

ANA BOARD MEETING  
NOVEMBER 16, 2023  
MINUTES

Present: President Bob Baumgartner, Vice President Ted Miller, Treasurer Tom Timbie, Secretary Lotta Löfgren, Member and Developer Rick Beyer, RPI representative Brian Gallagher

Absent: Vice President Jon Gardner

Bob called the meeting to order at 4:06 p.m.

There was a quorum present.

There were no other residents present; no residents had questions.

The Board approved the minutes from October 18, 2023.

**Motion:** Ted    **Second:** Tom    **Approval:** Unanimous

We welcomed Brian Gallagher, the new RPI representative, who told us a little about himself and his professional career. Ted will drive around the neighborhood with Brian on October 19.

Treasurer's report:

Cash and investments:

Operating: 99.9K

Reserves: 379.3K

Restricted Reserves: 86.2K

Total Cash and investments: 565.4K

Tom and Rick expressed concern that Metcalf is slow to finish its job of trimming trees along streets, and to present its bills. Rick is to follow-up with Metcalf about obtaining a bill in 2023.

Ted asked what we can do about delinquent accounts, a question we have had for some time. He suggested that we email and otherwise alert residents who are delinquent over 120 days. This is an unresolved issue for us. We asked Brian for his advice; Brian has some ideas from his relationship to other organizations that he will share with us and help us to resolve the issue and to implement a collections policy for delinquent accounts. He will offer us a template for what he does in his work with other organizations. Tom has a draft of a policy from an attorney. He will compare this draft policy to Brian's suggestions.

The Board authorized Tom to work with Brian to come up with a draft notice to send to the current delinquent accounts.

**Motion:** Bob    **Second:** Ted    **Approval:** Unanimous

## Old Business:

Long Range / Strategic Planning: Lotta reviewed the ideas that the committee has arrived at since the last meeting, which includes potential plans for expanding the pool and the pool deck, erecting a pavilion near the volleyball court to use as an expansion of the clubhouse, assigning a committee to research potential uses for the cemented space above the tennis courts, creating allotment gardens, and building satellite playgrounds. Rick took Ted and Lotta around to various spaces in the ANA neighborhood to explore various options of land use. The LRP committee will meet again in December, in part to discuss its role in the agenda for the January annual meeting.

Ida Lee Wooten has offered the use of her son's drone photography to survey the areas in discussion and to use the footage at the annual meeting. Her son charges \$150 per survey. We approved the expense of the drone survey.

**Motion:** Lotta    **Second:** Bob    **Approval:** Unanimous

Gardening committee: As a liaison between the Board and the gardening committee, Lotta reported on the committee's plans to re-landscape the traffic circle by the clubhouse. Bob and Ted cautioned that VDOT has to approve the design, since the traffic circle is part of the county road managed by VDOT. Ted has reached out to the VDOT local representative for guidance. Several members of the Board suggested that the committee also consider re-landscaping the pool area. Lotta will convey this to the committee.

Little Libraries: Lotta has been in touch with Marilyn Lindner, who does not currently have access to an appropriate saw. Several members offered to lend her a saw. Because of this situation, the Board will turn to Milton Adams, who has offered to build a Little Library at once. The Board approved placing a library on the Association land by Sassafras Lane. Milton Adams will confer with the Board exactly where to place the library once it is built. Carolyn Adams has agreed to monitor the library. Thank you, Milton and Carolyn!

**Motion:** Lotta    **Second:** Tom    **Approval:** Unanimous

## Infrastructure:

Ted reported that the replastering of the pool will begin the first week of December. The plans for removing and replacing the retaining wall in the pool area, including removing trees, are ongoing. Ted is moving forward with the work of filling the well; he has engaged a soil engineer and needs a survey for a well abandonment permit. The Board approved the expenditure of \$485 for engaging the soil engineer. The cost for the survey and actually filling of the well have yet to be determined. The cost of the survey will depend upon the type of survey needed, and the well filling is dependent on the recommendations of the soil engineer.

**Motion:** Ted    **Second:** Tom    **Approval:** Unanimous

The speed radar device for upper Lego is in process: we are awaiting a revision to the Easement to allow it to be terminated if the sign is deemed a nuisance by Tom or adjoining landowners so that the easement can be recorded at which time the post and radar device will be installed.

Ted is seeking at least one other bid on the landscaping contract currently held by Piedmont Landscaping. He will review the terms of the contract with Piedmont. We have used them since 2015.

Westminster Canterbury has approved our request to paint the fence at the bottom of North Pantops Drive. Rick's people will paint our side of the fence black when weather permits.

Ratify email votes since the last meeting: Replace the metal roof on the clubhouse; repair the waterfall.

**Motion:** Ted      **Second:** Tom      **Approval:** Unanimous

Budget: Tom reviewed the proposed budget, which showed a modest increase in operating spending and a reduction in capital reserves spending from 2023. Our capital spending has exceeded the capital assessment in the past four years, totaling approximately \$112K. This overage comes out of reserves. While capital spending is budgeted to come down in 2024, we still need to increase the capital reserve assessment meaningfully to help prevent future reductions in reserves and build reserves for the future. We need to increase the total assessment by 7.7% for 2024, to \$405 per quarter with most of the increase going to the capital reserve assessment. The Board approved the 2024 budget.

**Motion:** Bob      **Second:** Ted      **Approval:** Unanimous

The land use permit has been issued to allow Ashcroft to take care of VDOT controlled portion of Lego Drive for the purpose of snow removal and mowing. The Board approved the land use application as written.

**Motion:** Ted      **Second:** Tom      **Approval:** Unanimous

The Board approved the nomination of Mark Szalwinski to the ARC.

**Motion:** Ted      **Second:** Lotta      **Approval:** Unanimous

The Board approved an amendment to the management contract with RPI. Among the changes, RPI will no longer charge management fees for snow removal, will provide financial statements by the 15<sup>th</sup> of the month, and will seek the treasurer's approval for payment of bills.

**Motion:** Ted      **Second:** Tom      **Approval:** Unanimous

The Board approved an amendment to the Bylaws, increasing the number of Board members from 6 to 7. The Secretary will now have voting rights on all matters.

**Motion:** Tom      **Second:** Ted      **Approval:** Unanimous

The Board is now engaged in recruiting new members. A nomination committee has been formed.

The Board approved the purchase of two more tables for the clubhouse, totaling \$172.22.

**Motion:** Bob      **Second:** Rick      **Approval:** Unanimous

The Board entered into executive session on 5:48 p.m.

**Motion:** Ted      **Second:** Tom      **Approval:** Unanimous

The Board exited executive session at 6:37 p.m.

**Motion:** Ted      **Second:** Tom      **Approval:** Unanimous

The meeting was adjourned at 6:38 p.m.

**Motion:** Ted      **Second:** Rick      **Approval:** Unanimous