

Ashcombe Farms Dover HOA  
Executive Board Meeting Minutes  
Wednesday, February 2, 2011 - 7:00 PM

General session:

1. The meeting was called to order by President Rich Farr at 7:05 PM. Board members present: Rich Farr, Karen Hetrick, Judy Jackson, Mel James, and Andy Shaffer. There were no guests present.
2. The Secretary's report from the last Board meeting had been emailed to all Board members. Andy Shaffer moved to approve the minutes. Karen Hetrick seconded. Motion carried.
3. Andy Shaffer presented the treasurer's report. Judy Jackson moved to approve the treasurer's report. Mel James seconded. Motion carried.
4. Old business
  - a. Prestige Lawn Care still needs to remove the framing and pins around the sidewalk repair. The other stones in a pile in the lot across from the YMCA should be moved to the low spots in the walking trail. All other projects have been repaired.
  - b. The tabled Executive Board policy regarding Conflict of Interest of Executive Board members was reviewed by the HOA attorney who reported it was a good document. It will be added to the list of Board policies. This new policy is attached at the end of these minutes.
  - c. The Board received bid proposals from two HOA Management Companies. Bid letters were sent to 6 HOA management companies. There was discussion and review of these companies. The Board unanimously decided to invite both companies to present their companies to the HOA community at a general meeting in March.
  - d. No volunteers have stepped forward to help with the editing and formatting of the HOA quarterly newsletter. Judy will write most of the articles and Rich will format the newsletter and send it to the printer.
5. New business
  - a. A General HOA meeting will be held in March. Judy Jackson, secretary, will contact the YMCA to see if one of the following dates: March 9, 10, or 16<sup>th</sup> is available for our meeting. We will vote on the proposed commercial vehicle regulation for Deerfield Drive and Boxwood Court. In addition, two HOA management companies will be invited to present their proposal (and their company) to the community. This is for information only. There will also be a time for questions from both the Board and HOA community members.
  - b. Discussion was held regarding the articles for the newsletter to be published and mailed the end of March. Judy will be away and not able to prepare the newsletter for mailing. Rich, Andy, and Karen will make sure the newsletter is processed and mailed on time.
6. Discussion was held regarding the HOA website. Larry Rower has been doing this

Ashcombe Farms Dover HOA  
Executive Board Meeting Minutes  
Wednesday, February 2, 2011 - 7:00 PM

but plans to move out of the HOA in the near future. We need to replace Larry as the webmaster or provide him some kind of compensation for doing this. This was tabled to the next meeting.

Executive Session of the Board – Guests will be dismissed, Notice of confidentiality regarding Executive Board business.

Meeting adjourned at 8:22 PM.

Date and place for the next HOA Board meeting – Wednesday, April 6, 2011 at 7:00 at Judy Jackson's home – 1842 Deerfield Drive –

Ashcombe Farms Dover HOA  
Executive Board Policy  
Regarding Conflict of Interest of Executive Board members

A Conflict of Interest (COI) arises when a situation has the potential to undermine the impartiality of an Executive Board member because of the possibility of a clash between any Board member's personal and/or familial self-interest and the objective decision making process of the Executive Board. A COI arises whenever the personal, or professional, interests of a Board member are potentially at odds with the best interests of Ashcombe Farms Dover HOA. Any Executive Board member with a conflict of interest is expected to recuse himself or herself (i.e., abstain from voting) from participating in decisions where such a conflict exists. If a Board member refuses to recuse himself or herself, it will be up to the President, or the vice-president in the absence of the President, to enforce recusal.