

**Ashburton Manor HOA  
Board of Directors Meeting Minutes  
June 24, 2014**

A regular meeting of the Board of Directors of the Ashburton Manor Homeowners Association, Inc. (the "HOA") was held on Tuesday, June 24, 2014 at Crossfield Elementary School. The following members of the Board of Directors were present at the meeting: Tom DeFranco, Peter Fish, Don Howell, Lou Ward and Rick Willhite.

The meeting was called to order at 7:07 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 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 September 1 so that the study could be completed in time for the preparation of next year's budget. The next action item was the HOA fence along West Ox Road. Mr. DeFranco reported that so far only a single bid had been received and it was for repairing the existing fence. After discussion, it was agreed that (1) AAA would be directed to get at least 3 bids and (2) that each contractor should be asked to provide both a price for replacement of the fence and a separately priced option for repair of the fence. The next item was the proposal received from Blade Runners regarding trees in the recreation area/tot lot. After discussion, it was agreed that the dead pine tree near the tot lot should be taken down as suggested but that AAA should be directed to have Blade Runners revise their proposal with respect to the Leyland cypress trees bordering the basketball court. Instead of removing and replacing the three Leyland cypress that are dying, all seven Leyland cypress trees should be removed and none of them should be replaced. It was also agreed that Blade Runners should be tasked with scrapping off the mud that accumulates at the far end of the HOA walking path behind the Hedgetop Drive cul-de-sac twice each year.

The next discussion item was the activity on the Equity side of the neighborhood associated with Verizon FiOS. Homeowners residing on Pleasantree Court, Saffron Drive and the Ashburton Manor Drive cul-de-sac had been coordinating an effort with Verizon to attempt to obtain the necessary easements from individual homeowners in order to proceed with further installation of the infrastructure necessary for interested homeowners to obtain the Verizon FiOS service. But apparently there had been some misinformation provided to Verizon that caused Verizon to stop preparing and sending out individual lot easements. After discussion, it was agreed that AAA would be directed to send a letter to Verizon explaining that the Board had not made any decisions regarding issuing Verizon a blanket easement to HOA common area behind the homes on Ashburton Manor Drive and that Verizon should continue with its efforts to obtain the individual lot easements. It was agreed that Verizon should be asked to provide the Board with the final results of its efforts to obtain the individual lot easements and an overview of its engineering plans for proceeding with the installation of the FiOS infrastructure in the community.

The final item for discussion was the confidentiality of communications directed to the HOA Board of Directors from homeowners. After discussion, it was agreed that a policy should be drafted for further review and discussion among the Board members. Mr. Fish agreed to prepare and circulate an initial draft of such a policy for further review and discussion by the Board via email.

The meeting was adjourned at 8:13 p.m.

Subsequent to the June 24, 2014 Board Meeting, the Ashburton Manor HoA Board of Directors voted to approve the following HoA Policy:

*In the course of fulfilling their official duties and responsibilities as directors and officers of the Ashburton Manors Homeowners Association, each Board member has a duty to exercise appropriate discretion and to be responsible for maintaining the confidentiality of certain matters.*

*This duty of confidentiality applies to:*

- *any and all private issues involving specific homeowners, such as complaints, covenant violations, and collection of delinquent assessments*
- *communications with the association attorney about such issues and other important matters, such as discussions with the Board regarding possible litigation*

*This duty of confidentiality applies regardless of the manner in which the information is communicated to the Board member. Such information could be communicated verbally or in writing, during formal Board meeting or during informal debates and/or private discussions either in person or online.*

*All such matters shall remain confidential until authorized to be duly disclosed in a public meeting of the Board or with the permission of the individuals involved.*