
**MINUTES
ASHBURN FARM ASSOCIATION
BOARD OF TRUSTEES MEETING
January 5, 2021**

The Ashburn Farm Association held its regular meeting of the Board of Trustees on Tuesday, January 5, 2021.

Members Present: Scott Batchelder, Doug Brewer (Virtual), Mark Fedak, Cary Hancock, and David Tighe (Virtual).

Members Absent: Steve Lubore (late), Rich Oakley.

Others in Attendance: Jeremy Cushman (General Manager) and 2 residents.

- Vice President, Scott Batchelder, called the meeting to order at 7:00 PM.

BOARD MEMBER COMMENTS

- Mr. Hancock, Mr., Batchelder and Mr. Fedak thanked the Association and the staff for the Christmas presents. These were given to the Association’s volunteers in lieu of the annual Volunteer Party in 2020.

APPROVAL OF MINUTES

Mr. Hancock made a motion to **approve the December 1, 2020 minutes, as submitted**. Mr. Fedak seconded the motion. The motion passed (6/0/1/0), absent was Mr. Oakley.

PUBLIC FORUM

- No Members were in attendance.

MANAGER’S REPORT

Mr. Cushman noted that Patriot Disposal’s trash service was not delayed to 7:00 AM during its first collection of 2021. He has spoken with the company, and he has been reassured that it will not happen again.

Due to the limited funding available in the reserve account, the annual purchase of light poles was moved from December 2020. It will likely be brought to the Board for approval at the February meeting.

The traffic calming effort on Wayside Circle failed, due to a lack of votes by affected homeowners.

Mr. Cushman stated that numerous trees were lost during the recent snow/ice storm. He noted that many of the lost trees were evergreens. Many fallen trees and limbs were left by VDOT along

Ashburn Road. Although that area is owned by VDOT, it's unlikely that VDOT will clean this up, therefore the Association will take the action to clean up the storm damage along Ashburn Road.

- the Board asked the Association maintenance staff to clean up the area in order to keep the area looking nice for homeowners.

OLD BUSINESS

- **2021 Association Pools, Events, Rentals (Community Center, Facility & Fields)** – The possibility of re-starting the monthly Red Cross blood drives was discussed. It was decided that safety protocols would be addressed with the Red Cross, and the Association staff will work with them to begin the blood drives at the Windmill Community Center again.

The Board considered the options available for holding a Summer Kick Off event again in 2021. The general consensus was that an attempt should be made to hold some sort of event, depending on Covid-19 restrictions at that time. Staff will work with the County, various vendors, fireworks company, etc. to see what possibilities are available and what their refund policies are. The option of homeowners pre-purchasing tickets was considered.

The staff will also look at possibilities for other community events that could be held in 2021 to allow social distancing during events like the Easter Bunny Brunch and Morning with Santa.

- **Exterior Alteration Application Process** - Mr. Batchelder asked the Board members to review the process of ARB members reviewing Exterior Alteration Applications. He would like neighbors who have concerns about an application be allowed to speak at the ARB meeting in a closed session with ARB members. This would allow the neighbors to express their concerns privately with the ARB, instead in front of a public meeting. A discussion was held regarding possibly hiring professionals to review the applications, especially when the applications require more expertise (i.e., drainage).

Concerns were also raised about residents completing work without applications. Mr. Batchelder stated that they hope more neighbors will come forward to report residents making changes to their homes without applications.

Dr. Lubore suggested that language, in the form of a certification, be included on the Exterior Alteration Application for homeowners to sign, stating that the work will not have any negative impact on neighbors' properties. Mr. Hancock recommending requiring an EAA worksheet (i.e. drainage plan) for modifications that potentially would impact "stormwater/drainage". This could be required for applications for things such as downspouts, irrigation, regrading, tree removal, etc. Mr. Brewer raised concerns about the Association placing itself as the final arbiter in drainage situations, as it may create liability for the Association.

Mr. Fedak requested that an article and drawings be included in the newsletter explaining drainage issues and how neighborhoods are designed to manage stormwater. He would like

a reminder to homeowners about applying for work before it is started and speaking with neighbors to discuss their concerns about the project.

- **Financial Information** – Dr. Lubore stated that there was \$13,000 in the undesignated reserve account. He worked with the Association’s financial advisor to move \$10,000 of that to an investment account, gaining 4% interest. The Association is still waiting for the November and December financial statements from Summit Management; these have been delayed due to Summit changing to the Vantaca management software.

Mr. Cushman will speak with the Association attorney and the manager of Westmaren Condos regarding foreclosure on the Ohler property.

- **Association Inspection Notice, Process & Letters Review** – Mr. Cushman provided the Board members with drafts of the new notices and letters for review. Mr. Hancock will review and edit the letters over the next month for the Board to review at the February BOT meeting. Mr. Fedak would like to discuss staff interactions with homeowners at a future meeting and recommended training sessions on customer service. Mr. Hancock stated that he would like the phone tree removed from the phone system to ensure that homeowners reach a person when they call the Association office.

A motion was approved (4/0/3/0) **to accept the proposed changes to the Architectural Standards that were reviewed by the Board via email over the last month**, with Mr. Brewer, Mr. Oakley, and Mr. Tighe absent.

- **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. Mr. Hancock indicated that the resolution incorrectly stated the timeframe guidelines and requested that this be corrected and an updated resolution brought to the February BOT meeting.

NEW BUSINESS

- **Appointment to the Architectural Review Board, Mr. Randy Vosbeck Resolution 01052021A** – Mr. Hancock made a motion **to approve Resolution #01052021A, appointing Randy Vosbeck to the Architectural Review Board**. Dr. Lubore seconded the motion. The motion passed (4/0/3/0), with Mr. Brewer, Mr. Oakley, and Mr. Tighe absent.

APPEALS

- **43238 Brookford Square, Appeal of Denial of Front Yard Tree Swing** – Dr. Lubore made a motion **to approve the approval of a front yard swing on the property located at 43238 Brookford Square**. Mr. Hancock seconded the motion. The motion failed (0/4/3/0). Mr. Hancock, Mr. Batchelder, Mr. Fedak Dr. Lubore against; Mr. Brewer, Mr. Oakley, and Mr.

Tighe absent.

INFORMATIONAL

- **Association Delinquent Status Report** – No report.

ADJOURNMENT

- Mr. Hancock made a motion to adjourn the regular business meeting at 8:11 PM. Mr. Fedak seconded the motion. The motion passed (4/0/3/0).

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