repairs to the pool, including the re-surfacing of the pool walls and floor and further valve replacement, be proposed.

**Traffic Calming:** Audrey Irvine reported that preliminary approval has been secured from the various County authorities, including input from the police, fire, and rescue services, for the installation of traffic calming remedies. The County did remove the need of a traffic hump between Ridgeway and the cul-de-sac, stating that the proposed median traffic circle will likely be a sufficient remedy in that area of Lego Drive. The next immediate step will be to determine the size of the roundabout in the cul-de-sac. This fall there will be a neighborhood vote, which will require three-quarters of the owners to approve, these solutions of traffic circle, humps, and signage. The Board discussed door-to-door solicitation to help get all of the owners to vote. If passed, it is likely that the Board will consider first having the median traffic circle installed, to determine if that is sufficient, before planning on the installing of traffic humps.

**Treasurer's Report:** John Fowler, having previously sent the Board detailed reports, reviewed the essentials, noting that overall our accounts are in good shape, that the amount of delinquent dues is very low, and that the tax filing review is nearly complete. As of August 20, the expenditures for the Association were \$81,495.69 and the 2007 homeowners' dues collected were \$109,988.09.

**Buildings and Grounds:** Rick Beyer, who is recovering from surgery, which has been limiting his getting out and about, did note that he was concerned with the grass cutting service changing its service day. Ben confirmed that the service could change back to its usual cutting schedule, and the Board so requested.

**Welcome Letter and Flowers:** Carolyn Adams requested a revision of the welcome letter to new neighbors and a fee increase for the delivery of flowers. The Board agreed to raise the fee to \$60 for each flower delivery over the next five years and agreed to the updating of the welcoming letter.

**Executive Session:** The Board went into an executive session for about a half-hour to discuss various pending contracts.

**Next Meeting and Adjournment:** The next Board meeting will be on September 27, 2007 at 7 PM at the Clubhouse. Any owner is welcome to attend, and if any owner wants to address the Board, please notify Gary Ray a week prior to the meeting for an assigned time on the planned agenda.

This meeting was adjourned at 9:30 PM.

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**Minutes of the June 20, 2007 Board Meeting**

**Call to Order:** Prior to the meeting, there had been a potluck dinner for the board and their partners, introducing the new Board members and beginning the new slate of elected officers. The President, Gary Ray, called the Board meeting to order at 7:45 PM. Other Board officers and members present were Rick Beyer, John Fowler, Laura Hoffman, Audrey Irvine, Will Paulsen, and Tom Wolanski. Also present was M. M. Gardner. Ben McCauley from the management company was absent due to illness.

**Neighbor Concern:** M. M. Gardner expressed her concern about the slowness of the management company in paying for a recent social activity. While the payment has now been paid, it was a month in doing so. The Board had already been apprised of this problem and had previously taken the necessary action to resolve it, with John Fowler personally delivering the check.

**Treasurer's Report:** John Fowler reported that all in all the Association is in good financial shape. The one area that is over budget involves the professional fees paid to the Board's attorney, Jim Bowling. In reviewing the issue of delinquent dues collection, John reported that it appears that either notices have not been sent or that confusing notices have been sent to a few involved. John is continuing to work with CMC in straightening this procedure out.

At this time, the Association has spent \$61,503.71 or 56.89% of its total operating expenses budgeted. Additionally, \$1215 has just been spent on new pool furniture, as authorized and within budget from capital reserves. To date, \$82,983.34 of homeowner's dues has been collected, which represents 65.86% dues budgeted.

Once the review of our IRS filing has been completed, there will be an audit of our financial books.

**Traffic Calming:** Audrey Irvine reported that the traffic plan has been revised and submitted to VDOT for the last round of approval. She appreciated all of the homeowners who submitted suggestions and corrections. The traffic committee will be meeting to work on the size of the median in the circle in front of the clubhouse, and there will be a notice sent the week prior to the meeting. Anyone who would like to attend is welcome. Hopefully, the neighborhood will have the opportunity to vote on the traffic calming proposals by this fall.

