

**Ashburton Manor HoA**  
**Board of Directors Meeting Minutes**  
**September 28, 2010**

A regular meeting of the Board of Directors of the Ashburton Manor Homeowners Association, Inc. (the "HOA") was held on Tuesday, September 28, 2010 at Crossfield Elementary School.

The following members of the Board of Directors were present at the meeting: Tom DeFranco, Peter Fish, Don Howell, Keith Jacobson, Dave Jones, and Lou Ward. Also in attendance was Terry Gilbert from AAA Property Management Company and Tony Keller, the Chairman of the Association's Architectural Review Board (ARB).

The meeting was called to order at 7:33 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 the approval of the minutes for the Board's previous meeting. Upon motion, duly seconded and unanimously approved, the Board approved the minutes of the Board of Directors meeting held April 14, 2010.

Mr. DeFranco then introduced Mr. Keller and began a review of the ARB's prepared list of violations for the community that were compiled during the latest inspection by the ARB. Among the issues discussed: undocumented changes (i.e. no proof of approval due to lack of records); requirements for issues not visible from front of house (i.e. only visible to adjoining neighbors) and placement of satellite dishes. It was reported that the violation letters would inform residents that they had until next spring to make the requested corrections.

Ms. Gilbert then provided the management report from AAA. Mr. DeFranco reviewed with Ms. Gilbert the status of each open action item. It was confirmed by Ms. Gilbert that the Association's accountants had confirmed that it was necessary to maintain the Association's financial records and conduct its audits using the accrual method.

Mr. DeFranco reminded the members of the Board that an update of the Association's Reserve Study had been prepared and circulated to members for their review and comment. The consensus of the Board was that a separate meeting would be necessary to discuss the updated Reserve Study.

The next items discussed were the status of various landscape and common area maintenance issues, including path cleanup, tree removal, repairs to playground equipment, removal of graffiti, warranty repairs to the tennis court, and repairs to the walking paths. Mr. Fish reported that there were no updates with regard to the issue involving Verizon's FiOS.

The meeting was adjourned at 8:44 pm.