

Ashcroft Neighborhood Association  
Board of Directors Meeting  
JANUARY 25, 2022

Attending: Bob Baumgartner (President), Ted Miller (Treasurer), Lotta Löfgren (Secretary), Jonathan Gardner, Rick Beyer, Adam Croan (Vice President, via Zoom), Ryan Miller (Management Company Representative, via Zoom).

1. President Bob Baumgartner **called the meeting to order** at 6:35 p.m.
2. Proof of **Board Quorum** ascertained.
3. **Approval of minutes** from November 16, 2021.

**Motion:** Bob. **Second:** Jon. **Approval:** unanimous.

4. **Residents' Concerns and Questions.** No members aside from Board were present at the meeting.
5. **New Business:**

**Board Training:**

The main purpose of today's meeting was new board member training, led by Ted. He reviewed the major fiduciary responsibilities of board members, cautioning us always to remember that we serve the membership and the association. He reminded us that this is a collegial body always striving for consensus based on facts; we should always avoid adversarial stances. The Board does not discuss politics.

The affairs of the ANA are managed by the Board of Directors. The Declaration establishes one standing committee, the Architectural Review Committee (ARC). The Board can create ad hoc committees as necessary – for example, the traffic calming committee, the pool committee, and the playground committee. A topic for further discussion: Should we create a standing trail committee?

Every Board meeting of the ANA has a section devoted to resident comments and questions.

The Board approves an annual budget. Any other expenditures require Board approval. The Board has no petty cash or discretionary funds. No member of the Board can write checks. A major duty of the Board is to protect the association's reserve fund. At the same time, we need to ensure that repairs are completed in a timely manner.

This coming year, we will have potential expenditures to repair or replace the clubhouse roof and gutters, and the pool. The fence around the pool needs to be constructed.

Sometimes (or often) special meetings are called to discuss delicate or pressing matters. During such meetings, the Board may decide to go into executive session to discuss disputes or sensitive matters.

Ted covered some practical matters, such as posting agendas and minutes on the ANA web site. He explained that Ryan Miller, the property manager, attends all meetings and serves as Board historian and counsel.

Ted expressed concern that the ARC, a standing committee of the Board charged with protecting the ANA's covenants, does not have a member on the Board. He suggests that we this year work to clarify the relationship between the two entities in order to improve communication between them.

Ted warned the Board to avoid the hiring of employees and encouraged the use of contractors to minimize the human resources and liability issues as well as the workload associated with managing employees.

Insurance: The insurance policies of the ANA need regular evaluations in order to ensure that coverage levels are adequate. Total liability coverage has been raised to 2 million dollars. The Board needs to conduct a cost benefit analysis before filing an insurance claim. The ANA's current insurer

is State Farm. The contracts with State Farm will be reviewed later this year. Following are the treasurer's details about insurance:

ANA carries three insurance policies with State Farm (Hunter Wyant agency) with a policy period of 1/1/2022 – 1/1/2023

- Residential Community Association Policy
  - Property damage
  - Employee dishonesty (up to \$100k)
  - Directors and Officers liability
- Inland Marine: Computer equipment
- Commercial Liability Umbrella: additional coverage up to \$2M each occurrence, \$2M annual aggregate for bodily injury and property damage

The Board members present completed and signed Employee Dishonesty Insurance forms. These forms are the basis upon which State Farm will issue a Fidelity Bond to cover the difference between the current Employee Dishonesty level of \$100k and the actual potential loss of Reserves and Operations Funds which total approximately \$591k as of the December end of month financial report.

**Other Business:**

**H2O:** Bob asked us to review the draft contract with new pool management; he will email us this week for comments and questions. This needs a prompt vote. Pool management needs to be in the hands of professionals, not the ANA membership.

**Fobs:** Fobs can now be reprogrammed. Ryan and Ida Lee will provide a schedule for fob reprogramming.

**Lockbox:** We need to purchase and attach a lockbox for membership business. Ryan will investigate different models and share with the Board.

The lockbox will be used to collect fobs, surveys, and other community documents; however, it is NOT intended for collection of HOA dues.

**Motion:** Bob: that the board approve the purchase of a lockbox to cost no more than \$110. **Second:** Jon. There followed a discussion about how and where to affix the lockbox. **Approval:** Unanimous.

**Tree removal:** The Board needs to hire a service to remove all fallen and damaged trees caused by the storm along Lego up to the club house and around the pool. Rick has received two bids and recommends approving the lower bid of \$4,800 by The Cutting Edge.

**Motion:** Rick so moved. **Second:** Ted. **Approval:** unanimous.

**East Ridge:** Rick is eager to move ahead with the project to build single family homes to the east of the clubhouse and is in discussion with the County about bond issues. Rick showed us plats of the areas in question and of the intended lots in the new development. He explained where he needs bond issues signed by him so that he will be responsible for any damages caused by his road construction.

There followed a discussion of lot size and home design in case other developers build homes in the area. Rick assured us that he approves all designs, and if he is not able to, his son Paul Beyer take on that function.

**Adjourn:** Bob adjourned the meeting at 8:28 p.m.

**Motion:** Ted. **Second:** Jon. **Approval:** unanimous.

Respectfully submitted,

Lotta M. Löfgren

