

Ashcroft Neighborhood Association
1500 Amherst Street
Charlottesville, VA 22903
971-1600, X122
Board of Directors Meeting
Minutes for September 6, 2011

Call to Order

Mary Katherine Barnes from Real Property Inc. called the meeting to order at 6:38 p.m. and determined a quorum was present. Board members and officers present included Rick Beyer, Ashley Doherty, John Fowler, Jan-Bas van Beek, and Lauri Wilson.

Minutes

The minutes from the May 3, 2011 Board meeting were approved.

Treasurer's Report

John Fowler presented the Board with the Treasurer's report. The delinquent dues report is showing significant improvement, with only two major delinquencies. The investment accounts are on track to earn more than budgeted for the year. The operating budget contains some individual items over budget, but the total operating expenses through July 31 are on budget for the year.

The Board discussed options for handling delinquent accounts. The current policy involves filing a memorandum of lien against any homeowner whose unpaid dues are behind by two or more quarters. This puts the Association in a position to eventually collect the late payments, but not until after the property is sold. Mary Katherine instead recommended obtaining a warrant in debt (also known as a judgment), which would allow the Association to garnish a delinquent homeowner's wages until the debt is settled. The Board agreed to further discuss and vote on changing this policy at the next meeting.

Management Report

Pool

The Board will be asking a homeowner to serve as a liaison to Douglas Aquatics to communicate concerns regarding pool maintenance.

Trees

There is a dead tree on the common area near Sassafras Circle that will soon be removed.

Broken "Speed Limit" Sign

There is a broken "Speed Limit" sign on Lego Drive that Rick Beyer will replace.

Neighborhood Notice Box

The Board discussed options for upgrading and possibly relocating the neighborhood notice box on Lego Drive near the Ashcroft sign. Mary Katherine Barnes and Rick Beyer will research some options for the Board to discuss at the next meeting.

Home-Based Business Request

Theresa Harriott (Wright Lane) submitted a request to provide an after-school childcare program out of her home from 3:30-6:00 p.m. for neighborhood elementary and middle school students. The Board approved the request.

Old Business

Clubhouse Security

The Board discussed a bid of \$1000 for a new keypad on the door to the Clubhouse bathrooms. The keypad is linked to a clock and can be programmed to limit hours of access to the Bathroom area. By limiting bathroom access to daylight hours, the Board hopes to diminish nighttime vandalism in that area of the Clubhouse. Any neighbors who currently have a key to the fitness room (separate entrance) will still be able to access the facility at any time. Currently, there is a \$250 charge each time the keypad combination is changed. The proposed keypad could be re-programmed by Real Property at no charge, and has no associated costs other than initial installation. The Board voted in favor of purchasing the new keypad.

The Board discussed a proposal to install a keyed lock to the tennis court gate, and voted against it. The tennis courts will continue to be secured by a coded padlock.

ARC Procedures

The ARC has updated its procedures to include an annual inspection during which homeowners will be notified in writing of any violations on their property. Mary Katherine provided an example of a form being used by another neighborhood for this purpose. She will refine the form for Ashcroft's needs and provide it to the ARC and Board. Real Property will mail homeowners information regarding the ARC updates and new procedures.

No Solicitation Sign

A "No Solicitation" sign will be added to the first speed limit post at the entrance to the neighborhood.

Developer Update

Rick Beyer is currently finishing work on a new house on Summit Ridge Point which will be included in the Parade of Homes tour this fall. He plans to build approximately 20 more houses in the Summit Ridge area.

New Business

Treadmill

The current treadmill at the Clubhouse is broken and a new treadmill is being brought in this week to be tested. If approved, it will be installed in the Clubhouse.

ANA Treasurer and Board Positions

The Board will need to fill several open positions, including the Treasurer position, in January. Mary Katherine will email the neighborhood to ask for volunteers.

Comments and Questions from the Floor

Dominion Power Work along Tremont Area

In an effort to reduce the frequency of power loss due to storms in the Tremont area, Dominion Power has been clearing trees along the power lines there.

Westminster Canterbury Fence on North Pantops/Tremont

Mary Katherine has been in contact with the facilities manager at Westminster Canterbury to discuss their chain-link fence at the bottom of North Pantops Drive. She will provide the Board with any updates at the next meeting.

