

**Ashburton Manor HoA  
Annual Meeting Minutes  
April 27, 2015**

An annual meeting of the Ashburton Manor Homeowners Association, Inc. (the "HOA") was held on Monday, April 28, 2015. Notice of the meeting was properly sent out in advance of the meeting in accordance with Article III, Section 3 of the HOA Bylaws.

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.

A quorum of homeowners was present in accordance with Article III, Section 4 of the Bylaws of the HOA, with a total of 25 residents attending the meeting in person or by proxy.

The meeting was called to order at 7:00 p.m. Tom DeFranco, President of the HOA, presided at the meeting. Peter Fish, Secretary of the HOA, with the assistance of Don Howell recorded the minutes.

As the first order of business, the minutes for the HOA Annual Meeting held on April 28, 2014 were unanimously approved.

Tom DeFranco then presented his report on the activities of the Association over the past year.

Mr. DeFranco discussed the HOA budget for 2015 and the annual audit of the HOA accounts. Mr. DeFranco indicated that the operating results for 2014 resulted in a deficit of \$889 as a result of unexpected costs and spending in general repairs and maintenance (e.g., additional amounts required for tree removal, clearing of paths, etc.) It was also noted that an outside firm had been hired to update the Association's reserve study at a cost of \$2,100. As a result, the annual contribution to general operating reserves for 2015 has been reduced from \$9,000 to \$6,900 to account for the cost of the reserve study update. After addressing questions about the budget and reserves, Mr. DeFranco noted that the budget approved for 2015 is based on 2014 spending, and includes amounts for the traditional social events, the HOA Party and the Halloween Parade.

Mr. DeFranco reviewed the current HOA contracts with its primary service providers: AAA Property Management, Blade Runners and Doody Calls.

The purpose of the Architectural Review Board (ARB) was then discussed. Homeowners were reminded of the obligation to apply for ARB prior approval for all exterior modifications, including roofs and siding. It was noted that the ARB will be doing its annual walk-through and inspections later in the spring.

Mr. DeFranco reminded homeowners about the rules regarding use of the tennis courts and that the courts should be locked when not in use. It was also noted that the HOA website and Facebook site facilitates communications with AAA, our management company and allows on-line access to Association forms and documents, including the HOA's governing documents and Board meeting minutes.

The meeting was then opened for questions or concerns from the homeowners. Concerns were raised in a number of areas including: reminders to residents about general appearance of lawns and landscaping (i.e. regular mowing, weeding, mulching of landscaping surrounding each residence); upkeep and maintenance of neighborhood streets; and the replacement of the signs in the Recreation Area. Additional action items were assigned to AAA.

The final business item involved elections for the two members of the HOA Board of Directors whose terms were expiring. Tom DeFranco and Dave Jones were both re-elected by unanimous voice vote.

The meeting was adjourned at 7:43 p.m.