
**MINUTES
ASHBURN FARM ASSOCIATION
BOARD OF TRUSTEES MEETING**

February 2, 2021

The Ashburn Farm Association held its regular meeting of the Board of Trustees on Tuesday, February 2, 2021.

Members Present: Dave Tighe, Scott Batchelder, Cary Hancock, Dr. Stephen Lubore (Arrived Late), Rich Oakley, Mark Fedak.

Members Absent: Doug Brewer

Others in Attendance: Jeremy Cushman (General Manager)

- President, Dave Tighe, called the meeting to order at 7:00 PM.

BOARD MEMBER COMMENTS

- Mr. Fedak questioned the timing of the trash collection service cancelation by Patriot Disposal due to the weather.
- Mr. Oakley noted the quality of the snow removal in the townhome neighborhoods.
- Mr. Tighe thanked Mr. Hancock for his work helping the manager preparing the memo regarding the Covenants Inspection process.

APPROVAL OF MINUTES

Mr. Hancock made a motion to **approve the January 5th, 2021 meeting minutes, as submitted.** Mr. Fedak seconded the motion. The motion passed (5/0/2/0), absent was Mr. Brewer & Dr. Stephen Lubore.

PUBLIC FORUM

- No Members were in attendance, however there were five in virtual attendance.

MANAGER’S REPORT

Mr. Cushman noted that the Association was looking into a new database that would eventually replace the current AFIMS database that is used to maintain Association records including payment history, architectural records, concerns, etc. He noted that the new database, Vantaca would provide a portal for residents to submit and receive documents, check their account balance, report concerns, etc. and is in use by Summit Management. The Board asked that he investigate the cost to license the database outside of our relationship with Summit Management, as well as provide any additional cost to transfer or check the integrity of the data; should the Association transition to Vantaca.

Mr. Cushman continued a discussion regarding updating the Exterior Alteration Application used by the Association to review and approve/deny exterior modifications applications received by the Association; specifically, regarding the addition of a certification statement that would be added to

the Exterior Alteration Application and would require that applicants certify that their change will not negatively impact the flow of storm water onto or off of neighboring properties. The Exterior Alteration Application worksheets are also being reviewed to expand upon the information required/necessary to review some exterior modifications.

Golden Meadow Circle Drainage – a situation regarding a drainage concern affecting a property on Golden Meadow Circle was tabled and discussed in Executive Session.

OLD BUSINESS

- **2021 Association Pools, Events, Rentals (Community Center, Facility & Fields)** – The Association is considering ways begin holding community events again after canceling so many due to Covid-19 and is tentatively working on the annual Summer Kick-Off event held Memorial Day Weekend to coincide with the pools opening. Numerous concerns were discussed regarding food and beverages, rides, fireworks, volunteers, etc. but the Board directed staff to work towards at least hosting a Memorial Day firework show and build upon that while keeping safety paramount. Other events will be discussed as they approach and will be considered in light of current state orders, and with an abundance of caution.
- **Association Inspection Notice, Process & Letters Review** – Mr. Cushman worked with Mr. Hancock to distil all the conversation regarding the annual inspection process thus far, outlining the process, and the on-property and off-property annual inspection and subsequent form that will allow property owners to choose an on-property annual inspection, or one that occurs off-property utilizing common areas, public rights of way, etc. The Board will also be reviewing the criteria and policies used by the Association staff to perform the inspections. The inspection procedure, as well as the policies that will govern that process this year will be published ahead of the start of the inspections and during the inspection process. Mr. Hancock stated he would work to develop the inspection procedure (WI - Work Instruction) that would be used by the inspection staff. Mr. Tighe stated that any WI directing the staff would require Employee Relations Committee (ERC) review. Note: The ERC is Mr. Tighe, Mr. Brewer, and Mr. Oakley.
- **Late Fee Policy Update, Resolution 01052021** – This document was reviewed at the December BOT meeting, and the Board members recommended changes. The changes were incorporated, and the new resolution was brought to the Board for review. A motion was approved (6/0/1/0) **to accept the Late Fee Policy Resolution 02022021**, with Mr. Brewer, absent.
- **Willowbrook Court Drainage** – a situation regarding the swale recently installed behind Rockfield Court and Willowbrook Drive was tabled and discussed in Executive Session.

NEW BUSINESS

- **Non-Member Pool Membership Resolution 02022021A** – A motion was made **to approve Resolution 02022021A**, authorizing the sale of 200 Non-Member pool memberships. The motion passed (6/0/1/0), with Mr. Brewer, absent.

- **Annual Meeting Resolution 02022021B** – A motion was **to approve Resolution 02022021B**, establishing the date of the Annual Meeting as, April 6, 2021. The motion passed (6/0/1/0), with Mr. Brewer, absent.

APPEALS

- **None**

INFORMATIONAL

- **Association Delinquent Status Report** – The Board discussed the status provided by the Association’s Attorney of two accounts, 20638 Hiddengrove Court and 21024 Timber Ridge Terrace, #104. No motion was made, no vote taken.

ADJOURNMENT

- Mr. Oakley made a motion to adjourn the regular business meeting and enter into Executive Session at 8:38PM to discuss matters previously introduced but were tabled in light of possible future litigation until Executive Session. A motion was made to adjourn Executive Session at 9:18PM and return to the regular meeting. No votes were taken as a result of the discussion during Executive Session.
- Mr. Oakley made a motion to adjourn the regular business meeting at 9:19 PM. Mr. Batchelder seconded the motion. The motion passed (6/0/1/0).

Minutes for the Ashburn Farm Board of Trustees (BOT) Meeting are developed from meeting recordings and BOT member input.