The meeting was adjourned at 8:40 p.m.

Next meeting: Tuesday, November 1, 2011 at 6:30 p.m.

Respectfully submitted by: Ashley Doherty, Secretary

Ashcroft Neighborhood Association
1500 Amherst Street
Charlottesville, VA 22903
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Board of Directors Meeting
Minutes for May 3, 2011

Call to Order

Kelly Oakes called the meeting to order at 6:37 p.m. and determined a quorum was present. Other Board members and officers present included Rick Beyer, Ashley Doherty, John Fowler, Steve Furgason, Jan-Bas van Beek, and Lauri Wilson. Other neighbors present included Janie Hunter and Eric Bruton.

Minutes

The minutes from the March 1, 2011 Board meeting were approved.

Treasurer's Report

Dues collections are on track so far with a few exceptions of delinquent properties. John will make sure RPI is filing a memorandum of lien for each property over two quarters behind in dues. Three CDs totaling \$41,000 were recently purchased at a rate of 1.4%. One new disclosure packet was issued recently. Some operating expenses are over budget for the year; however, the total operating expenses for the year are currently 5.43% under budget. John is retiring from the Treasurer position at the end of the year, and the Board agreed to begin searching for his successor.

Management Report

Pool Area Repairs

Work is in progress to repair the pool coping and areas of broken concrete around the pool and clubhouse. Once completed, the entire pool deck will be coated with an epoxy product to seal the coping and deck. The pool should be ready to open on Memorial Day weekend.

Trees

There are at least two diseased maple trees inside the pool area which need to be removed in the near future. There are also a few crepe myrtle trees on the pool deck which are creating a maintenance issue for the pool. The Board agreed to have an arborist take a look at the trees and make a recommendation on their possible removal and replacement.

"No Soliciting" Sign

Lauri Wilson volunteered to research other neighborhoods' "No Soliciting" signs and provide examples to the Board via email. After the Board votes on the wording and style of the sign, it will be made and installed at the neighborhood entrance along Lego Drive.

Old Business

Home-Based Business (HBB) Policy

At the previous meeting the Board made revisions to the HBB policy, and an attorney has since reviewed and approved those changes. A motion was made to accept the new HBB policy and the Board voted to approve it. The new HBB policy will be posted to the Ashcroft websites and included in future disclosure packets.

Clubhouse Security

Due to recent incidences of vandalism at the Clubhouse, the Board discussed options for increasing security there. Mary Katherine Barnes of RPI provided an estimate of \$1500 to install one video camera

in the basement. That estimate includes the installation fee as well as internet connection (for remote monitoring) for one month; the cost of continued maintenance was not presented to the Board. Eric Bruton offered other suggestions to the Board, including: 1) mailing a letter to residents to inform them of the recent vandalism and to remind them that violators would be prosecuted, and 2) installing a sign to restrict use of the clubhouse area after a certain time in the evening. Posting the sign would allow neighbors to call the police if they noticed any trespassers on the site after the designated time. Lauri Wilson recommended forming a neighborhood task force to study how other neighborhoods are dealing with similar problems. The Board agreed to continue the discussion at the next meeting.

Pantops Ridge

The status of Richard Spurzem's development (Pantops Ridge) is currently unknown. The Board discussed forming an official opinion to present to the Planning Commission and Board of Supervisors. While the Board does not want to take a position in support of Spurzem's development, there are many Board members who strongly support Spurzem's proposed Hansen Mountain Road extension in order to provide Ashcroft residents with access to a signalized intersection. A decision was made to delay voting on forming a Board opinion until it can develop the appropriate language for the vote.

Roadway Parking

The Board agreed to delay discussion of this topic until the next meeting.

ARC Updates

The Board reviewed a letter that had been sent from the ARC to a homeowner in possible violation of ARC policy. The letter did not include a deadline for the homeowner's response to the ARC, and the Board will ask the ARC to include a deadline on future correspondence. The Board agreed to having a discussion at the next meeting about changing the bylaws to give the Board authority over ARC guidelines.

New Business

New Development Within Ashcroft

Rick Beyer updated the Board on the progress of a new phase of development within Ashcroft called Ashcroft West. He is currently working on a new road to extend Summit Ridge Drive to the left of the intersection with Lego Drive. There are plans for a total of 40 lots along the new road.

