

**Ashburton Manor HOA
Board of Directors Meeting Minutes
December 2, 2014**

A regular meeting of the Board of Directors of the Ashburton Manor Homeowners Association, Inc. (the "HOA") was held on Tuesday, December 2, 2014 at Crossfield Elementary School. 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.

The meeting was called to order at 7:09 p.m. Tom DeFranco, President of the HOA, presided at the meeting. Peter Fish, Secretary of the HOA, took the minutes.

The first order of business was to review the HOA's financial results for 2014 and the proposed budget for 2015. With respect to the final results for 2014, it was agreed that to the extent there was a deficit or surplus in the final results for 2014, the reserve contribution for 2014 should be adjusted by that amount. Similarly, to the extent there was a surplus, the reserve contribution should be increased. With respect to the proposed budget for 2015, Mr. DeFranco presented some recommended adjustments and there was a discussion among the Board members regarding the proposed changes. Among the adjustments discussed was the expenditure necessary for the formal update of the HOA Reserve Study. Since the selection of a firm from the proposals submitted had not yet been finalized, it was clear that the study would be conducted and paid for in 2015. The Board members agreed that the cost of the Reserve Study should not be taken from operating funds but should be deducted from the reserve contribution amount for 2015. It was further agreed that Mr. DeFranco would make the adjustments as discussed and re-circulate the revised budget for approval by the Board members via email.

Discussion then turned to the audit of the HOA's 2013 financial statements and the items of note raised by the HOA's accounting firm. Upon motion duly seconded, the Board unanimously approved a resolution that to the extent the final results of the audit resulted in a surplus or deficit, the HOA's reserve account should be adjusted accordingly by that amount.

The next order of business was to review the list of pending action items. With respect to the proposals received for updating the HOA Reserve Study, it was agreed that the Board members would review and reach a consensus on a selection before the end of the year. The next item was to discuss the contract renewal proposal received from Blade Runners. After discussion, and upon motion duly seconded, the Board unanimously approved a resolution to approve a three year renewal of the HOA's grounds maintenance contract with Blade Runners.

The next action item was the condition of HOA fence along West Ox Road and wooden benches in the tot lot. Mr. DeFranco reviewed the proposal received for repairing, power washing and re-staining the existing fence and also repairing the tot lot benches. After discussion and upon motion duly seconded, the Board unanimously approved a resolution to approve moving ahead with the fence and tot lot bench repair project. Because access to certain HOA homeowner properties would be necessary during the power washing and staining portions of the project for

the fence repair, AAA was directed to contact the affected homeowners to let them know when the contractor would need to be able to have access to their properties.

The next discussion item involved the ongoing use of the HOA's law firm to collect unpaid assessments from one delinquent homeowner account. AAA was directed to contact the law firm to get additional information about the costs and legal fees being incurred in this process and whether those costs and legal fees were being added to the delinquent homeowner's account.

The final discussion item was a review of status on the installation of infrastructure necessary for the Verizon FiOS service on the Equity side of the neighborhood. Organized efforts by certain individual homeowners were successful in obtaining the necessary individual lots easements for the installation to proceed on Pleasantree Court and a portion of Saffron Drive. It appears that no further action by Verizon is likely regarding FiOS installation for the remainder of Ashburton Manor Drive due to lack of individual lot easements.

The meeting was adjourned at 8:04 p.m.