

**Ashburton Manor HoA  
Annual Meeting Minutes  
March 19, 2013**

An annual meeting of the Ashburton Manor Homeowners Association, Inc. (the "HOA") was held on Tuesday, March 19, 2013. Notice of the meeting was properly sent out in advance of the meeting in accordance with Article III, Section 3 of the HOA Bylaws.

The following members of the Board of Directors were present at the meeting: Tom DeFranco, Peter Fish, Don Howell, Dave Jones and Rick Willhite. Also in attendance was Mike Erwin from AAA Property Management Company, Inc.

A quorum of homeowners was present in accordance with Article III, Section 4 of the Bylaws of the HOA, with a total of 21 residents attending the meeting in person or by proxy.

The meeting was called to order at 7:07 p.m. Tom DeFranco, President of the HOA, presided at the meeting. Peter Fish, Secretary of the HOA, took the minutes.

Tom DeFranco presented his report on the activities of the Association over the past year.

Mr. DeFranco discussed the HOA budget for 2013 and the annual audit of the HOA accounts. It was noted that the Association's reserve study had been updated as required under Virginia law. The budget year for 2012 resulted in a surplus of \$4,864 and the Board voted to add that surplus to the HOA reserves.

The matter of the adjoining property development on Ashburton Avenue was discussed in detail, including the request received for the HOA to consider annexation of the property. That request was declined by the HOA Board. It was noted that Fairfax County had approved the development plan for the new development.

Mr. DeFranco reviewed the current HOA contracts with its primary service providers: AAA Property Management, Blade Runners and Doody Calls. Mr. DeFranco also indicated that the Association continued to facilitate social interaction among members of the community through its sponsorship of the Annual Halloween Parade and Community Block Party.

It was noted that the HOA was in need of a new Chairman for the ARB and Dave Lotocki agreed to take on the responsibility.

The Verizon FiOS issue was discussed. Paul Elias agreed to get engaged and agreed to attempt to facilitate a solution with Verizon. Marc Winkelstein also offered his assistance.

Mr. DeFranco indicated that one of the improvements to the HOA Common Area achieved in 2012 was re-paving of the walking paths. He also reviewed the issues encountered with use of the tennis courts and encouraged all users of the courts to lock the courts when they are

finished. He also reminded homeowners that the HOA website and Facebook site facilitates communications with our management company and allows on-line access to Association forms and documents, including the HOA's governing documents and Board meeting minutes.

The meeting was then opened for questions or concerns from the homeowners. It was suggested that the HOA invest in a squeegee for the tennis courts.

The business items involved elections for the four members of the HOA Board of Directors whose terms were expiring and approving the minutes for last year's annual meeting. Keith Jacobson was re-elected by unanimous vote. The minutes for the HOA Annual Meeting held on April 27, 2012 were approved.

The meeting was adjourned at 7:57 p.m.