Albemarle County and VDOT have also been asked to okay a three way stop sign at the blind intersection of Birch and Tremont, where several near collisions have occurred. So

far, VDOT has responded by stating that stop signs cannot be used for traffic calming. The committee will continue to press for the stop signs not as traffic calming but simply for safety.

**Pool:** Tom Wolanski is keeping a log of issues regarding the use of the pool this year. That information will be used to develop better organizational plans for next year. The present challenge is trying to merge the list of rules from Century and from our own list.

**Perimeter Issues:** The Board had previously paid \$262.50 for a consultant to the Gazebo Place Committee, and a report will be available soon.

**Old Business:** In reviewing the background regarding trash removal, Will Paulsen noted that for some time the Board has wanted to make arrangements for a single, neighborhood-wide contract for trash removal. While Allied Waste has made a worthy proposal, with an especially competitive rate of \$9.95 a month per household, Will is concerned that our present management procedures to execute such a contract are not likely. The Board agreed to table any action on this service until management issues are resolved.

**New Business:** First, the Board has reviewed the first set of guidelines previously distributed as well as Russ Bell's recent memo about e-mail etiquette. There will be a revision of the Board address distribution, and Laura will issue in the next newsletter the suggested guidelines previously distributed.

Second, a request through Tom Wolanski by a neighbor in Fontana to move slightly the proposed trail away from their property line was made into a motion as follows:

On motion duly made, seconded and carried, granting a trail easement for the purpose of installing and maintaining a walking path in the Fontana development utilizing no more than ten (10) feet in width of Ashcroft Common Area through which Dominion Virginia Power maintains a utility easement and which common area is adjacent to and in the vicinity of Lot 100 of the Fontana Development owned by Marshall and Fran Slayton was approved upon the following conditions: (1) the granting of the within trail easement does not violate the utility easement of Dominion Virginia Power on Ashcroft property; (2) the final location and description of that portion of the trail on Ashcroft Common Area is approved by the Ashcroft Board; and (3) the Ashcroft Neighborhood Association and its Board will have no liability or obligation whatsoever in connection with the use of or for maintaining such trail through Ashcroft Common Area.

And, third, Rick Beyer reviewed a proposed landscaping maintenance for the Clubhouse area for about \$200 monthly. Since the money is currently available in our budget, a motion was made, seconded, and carried to hire these services, which are to be managed independently of CMC.

**Next Meeting and Adjournment:** The next Board meeting will be on August 23, 2007 at 7 PM at the Clubhouse. Any owner is welcome to attend, and if any owner wants to address the Board, please notify Gary Ray a week prior to the meeting for an assigned time on the planned agenda.

This meeting was adjourned at 9:45 PM.

Will Paulsen, Secretary

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**Minutes of the May 29, 2007 Board Meeting**

**Call to Order:** Gary Ray, Vice President, called this meeting to order at 7 PM at the pool parking lot. Other members and officers present were Rick Beyer, John Fowler, Laura Hoffman, Audrey Irvine, Will Paulsen, and Tom Wolanski. Representing the pool committee was Jeanine Wolanski.

**Election of Officers:** A motion was passed for the following slate of officers: President: Gary Ray; Vice President: Laura Hoffman; Secretary: Will Paulsen; and Treasurer: John Fowler. All were unanimously elected. Audrey Irvine and Tom Wolanski will serve as members-at-large, and Rick Beyer is the Board member representing the development company.

**New Business:** Jeanine Wolanski presented to the Board her findings on pool furniture needing replacement. After a discussion of replacement of equal quality or possible upgrades, the Board voted unanimously that Jeanine and Rick are to explore some of the local and national vendors in selecting furniture of equal quality for replacement within the budget allocation of \$2000.

**Next Meeting and Adjournment:** It was proposed that the next meeting be either June 20 or 21, pending everyone checking their calendars. The meeting was adjourned at 7:30 PM.

(Note: The next regularly scheduled Board meeting was later decided to be on June 20, 2007 at 7:30 PM at Laura Hoffman's home, at 2140 North Pantops Drive, with a potluck dinner at 6:30 PM for the new Board and their spouses. Any owner is welcome to attend the Board meeting at 7:30 PM, and if any owner wants to address the Board, please notify President Gary Ray a week prior to the meeting for an assigned time on the planned agenda.)

