ANA BOARD OF DIRECTORS

JULY 26, 2022 MINUTES

Present: Bob Baumgartner (President), Ted Miller (Treasurer), Lotta Löfgren (Secretary), Rick Beyer (Member), Ryan Miller (RPI representative, via Zoom)

Absent: Jon Gardner (Vice President), Adam Croan (Vice President)

Present members constituted a quorum

There were no other members of the ANA present

President Bob Baumgartner called the meeting to order at 6:40 p.m.

The minutes of the June 21, 2022 meeting were approved as amended.

**Motion**: Ted **Second**: Rick **Approve**: Unanimous

Management Report (Ryan Miller):

The Operations account balance is $69,444.77

The Reserves account balance is $501,860.11

Total cash on hand: $$571,304.88

Despite the recent unfortunate incident involving a child (who is fine), the pool is operating successfully. Kim is doing a fine job and has received much positive feedback.

Ryan has provided the key fob activation protocol.

Ryan is still waiting for an estimate for resurfacing the tennis court and painting pickle ball lines.

The repair of gates to the swimming pool has been scheduled: the weight-bearing posts need to be secured in a better way. Charlottesville Residential, the purveyor, has suggested that Rick might install braces to the posts. Rick disagreed: if posts are heavy enough and properly installed, no braces are necessary. Charlottesville Residential needs to do the job right – as promised.

Bob: It also needs to install a lock on the kiddie pool gate.

**Old Business**:

Phase III (Rick Beyer):

The project is moving steadily forward.

On a related note, Bob thanked Rick for all the work his crews have done in the past year and suggested we broadcast this to the neighborhood.

In the absence of Jon and Adam, there were no reports from the trail and ANT committees.

ARC:

The guidelines redrafting is ongoing: Ted has now finished revisions and will send copies to Bob, Bill Snow (head of the ARC), and Lotta. Bob will now review the revisions so far and add his own.

The ARC letter concerning up-lighting has been approved by counsel and by the Board. It is now ready for distribution to the neighborhood. RPI will handle this. Rick will review who owns what lots and will forward that information to RPI to make sure that all lot owners receive the letter.

Amendment of the Declarations:

There followed a discussion of how to amend the Declarations in order to grant the ANA Board the ability to assess penalties for non-compliance of regulations. Penalties are set by statutes. The penalties, if passed, will include appeal processes.

In order to amend the Declarations, we need a quorum at a meeting of the lot owners. At least 10 % of lot owners must be present for a quorum; and at least 2/3 of the lot owners present at the meeting need to approve the amendment

Bob asked Ryan for samples of fee guidelines from other neighborhood associations to help us in our process.

We agreed on the process:

* Post a white paper online explaining goals and process by **September 1.** Accompany this with an email to lot holders alerting them to the white paper.
* Conduct a town hall meeting on **September 6**
* Conduct a final meeting to vote on the proposal on **September 13**.

**Motion** to follow this process: Rick **Second:** Ted **Approve**: Unanimous

Ashcroft Signs: We will hire High Tech Signs to replace the signs but insist on gold leaf lettering. The High Tech Signs proposal for replacing both signs is $6,729.15. This must include gold leaf in the lettering. Ryan will talk with the company about this.

**Motion**: Bob **Second**: Ted **Approve**: Unanimous

Traffic issues:

Lotta has received assurance from Fire Marshal Howard Lagomarsino that egress through the gate between Ashcroft and Westminster Canterbury will be available in an emergency. This is part of the Fire Marshal’s protocol.

Speed bumps: VDOT has conducted minor repairs to the lower speed bump and will continue to monitor both speed bumps.

We agreed to request a third speed bump below Locust Shade Lane.

**Motion**: Bob **Second**: Ted **Approve**: Unanimous

Finance:

Ted recommended that we purchase CDs with some funds in the Reserves account now that interest rates are rising. Ted will investigate this and report at the next meeting.

**Motion** to ask Ted to investigate this: Bob **Second**: Rick **Approve**: Unanimous

**New Business**:

Finance:

Ted has devised a schedule for receiving budget requests from all committees in order to lessen the severe over-spending on some budget items this year. Some overages are weather-related, but we hope to use the new budget process to more accurately estimate the expenses. The budget process will commence now and end at the end of the year.

A more accurate budget will likely raise the dues for next year.

See Appendix for the budget process.

**Motion** to accept the process: Ted **Second**: Bob **Approve**: Unanimous

ListServ:

We need a process for culling the current ListServ list to remove non-residents / non-property owners. Bob suggested hiring someone for 10 hours at $15/hour.

Ryan warned us that we need to technically be reimbursing someone rather than paying them for insurance purposes.

**Motion** to allow 10 hours work: Bob **Second:** Ted **Approve**: Unanimous

In addition, we need someone to scan all the documents in the clubhouse closet. We should allow 30 hours for this at $15 / hour.

**Motion**: To approve 30 hours work **Second**: Ted **Approve**: Unanimous

**Motion** to adjourn at 8:45 p.m.: Ted. **Second**: Bob **Approve**: Unanimous

ANA Board Meeting July 26,2022 Minutes

Appendix

2023 Ashcroft Neighbors Association

Budget Process

The below listed dates and activities apply to those ANA committees that are seeking funding in 2023.

Sep 10: **Committee 2023 budget requests due**

1. Committee inputs due using the attached format.

2. BoD members review inputs and send questions about specific committee items being requested, as needed.

3. All questions will be sent to the respective committee representative with copy to all BoD officers to reduce redundancy and ensure transparency.

4. BoD to determine if there are any specific items that require an in-person presentation/discussion

Sep 20: Regular ANA BoD meeting.

Oct 11: **Budget review**

1. If required, committee representative(s) will present amplifying information for items that require clarification.

2. Treasurer to provide BoD with a composite 2023 proposed budget including impact on 2023 dues prior to budget review meeting.  
3. Proposed budget to include lessons learned from 2022 budget and historical data.

4. BoD to review all line items as well as committee inputs.

Oct 18: Regular ANA BoD meeting

Nov 15: Regular ANA BoD meeting.

1. Meeting to include finalizing and approving the 2023 budget.

Ashcroft Neighbor’s Association

2023 Committee Funding Request

Committee name:

Point of contact:

Item to be funded:

Requested amount:

Justification:

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Item to be funded:

Requested amount:

Justification:

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Item to be funded:

Requested amount:

Justification:

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Item to be funded:

Requested amount:

Justification:

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Total request amount:

Note: add lines as needed for additional budget items being requested.