

**Ashburton Manor HoA  
Board of Directors Meeting Minutes  
September 24, 2009**

A regular meeting of the Board of Directors of the Ashburton Manor Homeowners Association, Inc. (the "HOA") was held on Thursday, September 24, 2009 at Crossfield Elementary School.

The following members of the Board of Directors were present at the meeting: Tom DeFranco, Peter Fish, Don Howell, Keith Jacobson, Dave Jones, Lou Ward and Rick Willhite. Also in attendance was Patti Lloyd from AAA Property Management Company.

The meeting was called to order at 7:02 p.m.. Tom DeFranco, President of the HOA, presided at the meeting. Peter Fish, Secretary of the HOA, took the minutes.

The first order of business was a discussion regarding the required update of the HOA's Reserve Study. It was noted that the original Reserve Study (completed by the firm of Mason and Mason) contained some errors and on that basis, a request had been made to Mason & Mason to perform the update at a discount. AAA reported that Mason & Mason declined this request and would not discount below their estimate of \$1800. Because the other estimates obtained for the update were also viewed to be too expensive, the suggestion was made that the update of the reserve study be performed by the Board. Upon motion, duly seconded and unanimously approved, the Board resolved to independently complete the update to the Reserve Study.

Mr. DeFranco then requested that AAA's representative, Ms. Lloyd review the list of action items from the previous meeting of the Board to check the status of each item. The first item involved the Koger Management embezzlement matter. Ms. Lloyd reported that she had contacted the Association's legal counsel and was told that he could not estimate whether the Association would ultimately recover any of the funds lost due to the Koger embezzlement and could also not predict how long the process could take. It was further noted that the Association had already incurred more in professional fees on the issue than the amount of the loss. After discussion, the Board concluded that it would be best to stop incurring any further legal fees pursuing the matter and simply write off the loss. AAA was directed to inform the attorney to drop the matter.

The second item involved the HOA's tax returns prepared by the accounting firm of Goldklang, Cavanaugh & Associates for which the HOA had been charged a late fee. Ms. Lloyd reported that Goldklang had clarified that the fee was for an extension granted by the IRS. After discussion it was determined that AAA should send Goldklang a letter directing them that going forward all HOA tax returns should be filed by their due date and no requests for extensions should be submitted unless authorized by the HOA Board.

The next item was the possibility of having Fairfax County remove trees that could pose a hazard along the HOA's path in the area behind the NV side of the community. Ms. Lloyd reported that Fairfax County officials had confirmed that they have no responsibility for the trees in that area.

The possible removal of the parking area adjacent to the HOA tennis courts was the next item. Ms. Lloyd reported that Fairfax County had indicated that they would have no objection to the removal of the parking area. After discussion, the Board members decided to direct AAA to obtain at least one quote from a contractor for removal of the parking lot and restoration of natural grass area.

The next topic was a complaint letter received from a homeowner. After discussion it was determined that it would be appropriate for the complaint to be handled through the Architectural Review Board.

Mr. DeFranco then reviewed the additional items on his list. It was noted that the bridge repairs had been successfully completed.

The next topic of discussion was the Architectural Review Board walk-through process. It was noted that in years past mistakes had been made (e.g. some violations had been attributed to the wrong address). The Board directed that before any violation notices are sent out to homeowners this year, the proposed violation notices need to be circulated to the members of the Board for their review. Other suggested improvements in the process included taking digital photographs of each home in the community on an annual basis and providing homeowners advance notice of the scheduled date for the ARB walk-through.

Mr. DeFranco then asked Mr. Fish to provide an update on the status of the issue regarding the installation of Verizon FiOS on the Equity side of the community. It was reported that several members of the Board had met with representatives of Verizon. The end result of that face to face meeting was that Verizon concluded that they could proceed with the installation of FiOS for roughly half of the homes on the Equity side of the community by utilizing the HOA common area. Verizon also indicated that the installation of FiOS for the remainder of the community would depend on whether they could obtain access to the homeowner's lot through individual lot easements. Utilizing the VDOT public right of way is not an option Verizon is willing to consider because that would require them to hand dig. A discussion followed. It was determined that official action by the Board would await the receipt of an easement document from Verizon and a final tally on the willingness of affected homeowners to grant Verizon individual lot easements.

Finally, Mr. Howell reported on the meeting he attended at which Fairfax County officials described their plans to naturalize the storm drainage area in the neighboring Cinnamon Oaks HOA common area. The County intends to convert the area back to natural wetland by planting native plants which will naturally filter the water feeding back into the storm drains.

The meeting was adjourned at 8:36 pm.