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**Minutes of the May 24, 2007 Semi-Annual Board Meeting**

**Call to Order:** Shannon Mitchell, President, called the meeting to order at 7:30 PM. Other Board members and officers present were Rick Beyer, John Fowler, Audrey Irvine, and Will Paulsen. Laura Hoffman, who was out of the area, and Gary Ray, who was sick, were absent. Representing the management company was Ben McCauley. Shannon welcomed the 39 homeowners present, noting that there was far more than a quorum present.

**Traffic Calming Report:** Juan Wade, transportation planner with Albemarle County, made his presentation on the traffic calming recommendations. He certified that the County had determined that there was indeed a problem with speeders, having had a calibrated machine record that the average speed of vehicles on Lego Drive was about 33 MPH, being 9 MPH over the speed limit. He noted that the County had approved of the installation of paint-striped speed humps, a traffic circle at the end of the state maintained area of Lego, and signage. He further noted that there would have to be a 75% approval by signature of all of the homeowners in the community, with the County randomly certifying the signatures, before any installation could occur, and that the Virginia Department of Transportation, the Fire and Rescue Department, and the Public Schools would also need to approve.

During the question and answer period, he confirmed that the traffic circle would be so built as to accommodate large trucks; that snow plowing would not be hampered by the humps; that humps do decrease driver enjoyment; that there is no data available about whether or not humps decrease property values; that traffic barrels could be placed in the circle as a sampling of what to expect; that stop signs are not a desired option since speeders typically drive through such intersections; acknowledged that school bus drivers are frequent offenders; and that while we can ask the community for more personal responsibility such requests have not been known to work.

**Treasurer's Report:** John Fowler reviewed that overall the Association is in good shape financially. He pointed out that our new accounts are earning interest far in excess of the budget projections, including our Signature Advantage Business checking account at SunTrust, and that our checkbook balance is up over anticipated projections.

As of May 18, 2007, there is a balance of \$162,196.33 in our money market, certificate of deposit, and checking accounts. To date, for the calendar year, the Association has spent \$49,689.37 or 45.96% of its budgeted expenses. Our current collection of homeowner's dues is \$77,658.34, representing 61.63% of dues budgeted.

In response to a question about pool furniture, he confirmed that monies are available for planned needed replacement.

**Perimeter Issues:** Laura Hoffman's report was read. The preliminary plans for Lake Ridge have been approved, and Ashcroft has the right to choose or not a connection with the walking trail system in that development. Ashcroft West, having an expired approval, was denied a renewal. (Rick announced that the denial was a misunderstanding, with ultimate renewal approval likely.) Ashcroft, Phase III, has preliminary plat approval for 76 lots, with road construction plans being the next step. Gazebo Plaza has its final site plans under review, with VDOT approval or disapproval yet being awaited. And, the proposed Eastern connector, being a two-lane road connecting 250 East with 29 North, is in addition to the Meadowcreek Parkway. And, last, the City has rejected any talk of a second bridge located southeast of the current Free Bridge.

**Grounds Report:** Rick Beyer announced the replacement of landscaping around the Children's pool, costing about \$1700, is being accomplished at a cost of less than half of estimates from other vendors, by going through his company. It is anticipated that about that same amount will be spent in the fall to replace the losses of shrubbery around the pool pump house on the hillside. As well, Rick is researching the possibility of a grounds contract to maintain not only what we have now growing around the Clubhouse but also the anticipated new plantings. Based on information from the floor, it was agreed that plantings would be acquired that are not attractive to deer.

**Pool Issues:** Shannon Mitchell reviewed the present contract with Century, pointing out that two of our neighborhood youth have been offered jobs, pending additional training. It was requested that Century Pool needs to be asked to return calls, to give our qualified youth a preference, to have Century's telephone number available to all, and that more information be distributed to the community about future contracts regarding the pool before decisions are made, with more information being listed in the minutes.

**Social Committee:** Kris Bean announced that the Boomerangs were performing this coming Saturday night at the Clubhouse, urging all to attend. She also asked all to plan on attending the annual Fourth-of-July Party.

