

**Ashburton Manor HOA
Board of Directors Meeting Minutes
September 24, 2012**

A regular meeting of the Board of Directors of the Ashburton Manor Homeowners Association, Inc. (the "HOA") was held on Monday, September 24, 2012 at Navy 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. Mike Erwin of AAA Management also attended.

The meeting was called to order at 7:04 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 to review the report of AAA, including the information regarding the HOA's financial statements. A question was raised regarding the legal fees expended with outside legal counsel involving the overdue account. AAA was directed to contact the law firm on the issue.

The second item for discussion was the Complaint Process mandated by the State of Virginia for all community property associations. After discussion and questions regarding certain aspects of the draft Complaint Process and Complaint Form, the Board unanimously approved the adoption of new Complaint Process and Complaint Form. It was agreed that the new Complaint Process and Complaint Form would be sent to all HOA homeowners and would be posted to the HOA website before September 30. It was further agreed that the HOA's governing documents, including the Articles of Incorporation, Bylaws and Declaration will be posted to the HOA website.

The next item for discussion was concerns raised about improper use of the HOA tennis courts. A complaint had been raised regarding group lessons being conducted on the tennis courts. After discussion, the consensus of the Board members was that the HOA should adopt standard rules and regulations for the use of HOA Common Area, including the tennis courts and that such standard rules and regulations should include prohibitions against group commercial activity (such as group tennis lessons or fitness classes). It was further suggested that these standard rules and regulations include requirements for guest access to the HOA Common Area, such as requiring the HOA member to always be present with their guests. It was agreed that draft rules and regulations would be prepared and circulated via email for the full Board's review and consideration.

Mr. DeFranco then went through the list of pending action items from the previous Board meeting. It was noted that the warranty issue on the tennis courts repair had still not been resolved with Bishop's. AAA was directed to contact Bishops to get them to remedy the issue under the provided warranty. In addition to the contacting the law firm on providing additional billing detail in their invoices, AAA was also directed to get further information about the bankruptcy proceedings affecting the overdue account.

The next item for discussion was the HOA budget for 2013. It was agreed that the draft budget would be circulated via email for the full Board's review and consideration.

The final item for discussion was the update on the development of the adjoining property that borders the Fairfax County storm drainage area and the HOA Common Area. It was noted that the prior development proposal, that would have included an access driveway being added to Saffron Drive had been rejected by Fairfax County. A new plan was shared with the HOA for its comment along with the request that the HOA annex the adjoining property into the community. After discussion, it was agreed that the HOA's response to the developer would be provide certain requirements for the HOA to act on the developer's request after Fairfax County has approved a final development plan, including an written undertaking to cover any and all expenses associated with the HOA submitting the annexation proposal to its membership for approval.

The meeting was adjourned at 8:17 p.m.