



Ashcombe Farms Newsletter

Dover, Pennsylvania 17315

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Winter Issue



ATTENTION:

Annual Payments due January 15th.

Note the new mailing address for HOA payments

Please clean up after your pets!

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Payment Plan for the HOA General (Annual) Fee

The Executive Board recognizes that for some lot owners paying the General fee right after Christmas can be difficult. Therefore, there will be two payment plans offered to lot owners on the bill for the General fee is mailed out in late December.

Lot owners may pay the entire General fee of **\$190.00** in one payment on or before **January 15, 2013**; or they may make three payments. The first

payment of \$80.00 will be due by January 15, 2013. The second payment of \$82.50 will be due April 15, 2013. The third payment will be due of \$82.50 will be due by June 15, 2013. If the first payment is paid by January 15, 2013 then no interest or penalties will be applied. If no payment is made by January 15, 2013 then all applicable interest and fines will accrue to a lot owner's

delinquent account.

If a lot owner only pays the first payment of \$80.00 no later than January 15, 2013 then the lot owner will receive a second bill for \$82.50 before April 1, 2013. The third bill for \$82.50 will be mailed to each lot owner before June 1, 2013. However, all lot owners choosing the payment plan must complete all payments no later than the time indicated above.

A Few Simple Home Security Tips

With the recent arrests for home invasions in Dover Township, we want to remind of some simple things you can do that don't cost much and will help deter criminal activity. You don't need a fortress, just a less than desirable target.

- Make sure your mail and newspapers are always brought inside.
- Get a motion-activated light for your back door or other entry points (a nice big, bright one). Trim hedges and other obstructions. Some people think that if their house is hidden, robbers will feel like it's hard to stake out or hard to tell if someone is home. On the contrary, they know that once inside, no one from the street will be able to see them.
- Put some of your lights and/or TV or radio on a timer and change the times regularly, so periodically a light or noise turns on.

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A Few Simple Home Security Tips — *continued from page 1*



- Be careful about delivery people, workers, and anyone else who comes to your door. It is not uncommon for people to scope out a house by claiming to be lost, looking for someone else, etc. Note who comes by and make sure they know you've seen them. Don't let outside workers in to use your bathroom. Some workers have been known to unlock windows for an easy break-in later.
- Put wooden dowels in your windows and sliding doors, to prevent them from opening more than a couple of inches.
- If you're worried about a particular window being an entry point, put some glass bottles and other trinkets on the sill. Robbers have reported that they hate going in windows where they're going to knock things over and make noise.
- If you don't want to get a dog, get a large dog dish and some big toys, make them look a little used, and put them outside. They even sell recordings of dogs barking that you can play if someone knocks.
- Keep your door locked. Make sure your vehicle doors are locked, and valuables hidden when your vehicle is parked in the driveway.
- Lastly, know your neighbors! Talk to each other! Talk about who belongs around your home, when you're going out of town, etc. The more you work together to keep your street safe, the better. A neighborhood whose neighbors are looking out for each other is harder to prey upon.

A good goal is to make your home or vehicle a less desirable place to enter with criminal activity in mind.

New Book Keeper Hired

The Executive Board has been interested in establishing consistent record keeping for the HOA. This consistency will allow for continuity HOA oversight for today and tomorrow. The Executive Board has been pursuing the hiring of a professional bookkeeper – an independent bookkeeper that is not a lot owner within the community.

Several bids were solicited in July 2012. The Board is pleased to announce that the selected bookkeeper's fees are just slightly more than we were previously paying former bookkeepers. The name of the new HOA bookkeeper is Dennis Bowman. Mr. Bowman is currently the bookkeeper for several other HOAs and is bonded for this job. Mr. Bowman was at the Annual meeting on Wednesday, December 12, 2012.

The Board will continue the policies to ensure proper oversight. An example of this is the requirement of having two signatures on every check that is written and signers must be a member of the Executive Board.

ALL PAYMENTS for ALL fees must be mailed to the bookkeeper and not to the HOA PO Box or placed in the HOA Drop Box. Please add your lot number to the memo section of the check and return the tear off section of the bill. **Mail payments to: Redstone Financial Services, 19 Parkland Ct., Gettysburg, PA 17325.**

Payments must be received by the 15th of the month



Snow, Snow, Snow!

Snow is removed from driveways and sidewalks for the townhomes. However, if cars are parked on the driveways, snow will only be removed up to 12 inches of any vehicle parked in the driveway. Snow is not removed from porches in the case of drifting and blowing snow. If there are high winds creating snow drifts in driveways, it may not be removed.

Sidewalks bordering common areas will be cleared but these are a *secondary priority* to clearing driveways and sidewalks of the town homes because of the time involved in clearing the snow for the town homes.

Snow Etiquette for all of us who live in Ashcombe Farms Dover HOA:

- Snow should not be pushed or shoveled into any road way.
- Snow should not be shoveled or blown onto any neighboring property.
- Helping neighbors who are elderly, ill, or disabled is encouraged and is a neighborly thing to do.



