

**Ashburton Manor HoA  
Annual Meeting Minutes  
April 12, 2011**

An annual meeting of the Ashburton Manor Homeowners Association, Inc. (the "HOA") was held on Thursday, April 12, 2011. 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, Keith Jacobson, Dave Jones and Lou Ward. 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 12 residents attending the meeting in person.

The meeting was called to order at 7:35 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 2011 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 and that the Board of Directors had approved adjustments to eliminate a prior accounting anomaly that had been carried forward year after year in the HOA financial statements.

Mr. DeFranco reviewed the current HOA contracts with its primary service providers: AAA Property Management, Blade Runners and Doody Calls. He then reported on capital improvement projects that were undertaken in 2010. 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 also indicated that the Community Block Party was being revived as an annual event and was scheduled for June 12<sup>th</sup>.

Mr. Tony Keller, Chairman of the ARB, reported on the activities of the ARB during the past year. There was a discussion of the recent trend towards replacements of windows, siding and roofs within the community. It was suggested that a reminder be circulated to homeowners about the need to obtain ARB approval for external improvements.

Mr. Fish was asked to provide an update regarding the efforts to facilitate the installation of Verizon FiOS on the Equity side of the community. He reported that the full survey of the Equity side of the community had not yet been conducted to determine the extent to which homeowners on the Equity side are interested in the Verizon FiOS service being available to them and to specifically identify those who would be willing to grant an individual lot easement to Verizon.

Mr. DeFranco reminded homeowners that the HOA website 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 noted that walking path repairs which had been marked last year were not yet completed. It was also noted that the cherry tree along West Ox road which was of a different type than the others had still not been replaced. There were also cracks and other repairs needed to the tennis court and basketball court. The action items were assigned to AAA. With respect to the path repairs, Mr. Erwin explained that bids for the repairs had already been received so that the repairs could proceed promptly.

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. The following Board members were re-elected by

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unanimous vote: Rick Wilhite, Don Howell, Lou Ward and Peter Fish. The minutes for the HOA Annual Meeting held on April 14, 2010 were approved.

The meeting was adjourned at 8:23 p.m.