
**MINUTES
ASHBURN FARM ASSOCIATION
BOARD OF TRUSTEES MEETING
July 21, 2020**

The Ashburn Farm Association held its regular meeting of the Board of Trustees on Tuesday, July 21, 2020.

Members Present: Scott Batchelder, Mark Fedak, Cary Hancock, Steve Lubore, and David Tighe.

Members Absent: Doug Brewer and Rich Oakley.

Others in Attendance: Jeremy Cushman – General Manager and two residents.

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

APPROVAL OF MINUTES

- Cary Hancock made a motion to **approve the July 21, 2020 minutes, as submitted.** Steve Lubore seconded the motion. The motion passed (5/0/0/2).

BOARD MEMBER COMMENTS

- *Scott Batchelder* – Mr. Batchelder recognized Dr. Lubore for his extensive financial knowledge and work on the Budget & Finance Committee.

APPEALS

- None.

COMMITTEE REPORTS

- **Manager’s Report** – Mr. Cushman presented his report to the Board prior to the meeting. He addressed the Board regarding trash collection. Patriot Disposal has asked to begin trash collection at 6 AM, as this may help with the animals getting into the trash. Many other associations have also moved to the 6 AM start time. A trial of the earlier start time was recommended through October 5th, then it can be discussed at the October BOT meeting. Concerns were raised about Patriot drivers speeding through the neighborhoods and no longer doing bulk pickups. A suggestion was made to start with single family homes with the earlier pickup, as there is more distance between homes and the noise may be lessened.

Regency Center – Mr. Cushman received a package from them on July 10th. The Association Bylaws give the Association 45 days to reply to their request. The shopping center is requesting to be allowed to install an ATM on the property at Ashburn Farm Village Center. Steve Lubore made a **motion to not approve Regency Center installing an ATM in the parking lot of the Ashburn Farm Village Center**. Mark Fedak seconded the motion. The motion passed (5/0/0/2).

Ashburn Soccer Club (501c3) has requested use of the Breezyhill Soccer Field on weekdays and Saturdays. Dr. Lubore asked that waivers be signed prior to usage due to the Covronavirus. Scott Batchelder recommended having the team pay a fee for maintenance of the field.

Wells Fargo Dual Authorization Requirement - Dr. Lubore asked that the second approval from the Board be removed because the decisions that need to be made are time-sensitive. Dave Tighe made a motion **to remove the dual authorization for transactions with Grey Boutte with Wells Fargo**. Scott Batchelder seconded the motion. The motion passed (5/0/0/2).

OLD BUSINESS

- **Community Center Maintenance** – American Screen & Glass was contacted regarding replacing two exterior doors, using double-paned glass, in the Windmill Community Center, but they have not returned calls/messages. Another contractor, Expedited Glass has provided another bid for the work, and the pricing is similar to American Screen & Glass. Cary Hancock made a motion **to approve the proposal from Expedited Glass to replace two doors in the Windmill Community Center, amount NTE \$15,000**. Steve Lubore seconded the motion. The motion passed (5/0/0/2).
- **Drainage Issue on Willowbrook Drive and Rockfield Court** – At the previous BOT meeting, the Board had asked for a Civil Engineer to be hired to look at the drainage issue off Rockfield Court. Mr. Cushman and Mr. Mathews met with the engineer today. The engineer stated that the water is flowing as is was designed to do on the topographical map. He did not feel that the water is coming from the Dulles Toll Road. He believes the best way to handle the situation is to define the channel of water flowing through the area. The money to pay for this project could be brought from the common area maintenance line item or the site items expenditure line item.
- **2021 Draft Budget** – Scott Batchelder recommended increasing the assessments as little as possible to assist homeowners with the effects of Covid-19. Mark Fedak raised questions about reducing assessments due to staffing decreases in the Covenants Department. Cary Hancock made recommendations to decrease the Covenants inspections, possibly making them bi-annual. Mr. Cushman noted that the inspections were made more stringent due to complaints from homeowners who received

numerous violations on their disclosure inspections; the homeowners stated that they would have appreciated knowing about the violations prior to selling their home and risking the loss of a sale. Scott Batchelder made a recommendation to have the Board look at the Architectural Standards to make them easier for homeowners to follow. The possibility of eliminating Association events to decrease the budget was also reviewed.

Mr. Cushman stated that the 2020 income has been lower than expected due to the Covid-19 issues.

