

## Guidelines for "Neighborhood" Parties

---

The Association defines "Neighborhood" in the Covenants and Restrictions. If unsure of the street names that make up a specific neighborhood, please check the listing provided on the Association's website.  
[www.ashburnfarmassociation.org/communitymanagement.htm](http://www.ashburnfarmassociation.org/communitymanagement.htm)

---

- 1) Representatives from the neighborhood must contact the Association's General Manager at least 45 days prior to the event to obtain approval. A form will be available on the website and at the Association Office for applicants to complete.
- 2) Only 1 person should apply for the \$100.00 contribution from the Association. This person must be a Homeowner, the term "Homeowner" refers to the person's name that is on the Deed to a property located in Ashburn Farm.
- 3) The Homeowner agrees that the money contributed will be used to purchase only food, paper products (i.e., plates, cups, plastic utensils) and soft drinks for the event. No alcohol products can be purchased with the Association's contribution.
- 4) Original store receipts detailing the purchases (of up to \$100.00) must be submitted to the Association office no later than 30 days after the event.
- 5) The money is allotted to the "Neighborhood" as defined by the Association. This means that notification and invitation to Neighborhood Parties must be provided to all residents within a neighborhood and not just to unique streets or individual residents. The Neighborhood party invitation is to be published in the Ashburn Farm Newsletter and the Association's website prior to the scheduled party date. The information should include: Contact information, the name of the Neighborhood being invited (and the streets that make up that neighborhood), the location, date and time it is scheduled for. (Newsletter information is due on the 10<sup>th</sup> of the previous month).
- 6) The \$100.00 allotment can only be applied for once per year, per Neighborhood.
- 7) Neighborhood Parties must be held between the months of May and October. This is meant for outside gatherings.
- 8) Since there is limited money budgeted for this benefit, \$100.00 allotments will be disbursed on a first-come, first-served basis until the \$1,000.00 budgeted maximum is reached. Once reached, this benefit is no longer available for that calendar current year.
- 9) The Neighborhood party should be located within Ashburn Farm's boundaries.
- 10) All trash should be picked up and properly disposed of immediately after the party concludes. If it is found by Ashburn Farm Staff that the cleanup was not handled properly, or if a complaint is received by another resident that trash was not cleaned up, the \$100.00 allotment will be forfeited.
- 11) The Neighborhood event is a social event only and should not be used as a business opportunity promoting or selling products or services, used as a tool to promote a political party or agenda, as a fundraiser or for any sport teams/leagues as an award method or recruiting.
- 12) If any Association common areas are to be used during this gathering, a "Common Area Usage Request Form" needs to be signed by the homeowner responsible.