**Architectural Review Committee:** Diane Gregory thanked all who have been turning in their request forms for changes in either landscaping or exterior building changes. She introduced a new ARC member, Anne Sartori, and announced that there is one more vacancy, preferably for a neighbor who is a guy to give the Committee some gender balance.

**Board Election:** Shannon Mitchell presented the nominations for the election of Board vacancies, Will Paulsen and Tom Wolanski, and, then asked if there were any nominations from the floor. Since there were no more nominations, ballots were distributed to vote for the nominees as well as any write-in candidates. After the tally of ballots, both Will and Tom were each elected for consecutive three-year terms. Based on

the recently passed agreement between the Association and the developer, Rick Beyer was also elected to the Board as the representative of his company as the developer.

**Announcement:** Shannon Mitchell announced that the Board, having had a scheduled meeting prior to the Semi-Annual Meeting, had passed a resolution for the ARC to determine whether or not there had been any violation in the recent cutting down of trees on common land, that if there were a violation to make a recommendation to the Board, and to report their findings to the Board in the near future.

Shannon reminded all owners that there has always been a contractual understanding allowing owners to maintain their original view, which is why the ARC has been working so hard to generate a file of photographs of original views. Further, it is our present agreement with the developer that views can be developed not only with new construction but also with past development, resulting in a revision of our present ARC guidelines, which is presently being written as a draft for the community, so that all will have the right to request permission from the ARC for a view corridor. The present counsel from forestry officials is that, in fact, the fallen trees are best left on the ground, to control erosion and create shelter for animals, with fire being an unlikely issue.

Will Paulsen, Secretary

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**Call to Order:** Shannon Mitchell, President, called this meeting to order at 6:30 PM. Other members and officers present included Rick Beyer, John Fowler, Audrey Irvine, and Will Paulsen. Laura Hoffman and Gary Ray were absent. Representing the management company was Ben McCauley.

**Treasurer's Report:** John Fowler, prior to the meeting, had distributed his treasurer's reports. He confirmed that all previous overpayments have been resolved. In the days ahead, John will be following up with the apparent delinquent accounts, confirming whether or not notices have been mailed and received.

**New Business:** A motion was passed to fund the planting of the area around the children's pool for \$1700. A motion was also passed to request that the ARC investigate the reported cutting of trees on common property and make a recommendation to the Board if there is a violation. The Board is also very concerned about the lack of civility in community e-mails and will be exploring some changes in the use of the community e-mail system.

**Adjournment:** The remaining Board members and officers thanked Shannon for her tireless work behind the scenes, presenting her with a card of thanks. The meeting was adjourned at 7:15 PM.

Will Paulsen, Secretary

**Ashcroft Neighborhood Association  
1001 East Market Street  
Charlottesville, Virginia 22902  
979-4545**

**Minutes of the March 22, 2007 Board Meeting**

**Call To Order:** Shannon Mitchell, President, called the meeting to order at 7 PM. Other board members and officers present included John Fowler, Laura Hoffman, Audrey Irvine, Will Paulsen, and Gary Ray. Representing the developer were Paul Beyer and Rick Beyer. Ben McCauley, representing the management company, was also present.

**Community Associations Institute:** Gary Ray, who had attended the Community Associations Institute conference, reported on his participation, stating that this is an excellent workshop for any new Board member. It was his impression that after hearing all the usual guidelines and recommendations that our Board and the Association are in compliance. He will circulate with the rest of the Board the manual and his notes.

**Board Resignation and Appointment:** Shannon read into the minutes the letter of resignation from Jane High. The Board agreed to accept Jane's resignation and, as a whole, thanked Jane for her active participation and service. In complying with the recently enacted agreement with the Board and the developer, the Board appointed Rick Beyer to the Board, a position he will fill until our usual elections at this coming May, at which time he may decide to appoint a representative of his own choosing for a one year term.

**Treasurer's Report:** John Fowler, having noted some delinquent accounts, recommended that CMC now make a concerted effort to gather those monies, including the late fees, by sending out letters for collection. He also pointed out that property owners are required to provide prospective buyers a full disclosure package, which is available from CMC for \$100. At his request, John asked for a motion to approve that Hantzmon Wiebel perform an audit of the Association's financial matters. The estimate for the cost of the audit is \$1500 to \$2000 plus some additional, out-of-pocket expenses. The Board unanimously approved his motion. And, finally, John pointed out that, from his analysis, the Association overpaid its income taxes to the IRS for 2005, and he requested that this be cleared up. Ben agreed to clarify this with the Hantzmon Wiebel accountant.

