

**Ashburton Manor HoA  
Annual Meeting Minutes  
April 25, 2016**

An annual meeting of the Ashburton Manor Homeowners Association, Inc. (the "HOA") was held on Monday, April 25, 2016. 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, Lou Ward 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 25 residents attending the meeting in person or by proxy.

The meeting was called to order at 7:05 p.m. Tom DeFranco, President of the HOA, presided at the meeting. Peter Fish, Secretary of the HOA, recorded the minutes.

As the first order of business, the minutes for the HOA Annual Meeting held on April 27, 2015 were unanimously approved.

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

Mr. DeFranco discussed the HOA budget for 2016 and the annual audit of the HOA accounts. Mr. DeFranco explained that because an update of the HOA reserve study performed in 2015 confirmed that the reserves were overfunded, the Board had waived the first quarter dues in 2016 and determined that no contribution to the reserves would be necessary in 2016. Mr. DeFranco noted that the budget approved for 2016 is largely based on 2015 spending, and includes amounts for the traditional social events, the HOA Party and the Halloween Parade.

Mr. DeFranco reviewed the current HOA contracts with its primary service providers: AAA Property Management, Blade Runners and Doody Calls.

In response to a question, there was a general discussion about the condition and use of the tennis courts.

The Architectural Review Board (ARB) was then discussed. It was noted that there needed to be better tracking of reported ARB violations and coordination for following up to ensure that the issues get taken care of. There was also a discussion of the ARB requirements for the use of standardized mailboxes in the community. Homeowners were reminded of the obligation to apply for ARB prior approval for all exterior modifications and that the ARB would be doing its annual walk-through and inspections later in the spring.

Mr. DeFranco reported on the removal of some downed trees in the HOA common area. It was noted that one of the cherry trees along West Ox Road is diseased and should be replaced. Mr. DeFranco indicated that estimates were being obtained with regard to replacing the fencing along West Ox Road. It was also noted that VDOT had been contacted regarding the condition of our neighborhood streets.

Mr. DeFranco reminded homeowners about the rules regarding use of the tennis courts and that the courts should be locked when not in use. It was also noted that the HOA website and Facebook site facilitates communications with AAA, our management company and allows on-line access to Association forms and documents, including the HOA's governing documents and Board meeting minutes. It was suggested that the community website needed to be re-built.

The meeting was then opened for questions or concerns from the homeowners. Concerns were raised in a number of areas including: need for open communication between adjoining homeowners regarding the trimming and pruning of overhanging tree branches; the replacement of the trash can and posts in the Recreation Area; and the need for improved landscaping of the flowerbeds for the HOA. Additional action items were assigned to AAA.

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The final business item involved the election for a position on the HOA Board of Directors. It was noted that Keith Jacobsen whose term was expiring had indicated that he was willing to step aside if another homeowner was interested in joining the Board. Liz Krage volunteered to serve and was elected to the HOA Board of Directors by unanimous voice vote.

The meeting was adjourned at 7:48 p.m.