

Ashcombe Farms Dover HOA  
Executive Board Meeting Minutes  
Tuesday, June 2, 2014

General session:

- 1 The meeting was called to order at 7:35 PM. We welcome Wendy Dunstan from Member 1st Credit Union. Present: Rich Farr, David Brown, Karen Hetrick, Judy Jackson, Fred King, Eric Saindon, and Mike Swank. Guest: Wendy Dunstan.
- 2 Welcome to new Board members, Fred King, and Eric Saindon. New officers for the year will be Rich Farr, president; Karen Hetrick, vice-president; Eric Saindon, treasurer, Fred King and Mike Swank - members at large.
- 3 The Executive Board discussed which Board members would be signatories for the HOA checking account. It is Board policy that only members of the Executive Board are permitted to be signatories. These Board members will be signatories for the HOA: Karen Hetrick – vice-president, Fred King – member at large, and Eric Saindon – treasurer. Wendy Dunstan handed out the necessary paper work to make this change. Judy Jackson will purchase the needed office supply items for the new secretary before the HOA credit card is terminated.
- 4 Karen Hetrick moved to accept the Secretary's report from the last Board meeting. Eric Saindon seconded. Motion carried.
- 5 Discussion was held regarding the position of secretary. No Board member wished to take this position and no one from the community volunteered for this position. Therefore, a candidate from outside the HOA sought. David Brown submitted his resume to Rich Farr, president, and came with the recommendation of Judy Jackson, former secretary for the Executive Board. Rich Farr recommended we hire David Brown as the Executive Board secretary at the rate of \$200 per month with the option of a review of compensation in a few months. This was approved by General Consensus. Judy Jackson, former secretary, will train Mr. Brown for a period of 3-4 months at her current rate of compensation. Mr. Brown will be an independent contractor and is not an employee of the Ashcombe Farms Dover HOA.
- 6 Judy Jackson handed out the newest updates to the Executive Board Handbook. Old pages were removed and will be shred by Rich Farr.
- 7 Mike Swank made a motion to approve the Treasurer's Report. Karen Hetrick seconded. Motion carried.
- 8 Old business
  - a. Discuss the development of Executive Board policy for approval of changes for Town Home lots -Because of time constraints this item will be tabled to the next meeting. However, Rich Farr briefly discussed the reason for the need for this discussion.
  - b. Newsletter articles were briefly discussed and will be emailed to Rich after this meeting. Rich will do the July newsletter, and then will discuss this task with David Brown, the new secretary.
  - c. The Executive Board discussed the job description for Executive Board secretary. The secretary only acts at the request of the Executive Board. The Secretary may not make decisions regarding non-compliance, and other sensitive issues. The secretary will need to make purchases for the HOA as he needs, and then submit receipts for reimbursement.

Because the secretary is not a Board member, he may not have a credit/debit card for the HOA. By consensus, Judy Jackson, former secretary, will make sure he has the office materials needed to do the work as HOA secretary.

9 New business

a. Federal income taxes need to be done now. Next January, the treasurer will be instructed to handle this and move our tax year to the calendar year. Judy Jackson will make sure this is done now.

b. By consensus, the treasurer is requested to help find bids for miscellaneous property damage. The HOA sign at the intersection of Fox Run Road and Ashcombe Drive needs to be repaired from a car accident. Rich Farr and Mike Hetrick are going to see to the repair of the broken sign.

c. Lot owner Requests

1. 1837 Ashcombe - Request change of fence to white vinyl. Eric Saindon moved to approve, Karen Hetrick seconded. Motion carried.

2. 1938 Ashcombe - request a shed, size 10x10 in rear of yard. Karen Hetrick moved to approve. Mike Swank seconded. Motion carried.

3. 1884 Deerfield requested to put a fence panel between the patios at 1882 and 1884 Deerfield. Since this is clearly against the regulations, no action taken. A letter explaining the regulation and the denial will be sent.

Executive Session of the Board – Guests dismissed.

Date and place for the next HOA Board meeting – Tuesday, September 2 at 7:00 at the home of Eric Saindon, 1899 Deerfield Drive.

Respectfully submitted,  
David R. Brown