**Perimeter:** Ben McCauley stated that the Clubhouse steps need to be sand-painted, for safety, and, weather permitting, that would be done shortly. There also are some plans to install some stepping-stones, and there are plans to replace two gates at the pool. Based on the high estimate of the first bid for the gates, however, the Board requested more quotes from other sources.

**Facilities:** Audrey Irvine is open for ideas on how the Board might acquire a large TV and a DVD player for the clubhouse, such as a donation from any community members of an older model that is yet usable.

**Grounds:** Laura Hoffman reported that the County is nearly ready to host a meeting for the Pantops Trail plans.

**ARC:** Bob Kirkpatrick will be preparing the revision of the ARC guidelines, making them compliant with all of Ashcroft. Will Paulsen will be the Board liaison.

**Semi-Annual Board Meeting:** The Semi-Annual Meeting will be at 7:30 PM on May 24, 2007 at the Clubhouse. At that time, the Board will invite feedback and suggestions for the upcoming budget process. As well, there will be an election to replace Board members whose terms are expiring. Laura and Audrey will act as a nominating committee.

**Traffic Committee:** At this time, there is a community request to install a three-way stop sign at Birch, to help slow down traffic and improve safety. With the County and VDOT working with us on other possible stop signs, and other traffic calming suggestions, the Board would like to wait for all of the recommendations and then to implement all of the changes once approval is made.

**Executive Session:** The Board briefly went into an Executive Session regarding contract reviews. Following the Executive Session, the Board approved a contract with Century Pools to manage our pool. The overall cost is actually less than our past budgeting for operating the pool. Century is a highly recommended company being used by other local pools and neighborhood associations.

**Adjournment and Next Meeting:** This meeting adjourned at 10:30 PM. The Board will have a brief meeting at 6:30 PM on May 24, 2007 at the Clubhouse. As noted, the Semi-Annual Meeting will follow at 7:30 PM to 9 PM, also on May 24, 2007, at the Clubhouse. Remember that seating is limited and it will really help to bring a chair.

Will Paulsen, Secretary

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**Minutes of a Special Meeting**

**February 15, 2007**

**Call to Order:** Shannon Mitchell, President of the Board, called this special meeting to order at 7:30 PM. Board members and officers present included John Fowler, Audrey Irvine, Laura Hoffman, Will Paulsen, and Gary Ray. Representing the management company were Ben McCauley and Carol McCauley. There also were a total of ninety-seven (97) lot owners in attendance by person and by proxy, far exceeding the needed number for a quorum required for this special meeting.

**Special Business:** John Fowler read aloud the resolution motion for this special meeting, as follows:

Resolved, the owners of lots in Ashcroft, being members of the Ashcroft Neighborhood Association, do hereby approve the adoption of a resolution amending the Declaration of Covenants, Conditions and Restrictions of Ashcroft Neighborhood Association dated April 1, 1980, as amended, and to Architectural Control Provisions by Agreement between Ashcroft Neighborhood Association and Liberty Land, Ltd. dated for purposes of identification January 8, 2007.

Adopted by a vote of \_\_\_\_\_ to \_\_\_\_\_ at a duly called meeting of the Association held on February 15, 2007, by two-thirds of the votes of the members of the Association present in person or by proxy at a legal meeting of the Association at which a quorum was obtained.

This motion was seconded. Lot owners, having registered in person or by proxy, placed their secret ballots in a ballot box in full view of all present. Chip Harding and Ray Lockwood, lot owners, counted the ballots in the presence of Jim Bowling and Bob Hodous, attorneys; Will Paulsen and Gary Ray, Board members; and Ben McCauley, CMC.

The final tally of 97 ballots was 82 in favor of the resolution and 15 opposed. Thus, the motion carried, far in excess of the required two-thirds majority of those present in person and by proxy, being slightly more than 84.5% and this was so announced to those in attendance, followed with a round of resounding applause. The meeting was then adjourned about 8:45 PM.

