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## Approval for Neighborhood Party Reimbursement

Homeowner Name: \_\_\_\_\_ Date: \_\_\_\_\_

Homeowner Address: \_\_\_\_\_

Homeowner Contact Information: Telephone \_\_\_\_\_ Email \_\_\_\_\_

The Event will be hosted at the following location: \_\_\_\_\_

Date of the Event: \_\_\_\_\_ Start Time: \_\_\_\_\_

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- 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 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.

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I have reviewed and agree to all the Guidelines established for reimbursement as noted above. \_\_\_\_\_

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### Office Use Only

General Manager:  Approved  Note Approved If not approved specify why: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Receipts received: \_\_\_\_\_ Reimbursement Amount: \$ \_\_\_\_\_ Check Mailed: \_\_\_\_\_

Neighborhood Names and the Streets that make up the Neighborhood are listed on back.

Neighborhood Name (Bold)  
Streets indicated below

**Arundel**

Hedgerow Terrace  
Winding Brook Square

**Ashberry**

Cedarpost Square  
Marymount Square

**Beckridge**

Buttermere Terrace  
Chestermill Terrace  
Elm Grove Terrace  
Farmgate Terrace  
Gardenpost Square  
Lawnsberry Square  
Mount Pleasant Terrace

**Birchmere**

Blythwood Court  
Crossbow Court  
Crowfoot Court  
Gardengate Circle  
Heatherton Court  
Hollyberry Court  
Homecrest Court  
Huntland Court  
Laurel Leaf Court  
Scarlet Rush Court  
Springwater Court

**Brookford**

Adena Terrace  
Benwood Terrace  
Brookford Square  
Cedar Glen Terrace  
Dillonvale Terrace  
Lansing Terrace  
Stillforest Terrace  
Whisperwood Terrace  
Yorkville Terrace

**Cameron**

Coach House Square  
Cornerpost Square  
Parlor Square  
Railstop Terrace  
Strawrick Terrace

**Cedarwalk**

Breezyhill Drive  
Cherrystone Place  
Courier Ridge Place  
Deepspring Court  
Deerwatch Place  
Gristmill Court  
Logmill Court  
Stoneyglen Court  
Wintersrun Court

**Cloverdale**

Amberview Court  
Cool Spring Lane  
Crosstimber Way  
Deer Chase Place  
Farmingdale Drive  
Maplegrove Court  
Mintwood Court  
Needlepine Court  
Yellowbloom Court

**Deerfield**

Chokeberry Square  
Southwind Terrace

**Farmwell**

Barley Court  
Blue Bill Court  
Coal Bed Court  
Deep Furrow Court  
Hayshire Court  
Haystack Court  
Nightshade Place  
Raintree Court  
Starflower Way  
Stoncrop Place  
Summerwood Circle  
Windrow Court

**Foxhorn**

Pioneer Ridge Terrace  
Postrail Square

**Gray**

Colter Court  
Greenbriar Court  
Ridgeview Place  
Thistlewood Court  
Whetstone Court

**Great Harvest**

Brownstone Court  
Butterfield Court  
Cavalier Court  
Dovetail Place  
Ice Pond Drive  
Irongate Way  
Preston Court  
Smokehouse Court  
Swamp Fox Court  
Watershed Court  
Windmill Drive

**Great Meadow**

Cross Breeze Place  
Dewberry Court  
Edgebrook Court  
Elmhurst Court  
Grainery Court  
Wayside Circle  
Wellhouse Court  
Wildrose Court

**Hampshire**

Apple Grove Court  
Arrowhead Court  
Clearwater Court  
Cross Roads Drive  
Golden Meadow Circle  
Great Harvest Court  
Greenspring Court  
Hornbeam Place  
Meadowsweet Court  
Osage Court  
Sorrel Grove Court  
Sweet Clover Place  
Sweet Grass Way  
Thimbleweed Court  
Tiger Lily Place

**Huntley**

Alderleaf Terrace  
Birchmere Terrace  
Brightcrest Terrace  
Clifton Terrace  
Crape Myrtle Terrace  
Day Lily Terrace  
Edgecliff Terrace  
Elkview Terrace  
Fordham Terrace  
Greyswallow Terrace  
Hartsville Terrace  
Medley Terrace  
Rush Run Terrace  
Silver Queen Terrace  
Thurgood Terrace  
Tiltonsville Terrace  
Trout Terrace  
Walshied Terrace  
Walter Terrace

**Lee**

Crocus Terrace  
Laburnum Square  
Stonebridge Drive  
Vineland Square  
Wildflower Square

**Millstone**

Plantation Terrace  
Tobacco Square

**Mineral**

Breezyhill Drive  
Cloverknoll Court  
Coppersmith Drive  
Countrywalk Court  
Hay Road  
Hiddengrove Court  
Longview Drive

**Parrish**

Blacksmith Square

**Rosehill**

Meadowthrash Court  
Oakencroft Court  
Stonecottage Place  
Tavernsprings Court  
Weatherwood Drive

**Treetop**

Ambleside Court  
Belgreen Drive  
Deer Run Way  
Fernridge Way  
Hunt Manor Court  
Matchlock Court  
Powderhorn Court  
Rockfield Court  
Scarlet Rush Court  
Summithill Court  
Willowbrook Drive

**Westmere**

Burnthill Court  
DiFrank Court  
Hedgeapple Court  
Midvale Court  
Silverthistle Court  
Snowpine Place  
Spiceberry Court  
Steamside Place  
Wintergrove Drive

**Wheatland**

Bent Twig Terrace  
Cleannight Terrace  
Gatwick Square  
Ribboncrest Terrace

**Wild Meadow**

Misty Meadow Court  
Wild Meadow Court  
Wildbrook Court

**Windmill**

Dray Terrace  
Livery Square

**Woodbourne**

Glenelder Terrace  
Iymount Terrace