He reviewed the Association's contractual obligations for 2021, such as trash and recycling, landscaping, pool maintenance.

Landscape Enhancements & Replacements – This line item has \$10,000 in it for unexpected landscaping needs (i.e., a car hits a tree along the parkway). The other \$60,000 that was in this line item previously was moved to a line item in the reserve fund.

Tree Removal – This line item has been over-budget for many years. This is due to the ash borer and other diseases. Once the Association is notified of a tree that is dead or unsafe, it becomes a liability for the Association. There is currently \$130,000 in this line item of the Draft Budget.

Tot Lot Maintenance – The tot lots are 19 years old and requiring significant maintenance to remain safe. The parts tend to be expensive when they need to be replaced as well.

Capital Improvement – There was a money transfer that took place, resulting in an increase in the line item. This line item is used to pay for new projects and improvements in Ashburn Farm. There are plans for renovations at the Summerwood and Breezyhill Pools in the future.

Newsletter Printing – The Association has moved to a full color newsletter to try and increase advertisers. The newsletter is used as the Association's legal notice which would need to be mailed to homeowners anyway.

ARB Standards – There is no plan at the moment to reprint these for 2021. The last printing cost was approximately \$7,000.

Annual Meeting – The cost increase was due to contracting out the online voting. It will likely be done in-house again in 2021.

Computers – The cost increased due to moving from purchasing new computers every five years to leasing them for three years.

Insurance – There was a slight increase for D&O, Workers Comp, and General Liability.

Taxes – In 2020, the Association paid \$702 in taxes this year.

Events – Many events had deposits made on them, but the events did not take place due to the Covid-19 restrictions.

Board of Trustees – This money is spent on water and snacks for Board members at the BOT meetings.

Payroll – The average increase was 2.9% for the year. The rate of inflation is 1.1%. This number is low because one employee resigned in 2020, and the Association has been unable to find seasonal help for the two seasonal positions this year. Currently the Covenant Department has a vacancy, the possibility of not filling the position to decrease the budget was discussed.

Legal Expense for Collections – It was noted that over the last eight years, more money was collected than was spent on the legal fees needed to do so.

Reserve Account – The Reserve Study is completed every three years and funding is readjusted. This money is used to pay for any unexpected expenses that the Association must cover. This spreads the financial burden for the residents over several years.

Dr. Lubore stated that it may be worth petitioning the County to see if they would pay for the streetlight costs on the VDOT roads.

The 2021 Draft Budget will be published in the August newsletter to give homeowners the opportunity to provide feedback to the Board.

NEW BUSINESS

- **Article VI, 21111 Deep Furrow Court** – The property is vacant, and the family has no interest in the property. There is lawn maintenance that is urgently needed for this property. There is also a significant amount of exterior damage to the property. There is no equity in the property, so repairs will not be reimbursed; this will limit the amount of work that the Association can do on the property. The neighbors are requesting assistance from the Association to make repairs. If money is approved to make repairs, it will likely be spent on mowing the grass, cutting the vines off the fence to prevent encroachment onto the neighbor's property, and applying a broadleaf weed killer to the property to control everything but grass. Another round of mowing, weeding, etc. will probably need to be done in October. Mark Fedak made a motion **to approve the expenditure of \$3,000 to make repairs to the property located at 21111 Deep Furrow Court**. Cary Hancock seconded the motion. The motion passed (5/0/0/2). Mark Fedak

made a motion **to begin administrative foreclosure on the property located at 21111 Deep Furrow Court**. Steve Lubore seconded the motion. The motion passed (5/0/0/2).

- **Annual Inspections** – Mr. Cushman discussed the option of annual inspections being continued without enforcement, unless triggered by a complaint from a neighbor or Board member. The accompanying letter would inform the owner that the listed violations would remain on their home until corrected. Mr. Fedak and Mr. Hancock stated that they do not feel that the inspectors should be allowed to go onto homeowner's properties without homeowner concurrence as part of the annual inspections. A discussion followed regarding changing the Association's Covenants and governing documents.

INFORMATIONAL

- **Association Attorney Introduction** – Mr. Cushman introduced Ray Ceresa, Esq. to the Board of Trustees.
- **Association Delinquent Status Report**

ADJOURNMENT

- Mark Fedak made a motion **to adjourn the regular business meeting at 10:04 PM**. Cary Hancock seconded the motion. The motion passed (5/0/0/2).

Respectfully Submitted,
Alicia R. Lough
Recording Secretary
July 28, 2020