

**Ashburton Manor HOA
Board of Directors Meeting Minutes
October 26, 2015**

A regular meeting of the Board of Directors of the Ashburton Manor Homeowners Association, Inc. (the "HOA") was held on Monday, October 26, 2015 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 7:02 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 the second and third quarters of 2015. It was noted that upon the expiration of a Certificate of Deposit in May, reserve funds were moved into a new high yield savings account. Mr. DeFranco reported that because the Reserve Study completed earlier in the year had indicated that the HOA reserves are more than adequate, the Board should consider making certain adjustments in planning the proposed budget for 2016. There was a general discussion among the Board members regarding the results of the Reserve Study and the pros and cons of making certain proposed changes. It was proposed that the HOA budget for 2016 not include any contribution to reserves and that revenue be adjusted by collecting HOA dues from the members for only three quarters in 2016 rather than four. It was agreed that Mr. DeFranco would make the adjustments as discussed to the proposed HOA budget for 2016 and the circulate a proposed budget for further discussion and ultimate approval by the Board members via email.

Discussion then turned to the audit of the HOA's 2014 financial statements and the items of note raised by the HOA's accounting firm. In particular it was noted that the timing of certain pre-payments at the end of the HOA's fiscal year were creating an issue in the category of unappropriated member's equity. Upon motion duly second, the Board unanimously approved a resolution that going forward all such pre-payments would be delayed until the beginning of the next fiscal year in order to avoid creating an issue with unappropriated member's equity.

The next order of business was to discuss appointment of an auditing firm for the HOA. It was noted that the proposals had been received from Goldklang Group, the HOA's existing auditing firm and several other firms. After discussion and review of the estimates obtained, and upon motion duly seconded, the Board unanimously approved a resolution to reappoint Goldklang Group as the HOA's auditing firm.

The next discussion item involved the ongoing use of the HOA's law firm to collect unpaid assessments from one delinquent homeowner account and the fees being paid to the law firm for processing the payments collected. After discussion among the Board members, AAA was directed to contact the law firm to cease its collection efforts in the name of the HOA and to send a letter to the delinquent homeowner instructing them to send the past due amounts directly to AAA.

The next discussion item was the violation letters recently sent out to the HOA community by the HOA Architectural Review Board (ARB) without being reviewed in advance by the Board. AAA was reminded of the policy previously adopted by the Board that all ARB violation notices need to be circulated to the members of the Board for their review prior to being sent out. AAA indicated that it should not have occurred and that all future violation letters from the ARB would be sent to the HOA Board for review and approval.

As a final discussion, prior action items and new action items were reviewed. As a new action, AAA was directed to obtain new estimates were identified including obtaining estimates for remediation and completion of the fence repairs along West Ox road.

The meeting was adjourned at 7:59 p.m.