Walking Trail around Pond

Rick Beyer would like to build a gravel walking path around the pond area. His plans would require the path go through a part of two neighbors' properties (1950 and 1960 Tremont Road). He has spoken to those neighbors and received their approval, but will still need an easement in order to proceed. The Board approved a motion to obtain an easement for installing a path through those properties.

Dominion Power Work along Tremont Area

In an effort to reduce the frequency of power loss in the Tremont area, Dominion Power will soon be clearing trees along the power lines there.

Comments and Questions from the Floor

Janie Hunter reported 62 neighbors participated in the Progressive Dinner. \$290 was collected and \$224.91 was spent on expenses; she will return the remaining \$65.09 to RPI.

The meeting was adjourned at 8:50 p.m.

Next meeting: Tuesday, September 6, 2011 at 6:30 p.m.

Respectfully submitted by: Ashley Doherty, Secretary

Ashcroft Neighborhood Association
1500 Amherst Street
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Board of Directors Meeting
Minutes for March 1, 2011

Call to Order

Mary Katherine Barnes from Real Property called the meeting to order at 6:33 p.m. and determined a quorum was present. Board members and officers present included Rick Beyer, Ashley Doherty, Steve Furgason, Kelly Oakes, Jan-Bas van Beek, and Lauri Wilson. Other neighbors present were Bryce Kellams and Laura Hoffman.

Minutes

The minutes from the November 23, 2010 Board meeting were approved as amended.

Treasurer's Report

Mary Katherine Barnes presented the Treasurer's Report in John Fowler's absence.

Initial assessments in the amount of \$6,000 have been transferred from the checking account to the reserve account to be invested. Interest income has earned \$2100 as of August 7th and is on target to reach the budgeted amount of \$2500 for the year. The playground improvements totaled \$5,400, which is slightly over the \$3,000 amount budgeted for them. Otherwise, all other building improvements are currently under budget.

There is approximately \$41,600 in the operating and reserve accounts that needs to be invested for at least three years. John received recommendations from Scott & Stringfellow for three investment options which were discussed by the Board. After considering all options, the Board did not feel comfortable making a decision without input from John Fowler. A motion was made and approved to continue the discussion with John over email, requesting his guidance in making the decision.

Management Report

"No Soliciting" Signs

The Board discussed a proposal to add a "No Soliciting" sign to the entrance of the neighborhood. Because Ashcroft is a Homeowners Association (HOA) with individual lots, the HOA can post a "No Soliciting" sign, but the responsibility will fall to each individual homeowner to enforce the policy on his/her own property. A motion was made and approved to add a "No Soliciting" sign at the bottom of Lego Drive and notify neighbors of their rights by email.

Tennis Court Repairs

The wind screen netting around the tennis court is currently being replaced.

Home-Based Business (HBB) Requests

Real Property has received three requests for Home-Based Businesses. Gary Ray requested approval to operate an insurance business from his home. Duncan Payne requested approval to operate an internet-based antique map business. Maria van Beek requested approval to operate a jewelry-making business. All three requests were approved.

Old Business

ARC Guidelines

Bryce Kellams represented the ARC as the Board reviewed and discussed the current ARC guidelines. Currently the ARC has responsibility for its policies, not the Board. Mary Katherine recommended amending the ANA bylaws to allow the Board authority to change or update ARC policies.

As had been previously requested, the ARC presented the Board with a working document of ARC policies and procedures. The Board will review the document and make suggestions to the ARC by April 15th.

Lisa Lockwood has volunteered to fill one of three vacant spots on the ARC. Steve Furgason volunteered to serve as Board liaison to the ARC, thereby filling the second vacant spot. The Board appointed Lisa Lockwood and Steve Furgason to the ARC for three-year terms. The Board will continue to seek a sixth member for the ARC.

Home-Based Business (HBB) Guidelines

The Board revised the new policies and procedures for operating a HBB within Ashcroft. Mary Katherine will have an attorney review the revised document.

New Business

Pool Coping Bid

Mary Katherine presented two options for replacing the pool coping and repairing areas of broken concrete around the pool and clubhouse area. The Board approved an option to fix all areas of broken concrete and spray the entire pool deck with an epoxy product to extend the life of the concrete. The work will be completed before the pool opens for the season.

