



## Volume 4, Issue 4

**Meeting Announcement:  
Annual Meeting - Monday, November 8  
7:00 pm at the YMCA**



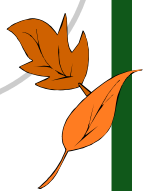
### Creating An Asset Management Account

The Executive Board has recently discovered that the HOA is responsible for several major infrastructure components of our community.

The HOA is responsible for maintaining and repairing all of the public parking areas, several storm drains and piping, walking trails and storm water retention ponds. Several of these features could cost tens of thousands to repair. Currently the HOA has just over \$10,000 in a capital account. These funds have been collected from fees from the sale of homes. In addition to repairs, the insurance for the HOA has a \$10,000 deductible. As it is currently setup, the capital account cannot be used to cover the cost of the insurance deductible.

The Executive Board is concerned that the capital account is not sufficient to handle any unplanned needed repairs. Should a large repair or an insurance deductible need to be paid, the Board would be forced to levy a large, unplanned assessment on each lot owner.

The Executive Board will be evaluating the potential liability to the HOA and to the lot owners. A plan to adequately fund the capital reserve account will be formulated by the Board and communicated to the lot owners.



### Finding Balance in the Management of Our HOA

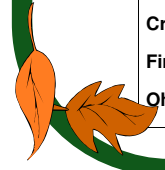
Homeowners Associations are becoming more prevalent in communities and neighborhoods throughout the country. With that, more homeowners are finding themselves living in HOAs and serving on a homeowner's association board. However, many new board members don't realize what is involved with serving on the board of their HOA and what is expected of them.

Board members have a fiduciary responsibility to the homeowners association. The Board members are held responsible for ensuring the operations of the community association are properly managed, but few have time for the details involved with the day-to-day operations.

The best way for Board members to ensure the day-to-day operations are properly executed is to seek outside assistance from experts in the HOA field. Ensuring that all the responsibilities of an HOA will help the community association raise its property value. Plus, there are countless benefits of having professional assistance, including prompt communication, timely reports, and an increased sense of community. Continued on page 4

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## Oh No, Snow!!

Most of us enjoy the beautiful sight of snow falling. Few of us enjoy the havoc that lots of snow can cause. If you live in the town homes of our HOA then you pay an extra fee each month to have snow removed from your driveway and sidewalk. Last year we had so much snow that it created difficulties for many of us.

The Executive Board hires a contractor to remove snow from town home driveways, town home sidewalks, and sidewalks bordering common areas. All lot owners pay an annual fee and part of this fee covers the cost of removing snow from the sidewalks bordering common areas. Snow removal will occur if there is a snowfall of more than 1 ½ inches.

### The following is covered in the snow removal for town homes:

- Driveways are cleared to the driveway surface, but only up to 12 inches of any vehicle parked in a driveway or parking lot.
- Some town home driveways are curved making clearing to the edge with a plow more difficult. If lot owners place a stake at the edge of their driveway, it makes snow removal to the driveway edge easier for the contractor.
- Snow removal also includes re-clearing of snow at the end of driveways after Dover Township clears the roads -- if this is needed.
- Sidewalks are cleared up to the any step to the porch. Some town homes have handicapped ramps leading to the porch. These ramps are like a sidewalk and are cleared but only to the edge of the porch.
- Priority is given to removing snow from town home driveways and sidewalks as this takes the longest amount of time, then sidewalks bordering common areas are cleared next. Common area sidewalks for school bus stops are the next priority. At the discretion of the Executive Board, only calcium chloride is used as ice melt. The snow removal contractor does not make this decision.



### The following is what is not covered:

- Steps and porches are not included in the snow removal process. If wind causes drifting of snow on porches or rear patios, the snow removal contractor is not required to remove snow from these areas.
- Clearing of snow drifts that may occur on driveways or sidewalks clearly after snow removal has been completed for the HOA is at the discretion of the Executive Board *and may not be covered*.
- During the snow removal process for the Town Homes any damage to personal property of the first 12 inches on either side of any driveway will be excluded from required repair by the contractor; with the following exception: the item damaged was installed by a builder; i.e. the stand pipes in between some town homes, and the electrical boxes which are quite close to some driveways, and yard lamp poles.
- Scraping of driveway surfaces during plowing is considered to be normal during the snow removal process and the snow removal contractor will not be expected to repair such normal wear and tear. It will also be considered normal consequences of heavy snow if some damage to shrubs and plants occurs during the removal of heavy snow fall amounts.

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

- Snow should not be pushed or shoveled into any road way.
- Helping neighbors who are elderly, ill, or disabled is encouraged. We should all be good neighbors.
- Snow should not shoveled or blown on to any neighboring property.



**After last winter's record breaking snow fall amounts,  
let's hope for a mild winter with little snow!**

# Did You Know...

That the HOA has a website that has up-to-date information for all lot owners in our HOA?