Will Paulsen

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**Minutes of the January 18, 2007 Board Meeting**

**Call To Order:** Shannon Mitchell, President, called the meeting to order at 7 PM. Other board members and officers present included John Fowler, Jane High, Laura Hoffman, Audrey Irvine, Will Paulsen, and Gary Ray. Ben McCauley, representing the management company, was also present.

**Negotiation:** The negotiated agreement, having been read and reviewed by all board members, was presented for a final time. A formal Resolution was presented and approved by all voting Board members to have Shannon Mitchell sign on behalf of the Association, with the agreement yet pending approval by the required number of owners at a duly called future meeting. This resolution was officially signed by all and filed with our official records at the management company.

Plans were made and finalized to hold a question-and-answer session on February 8, 2007 at the Clubhouse from 7:30 PM to 9 PM and to schedule a special meeting for voting in person or by proxy on February 15, 2007 at the Clubhouse at 7:30 PM.

**Budget:** Since the previously approved budget needed to be corrected slightly, there was a review of the minor changes, and then it was passed unanimously.

**New Business:** It was decided, on the question of having a refundable Security Deposit for reserving the Clubhouse, that there was not enough time to deal with this issue, and so it was tabled until the next meeting.

**Adjournment and Next Meeting:** This meeting adjourned at 7:30 PM. The next meeting will be on March 22, 2007, from 7 PM to 9 PM at Gary Ray's house, 2001 North Pantops Drive. Any owner is welcome to attend, and, if any owner wants to address the Board, please notify the Board President, Shannon Mitchell, a week prior to the meeting for an assigned time on the planned agenda.

Will Paulsen, Secretary

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**Minutes of the January 18, 2007 Semi-Annual Meeting**

**Call to Order and Welcoming:** Shannon Mitchell, President, called the meeting to order at 7:30 PM. Other board members and officers present were John Fowler, Jane High, Laura Hoffman, Audrey Irvine, Will Paulsen, and Gary Ray. Representing the management company was Ben McCauley. Shannon presented each of the board members, committee chairpersons, and committee members, twenty-nine in all, with a “thank you” card and a gift, appreciating the strong level of community volunteering that occurs here. Shannon also welcomed all of the forty-one owners in attendance for their interest and support in our neighborhood association. Noting the agenda that each person had in hand, Shannon then requested the committee reports, as follows:

**Traffic Calming:** Audrey Irvine announced that she alone would be making the presentation for this committee, since both the County and the VDOT staff had cancelled attending this meeting at the last moment. Audrey reviewed the long history in our community of drivers going too fast, in some instance even recklessly leaving the road. She identified six specific areas of our roadways where there are concerns. The first road area is the circular area on Lego in front of the Clubhouse; the second is the crest on Lego near Ridgeway; the third is on Lego near Anderson Lane at the sharp curve; the fourth is on Lego just before Wright Lane; the fifth is the Lego Drive area where the speed limit changes from 25 MPH to 35 MPH; and the sixth is the S-curve on Tremont. Future potential solutions include center medians being built, speed humps (as opposed to speed bumps), reducing the speed limit, installing additional stop signs on Lego, and painting perpendicular road lines that increase awareness of speed. The first step that is required, however, is to have the neighborhood advised of the problem, which has already been done through our community newsletter, having the County install temporary digital signs and road wires recording the speed and frequency of passing cars, and reporting these concerns in previous board minutes. The second step has been the forming of a Traffic Calming Committee. The third step is to have those present to vote favorably for requesting the County and VDOT to develop their best three suggestions. And, finally, a last step before implementation is to poll the neighborhood, which requires securing a 75% approval by all owners of the best suggestion. During a question-and-answer period following Audrey’s report, there was a request that a seventh problem area be included, namely the intersection of North Pantops and Lego. Those present then signed the petition to have the County and VDOT study our speeding problems and to make recommendations.