Clubhouse Vandalism

Mary Katherine reported extensive vandalism to the Clubhouse on February 28th or over the prior weekend. Mary Katherine will change the access code to the bathrooms and homeowners will have to contact her for the new one. Mary Katherine has requested increased police surveillance around the Clubhouse.

The meeting was adjourned at 8:56 p.m.

Respectfully submitted by: Ashley Doherty, Secretary

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Semi-Annual Membership Meeting
Minutes for January 25, 2011

Call to Order

Mary Katherine Barnes from Real Property called the meeting to order at 7:10 pm and determined that a quorum was present with 41 neighbors in attendance. Board members and officers present included Rick Beyer, Ashley Doherty, John Fowler, Steve Furgason, Kelly Oakes, Jan-Bas van Beek, and Lauri Wilson.

Minutes

A motion was made to approve the minutes from the last Semi- Annual Membership Meeting held on June 30, 2010, and they were approved as presented.

Treasurer's Report

John Fowler presented the Treasurer's Report, which is only current through November 30, 2010 as he has not yet received the December financial statements from RPI. He noted the reserve accounts yielded more interest in 2010 than budgeted. A motion was made to adopt the 2011 Resolution for the 70-604, and it was unanimously approved. This resolution allows the ANA to choose to file taxes either as a (c) corporation or as a homeowners' association.

Management Report

Mary Katherine presented a copy of the approved budget for 2011. She reminded homeowners of the Miller Dodson study which was presented in 2009 and recommended increasing the ANA's contributions to its reserve funds. Last year the Board voted to increase dues over a period of three years in order to bring the reserve funds to the recommended level, and this year's increase in dues is on track with that goal. In 2010, approximately \$40,000 was moved to the reserve funds; in 2011, we are budgeting approximately \$20,000 to be moved to reserves. Some larger operating expenses in 2011 include repairs to the pool coping, tennis court retaining wall, and sidewalks around the Clubhouse (to allow handicap access).

RPI posts monthly financial reports to the Ashcroft website. A copy of the Miller Dodson study is available on the website as well.

A few homeowners had questions and concerns about various line items in the budget. Regarding lighting around the Clubhouse, Mary Katherine reported that the lighting had just been upgraded and we are using compact fluorescent bulbs. The Board will review the possibility of adding more lighting at the next regular meeting. Regarding the telephone line at the Clubhouse, Mary Katherine noted we are required to have a land line available per our contract with Douglas Aquatics. Trash pick-up at the Clubhouse is under a 3-year contract; when the contract expires, Mary Katherine will switch to a less expensive provider. A question was raised about the pond shed, which currently houses some snow removal equipment which is no longer used; the Board will look at this issue at its next regular meeting as well. Finally, some discussion followed regarding the use of lifeguards at the pool, and many homeowners spoke in favor of keeping the lifeguards.

Committee Reports

Architectural Review (ARC)

Ben Ray represented the ARC and reported receiving very few ARC requests this year, other than a few minor backyard and deck changes. Mary Katherine noted that the Board is currently working with the ARC to develop new guidelines for making sure homeowners are properly maintaining their properties. The Board and ARC would like to develop a process for performing an annual inspection to inform homeowners if they require upkeep on their properties. The ARC needs to add two new members to the committee; if anyone is interested, please let Mary Katherine or the Board know.

Pool

Tom Wolanski reported a broken valve in the pool which caused water to drain out of the pool at the end of the season. The pool will be drained this spring to do the pool coping and Douglas Aquatics will fix the valve at that time. Applications are currently being accepted for lifeguards.

Perimeter

Kelly Oakes discussed a recent Albemarle County Planning Commission meeting in which developer Richard Spurzem was denied a request to change zoning of the Gazebo Plaza property from commercial to R15 residential. Some discussion followed.

Social

Carolyn Adams announced the date of the Progressive Dinner will be March 26, 2011. The Social Committee is looking for volunteers to help organize various events throughout the year.

New Business

Kris Bean and Laura Hoffman volunteered to create a new neighborhood phone directory. They will be contacting homeowners for information to add to the directory.

With there being no more business Mary Katherine Barnes adjourned the meeting at 8:17 pm.

Respectfully submitted by: Ashley Doherty