Ashcombe Farms Dover HOA Income & Expense vs. Budget January through November 2012

	Jan - Nov 12	Budget	% of Budget
Income			
General Account Income			
GA Annual Fees	30,098.69	30,970.00	97.2%
GA Undesignated Funds	0.00	0.00	0.0%
Total General Account Income	30,098.69	30,970.00	97.2%
Reserve Account Savings			
RA Initiation Fees	2,700.00	1,500.00	180.0%
RA Penalties & Interest	2,941.58	300.00	980.5%
RA Resale Certifications	700.00	500.00	140.0%
RA Undesignated Funds	0.00	0.00	0.0%
Total Reserve Account Savings	6,341.58	2,300.00	275.7%
Townhome Income			
TH Income Fees	29,871.83	38,880.00	76.8%
TH Undesignated Funds	0.00	0.00	0.0%
Total Townhome Income	29,871.83	38,880.00	76.8%
Total Income	66,312.00	72,150.00	91.9%
Expense			
General Account Expenses			
GA Attorney's Fees	2,757.50	4,000.00	68.9%
GA Bookkeeper	500.00	600.00	83.3%
GA Common Area Lawns	25,362.00	14,000.00	181.2%
GA Insurance	3,233.00	3,250.00	99.5%
GA Miscellaneous	421.00	300.00	140.3%
GA Newsletter Printing	353.00	800.00	44.1%
GA Office Supplies	176.00	200.00	88.0%
GA Postage	458.00	500.00	91.6%
GA Printing - General Mailings	37.00	150.00	24.7%
GA Property Maintenance	1,925.00	2,000.00	96.3%
GA Property Tax	1,862.00	1,950.00	95.5%
GA Secretary	560.00	600.00	91.7%
GA Snow Removal	1,085.00	1,100.00	98.6%
GA Tax Preparation/Fin. Review	805.00	500.00	161.0%
Reconciliation Adjustment	53.31		
Total General Account Expenses	39,597.81	29,950.00	132.2%
Townhome Expenses			
TH Bank Charges	8.00		
TH Bookkeeper	500.00	600.00	83.3%
TH Financial Review	250.00	500.00	50.0%
TH Lawn Care	29,755.54	26,500.00	112.3%
TH Office Supplies	0.00	250.00	0.0%
TH Secretary	560.00	600.00	91.7%
TH Snow Removal	9,320.00	12,500.00	74.6%
Total Townhome Expenses	40,383.54	40,950.00	98.6%
Total Expense	79,981.35	70,900.00	112.8%
Net Income	-13,669.35	1,250.00	-1,093.5%

Please Scoop...



At the annual Meeting on December 12, there were several complaints about dog owners leaving dog excrement on lawns and sidewalks. Some dog walkers are even leaving this excrement on the lawns where no dogs live. We fully recognize no one *enjoys* picking this up, but it is required by both civil law and HOA regulations.

The Executive Board appreciates compliance with this civil law and definition of a HOA regulation. Even in your own yard, please remember to scoop the poop! It keeps our community clean, especially the bottom of our shoes! More importantly, it keeps our environment clear of harmful bacteria.



General Account Budget			
	Budget Year 2012	Budget Year 2013	Per unit basis
Revenue			(163 Units)
Annual Fees	\$30,970.00	\$ 39,120.00	\$ 240.00
Total Budgeted Revenues	\$30,970.00	\$ 39,120.00	\$ 240.00
Expenses			\$ -
Snow Removal	\$1,100.00	\$ 1,200.00	\$ 7.36
Common Area Lawn Care	\$14,000.00	\$ 26,000.00	\$ 159.51
Attorney Fees	\$4,000.00	\$ 3,000.00	\$ 18.40
Insurance	\$3,250.00	\$ 3,250.00	\$ 19.94
Tax Prep / Financial Review	\$500.00	\$ 800.00	\$ 4.91
Bookkeeper	\$600.00	\$ 400.00	\$ 2.45
Office Supplies	\$200.00	\$ 200.00	\$ 1.23
Printing - General Mailings	\$150.00	\$ 150.00	\$ 0.92
Printing - Newsletter	\$800.00	\$ 400.00	\$ 2.45
Property Maintenance	\$2,000.00	\$ 2,000.00	\$ 12.27
Postage	\$500.00	\$ 500.00	\$ 3.07
Secretary	\$600.00	\$ 600.00	\$ 3.68
Miscellaneous	\$300.00	\$ 620.00	\$ 3.80
Total Budgeted Expenses	\$28,000.00	\$ 39,120.00	\$ 240.00
			(Per Year)
Town Home Budget			
	Budget Year 2012	Budget Year 2013	Per unit basis
Revenue			(100 Units)
Town Home Fees	\$38,880.00	\$ 48,000.00	\$ 120.00
Total Budgeted Revenues	\$38,880.00	\$ 48,000.00	\$ 120.00
Expenses			\$ -
Snow Removal	\$12,500.00	\$ 15,000.00	\$ 37.50
Bank Charges		\$ 50.00	\$ 0.13
Lawn Care	\$26,500.00	\$ 30,000.00	\$ 75.00
Office Supplies	\$250.00	\$ 200.00	\$ 0.50
Financial Review	\$500.00	\$ 400.00	\$ 1.00
Miscellaneous		\$ 150.00	\$ 0.38
Secretary	\$600.00	\$ 600.00	\$ 1.50
Bookkeeper	\$600.00	\$ 1,600.00	\$ 4.00
Total Budgeted Expenses	\$40,950.00	\$ 48,000.00	\$ 120.00
			(Per Quarter)
Reserve Account Budget			
	Budget Year 2012	Budget Year 2013	
Revenue			
Resale Certifications	\$500.00	\$ 700.00	
Initiation Fees	\$1,500.00	\$ 4,200.00	
Penalties & Interest	\$300.00	\$ 2,500.00	
Total Budgeted Income to Reserves	\$2,300.00	\$ 7,400.00	
Savings as percent of total Revenues	3.19%	7.83%	