**Grounds:** Ben McCauley, speaking for the management company, reported that during the past year there were several significant, and expensive, grounds improvements. First, there was the repairing of the washout area near the basketball area, installing gravel, concrete, and iron grates. Second, the County required our removal of new trees on the dam embankment. And, third was the partial painting of the exterior of the Clubhouse. He also announced that the same grounds

crew, Evergreen, has been contracted for next year, as has Metcalf for snow removal. He also reported that his company has now gone through three cleaning companies, trying to find one that will meet our needs and he is hopeful that the present one will rise to the level of competency that he and all of us wants. He reported that he personally drives through the community on at least a weekly basis, but is aware that he does not see everything, thus urging again that residents should call his office with concerns.

**Architectural Review Committee:** Bob Kirkpatrick, the new Chair of the ARC Committee, announced the member changes on his committee and that there is presently one vacancy, requesting to all that someone volunteer. He reminded all that any change being made to the exterior of a house or any change to a yard requires an application to the ARC and the prior approval of the ARC Committee. He encouraged all, especially new owners, to read and review all of the ARC policies and procedures, which, if not already in everyone's hands, can be easily accessed on our Web sites. These policies and procedures were last revised in 2000 and will be again this year.

**Perimeter Committee:** Laura Hoffman announced that the original plan for Gazebo Plaza has been approved, under the old "grandfathered" process, and has been so submitted to VDOT for approval of the roads and entrances; that Ashcroft West is currently on hold; that the Lake Ridge project, which will be located near our pond, having requested waivers, has been sent back for study; that Pavilion has been approved for its Phase One construction but that the other two phases are pending; and that VDOT reports it has the money to install two lanes for the Eastbound entrance ramp to I-64 and two lanes for the exit ramp from I-64.

**Social Committee:** Kris Bean reported that the next Ashcroft social events would be the annual Progressive Dinner, scheduled for Saturday, March 3, 2007 and the Easter Egg Hunt for Saturday, April 7, 2007. She encouraged all to attend and participate, and she asked for more volunteers to help.

**Treasurer's Report:** John Fowler reviewed the Resolution of Revenue Ruling 70-604 that any "excess of membership income over membership expenses for the year ended December 31, 2007, shall be applied against the subsequent tax year member assessments" needed to be approved by the owners, not by the Board, to help the Association save money on its corporate taxes. His motion was moved, seconded, and unanimously approved. He also announced that the procedure for collecting quarterly assessments is being made more efficient and clear for this next year, with dues owed on January 1, April 1, July 1, and October 1, with each collection period having a 30-day grace period before payments become delinquent and late charges applied. John also reviewed the present fiscal condition of our Association, which is strong, on target, and balanced. In response to questions from the floor, John clarified that there is no line item in the published budget for exercise equipment, being too small, but that the Board does have such a line item in its detailed budget, and that the pool furniture replacement will be done as needed rather than by replacing all at once.

**Pool Issues:** As most are aware through various neighborhood e-mails, issues about the pool have been raised repeatedly. Ben McCauley reiterated that this past year's contracted employees did not satisfy the apparent majority of residents, nor was he satisfied. In looking at solutions, if

the community wants certified lifeguards, it will be necessary to hire early, pay well, and secure a well-paid manager. He suggested that the idea of no lifeguards be revisited once again. The resulting discussion led to the recommendation that volunteers are needed now to serve on a Pool Committee, the present issues being too complex for a quick and present solution.

**New Business:** From the floor, there was a discussion about community concerns over the availability of the emergency fire road through Westminster-Canterbury to Ashcroft. It was suggested that there occasionally be practice drills for County emergency personnel to “test” the present system, assuring all of us as well as the County, that this system works properly.

**Negotiations:** Shannon was very pleased to announce the extremely good news that there is now a completed and final negotiated agreement between the Association and the Developer, that legal counsels for both sides have approved, and that the Board, by an earlier unanimous vote, all signed the resolution of acceptance. This was met with a round of applause from those present. The next two steps include having a community work session for discussion and a later community meeting to vote acceptance or rejection. She announced that a mailed packet of information containing the actual negotiated agreement will be sent to every owner and that there will be a work session at the Clubhouse on February 8, 2007 from 7:30 PM to 9 PM for questions and answers. On February 15, 2007, at 7:30 PM, there will be a special meeting called to order at the Clubhouse to ratify or not by a two-thirds vote of members present in person or by proxy.

Will Paulsen, Secretary