

**Ashburton Manor HoA
Annual Meeting Minutes
April 24, 2017**

An annual meeting of the Ashburton Manor Homeowners Association, Inc. (the "HOA") was held on Monday, April 24, 2017. 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, Liz Krage and Lou Ward. Also in attendance was a representative 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 14 residents attending the meeting in person and additional residents represented by proxy.

The meeting was called to order at 7:08 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 25, 2016 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 2017 and the annual audit of the HOA accounts. Mr. DeFranco confirmed that the HOA reserves were adequately funded based upon the reserve study that was recently performed. Mr. DeFranco noted that the budget approved for 2017 is largely based on 2016 spending, and includes amounts for the traditional social events, the HOA Party and the Halloween Parade.

The Architectural Review Board (ARB) was then discussed. One issue raised involved whether there was an appropriate process in place for tracking and following up on violations as contemplated by the HOA Bylaws and ARB guidelines. 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.

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

Mr. DeFranco noted the number of improvements completed during the past year including the new fence installed along West Ox Road and new trash can in the Rec Area and the plans for resurfacing the tennis and basketball courts.

In response to a question, there was a general discussion about the landscaping at the entry ways to the community. The consensus was that Blade Runners would be contacted about placing larger and drought resistant plants in those entry areas. In addition, there were a number of other new action items identified including the removal of certain trees, the need to contact VDOT regarding the condition of the streets in the community, pressure washing the entry signs and sending a reminder to residents about the Facebook group established for the community. Other items discussed during the open forum was ARB violations, who to contact when street lights in the community go out, and downed trees in the Cinnamon Oaks common area.

The final business item involved the election for expiring positions on the HOA Board of Directors. The current terms for Lou Ward, Don Howell and Peter Fish were due to expire. Each of those current Board Members were re-elected to another term by unanimous voice vote. It was also noted that since Ric Wilhite had sold his home and moved out of the community, there was a vacant seat on the Board of Directors that needed to be filled. New resident Bill Dooley volunteered to serve and was elected to the HOA Board of Directors by unanimous voice vote.

The meeting was adjourned at 8:05 p.m.