

Ashburton Manor Homeowners Associaton
2015 Annual Meeting

AGENDA

- I. Call to Order & Certification of Quorum**
- II. Introduction of Board of Directors & AAA Management**
- III. Approval of 2014 Annual Meeting Minutes**
- IV. Annual Meeting Topics (Attached)**
- V. Appointment of Inspectors of Election**
- VI. Election of Directors**
- VII. Open Discussion**
- VIII. Election Results**
- IX. Adjournment**

**Ashburton Manor HoA
Annual Meeting Minutes
April 28, 2014**

An annual meeting of the Ashburton Manor Homeowners Association, Inc. (the "HOA") was held on Monday, April 28, 2014. Notice of the meeting was properly sent out in advance of the meeting in accordance with Article III, Section 3 of the HOA Bylaws.

All members of the Board of Directors were present at the meeting: Tom DeFranco, Peter Fish, Don Howell, Dave Jones, Keith Jacobsen, 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 26 residents attending the meeting in person or by proxy.

The meeting was called to order at 7:30 p.m. Tom DeFranco, President of the HOA, presided at the meeting. Peter Fish, Secretary of the HOA, took the minutes.

As the first order of business, the minutes for the HOA Annual Meeting held on March 19, 2013 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 2014 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. In accordance with the reserve study, the HOA is contributing \$9,000 to the general operating reserves on an annual basis. In addition, the budget year for 2013 resulted in a surplus of \$3,134 and the Board voted to add that surplus to the HOA reserves. The budget approved for 2014 is based on 2013 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. 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.

It was noted that the ARB will be doing its annual walk-through and inspections later in the spring.

The meeting was then opened for questions or concerns from the homeowners. Concerns were raised in a number of areas including: non-residents using the tennis courts; replacement of the fence along West Ox Road; replacement of the benches in the recreation area; replacement or removal of dead trees bordering the basketball court, and drainage issues bordering the tot lot. Additional action items were assigned to AAA or the ARB as a result of concerns regarding a downed tree in the Cinnamon Oaks common area, certain unfinished work by Bladerunners along the HOA path and concerns about overhanging trees in the community.

Mr. DeFranco then introduced Mr. Elias to provide an update on the issue of expanding the availability of Verizon FiOS for the Equity side of the community. Mr. Elias reported that he and others had successfully organized all of the residents of Pleasantree Court and some along Saffron Drive. Those 23 homeowners had indicated a willingness to sign an easement allowing Verizon to run the FiOS optic cable through their properties. Mr. Elias urged that a similar effort be conducted to cover the remainder of the community. Mrs. Prosser agreed to assist.

The final business item involved elections for the four members of the HOA Board of Directors whose terms were expiring. Lou Ward, Peter Fish, Rick Willhite and Don Howell were all re-elected by unanimous vote.

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

**Ashburton Manor HoA
2015 Annual Meeting**

Board of Directors Tom DeFranco (President)
 Lou Ward (VP)
 Don Howell (Treasurer)
 Peter Fish (Secretary)
 Rick Willhite
 Dave Jones
 Keith Jacobson
 Carol Benson (ARB)

Financial/Budget - 2015 Budget Review
 - Yearly Audit performed on HoA Accounts
 - Reserves adequately funded - Board has contracted with Reserve Analysis Company to perform study
 - 2014 resulted in deficit of \$889 due to overspending in general repairs and maintenance (trees, cleaning of paths, etc.)
 - West Ox Road Fence repaired and sealed

Social - \$500 budgeted for social activities, including HoA Party and Halloween Parade

Services - Grounds Maintenance – Blade Runners
 - Trash Can Emptying Every 2 Weeks – Doody Calls

ARB - ARB Approval on all exterior modifications (roof/siding)
 - ARB walkthrough/violations
 - Need volunteers to serve on ARB

Other - Tennis courts – please keep locked
 - Website and Facebook primary means of communications

Open Forum

Elections

Adjourn

2015 BUDGET
ASHBURTON MANOR HOMEOWNERS ASSOCIATION

I N C O M E	2014 ANNUAL BUDGET	2015 APPROVED BUDGET
MAINTENANCE ASSESSMENTS	34101.00	34101.00
LATE FEES	225.00	0.00
TAX REIMBUSEMENT	0.00	0.00
INTEREST INCOME	400.00	340.00
LEGAL REIMBURSEMENT	0.00	0.00
TOTAL INCOME	<u>34726.00</u>	<u>34441.00</u>
 E X P E N S E S		
<u>** ADMINISTRATIVE **</u>		
MANAGEMENT FEES	8200.00	8200.00
POSTAGE	350.00	350.00
COPY	250.00	250.00
SOCIAL	500.00	500.00
LICENSE FEE	250.00	100.00
STATE TAX	100.00	50.00
FEDERAL TAX	280.00	100.00
LEGAL	900.00	250.00
TAX PREP & AUDIT FEES	2050.00	2050.00
INSURANCE	1973.00	1973.00
OTHER PROFESSIONAL SERVICES	0.00	2100.00
UNPLANNED EXPENSE	28.00	75.00
TOTAL ADMIN EXPENSE	<u>14881.00</u>	<u>15998.00</u>
 <u>** OPERATIONS **</u>		
GEN. REPAIR & MAINT.	1000.00	2000.00
LANDSCAPING	600.00	100.00
MISCELLANEOUS	145.00	161.00
GROUNDS MAINTENANCE	9100.00	9282.00
TOTAL OPERATIONS EXPENSE	<u>10845.00</u>	<u>11543.00</u>
 R E S E R V E A C C O U N T S		
GENERAL OPERATING RESERVE	9000.00	6900.00
TOTAL RESERVES	9000.00	6900.00
 TOTAL EXP & RESERVE CONTRIB		
	<u>34726.00</u>	<u>34441.00</u>
 INCOME LESS EXP & RES CONTRIBUTIONS		
	<u>0.00</u>	<u>0.00</u>