The website address is [www.ashcombefarmshoa.com](http://www.ashcombefarmshoa.com). The website has the following information located there for your benefit:

- |                                                 |                                                               |
|-------------------------------------------------|---------------------------------------------------------------|
| HOA By-laws and Regulations                     | Definitions of certain terms in regulations                   |
| Current and most of the back newsletters        | Names of Board members, and when their term expires           |
| Committees for the HOA                          | Agendas & Minutes of Executive Board meetings                 |
| Minutes of Annual & Special Meetings            | Street map for our HOA                                        |
| Mailings pertaining to residents within the HOA | Information for you and realtors on buying and selling a home |
| Government Resource links                       | Other important announcements pertaining to residents         |

There is even a contact form on the website that you may use to contact the HOA Executive Board. The Executive Board encourages all lot owners and residents to become familiar with the website and read the information located there.

**Join Now!**

### Special Offer

Show this ad to the Dover YMCA and have the joining fee waived for the month of October & November 2010.

Outstanding Programs for All!

Bob Hoffman YMCA  
1705 Palomino Rd.  
Dover, PA 17315  
717-292-6822

[www.yorkcoymca.org](http://www.yorkcoymca.org)



## New Police Website

Next time you are online, browse on over to:  
[www.nycrpd.org](http://www.nycrpd.org)

This website has lots of useful information to keep you on top of local happenings and tips and services to keep you safe! This is just a brief list of what the site offers: Recent info, surveys, contact info, services they offer (such as vacation home checks), traffic-related complaints, and useful links.

OCTOBER 2010							NOVEMBER 2010						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

**HOA Town Home Fees are Due October 15  
Annual Meeting on November 8**

# BROOKSIDE MOTORS



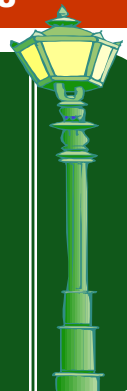
3885 CARLISLE ROAD  
DOVER, PA. 17315

Dealership: (717) 292-9222  
Cellular: (717) 542-7379

**DAVE TALLEY**

## HOA Regulation Requirement

Please Keep An Outside  
Light On During  
Overnight Hours



## Finding Balance in the Management of Our HOA

*Continued from page 1*

A homeowner's association Board should expect an HOA professional to be a reliable partner who understands their needs, knows how to get things done, anticipates issues and concerns, and who has a track record of finding reliable solutions. When looking for such help, the Board members need to find out what services each company provides to their clients. The list below outlines just a few of the services that should be expected from all professional community association firms:

1. Communicate openly and honestly with the homeowners association board
2. Respond to information and maintenance requests promptly
3. Be easily accessible by phone and email
4. Prepare for Board and homeowners meetings
5. Vigorously pursue delinquent homeowner's fees
6. Produce complete, readable, and timely financial reports
7. Consistently act with the HOA's best interests in mind
8. Understand homeowners association rules and governing documents
9. Understand State HOA laws
10. Create an annual operating budget
11. Be an expert in homeowners association management

A great deal of work is involved in keeping a community prosperous and growth-oriented, especially in a volatile market. Having HOA professionals under contract who are specifically trained for handling the complexities of property management, from budgets and financial reports to maintenance and collections can be money well spent. All functions are performed in a responsible and ethical manner, so that the community can and will benefit from the efficient services that are provided.

The HOA Executive Boards responsibility is to keep costs at a manageable level, property values should be competitive with similar communities in the area, and the budget should exercise good use all monies that are collected.

The collection of delinquent fees must be handled in a professional and responsible manner, with as much tact and diplomacy as the situation requires. Maintenance of the grounds and buildings will always be competently handled, so that the community will flourish and the residents will be comfortable in their surroundings and pleased with the way their residences are maintained.

Another important aspect of property management is to keep the residents happy. Any problems that occur or situations that arise between residents and management will always be handled quickly and with a satisfactory outcome to all involved parties. The community should be seen as a lovely and pleasant place to live, with no hardships that would pose any problems for those who already reside there or those who might like to join the community in the future.

The Executive Board recognizes that a community cannot thrive if it is not being managed competently. There has been discussion in the past on the need for a property management firm to assist the HOA in its responsibilities. The Board is currently exploring several alternatives that would assist our community to be a place we all are proud to live. As the Board advances this effort, the Community Support Committee and the Town Home Advisory Committee will be consulted. Any proposed action will be brought before the entire membership at an open meeting.

## Annual Budget Presentation

<b>General Account Budget - 2011</b>			
	Budget Year 2010	Year to Date (9/15/10)	Budget Year 2011
<b>Revenue</b>			
Estimated Beginning Balance	\$2,250.00		\$750.00
Estimated Annual Fees	\$24,450.00	\$23,625.00	\$28,525.00
<b>Total Estimated Funds Available (Revenue)</b>	<b>\$26,700.00</b>	<b>\$23,625.00</b>	<b>\$29,275.00</b>
<b>Expenses</b>			
Snow Removal	\$1,000.00	\$580.00	\$1,000.00
Common Area Lawn Care	\$13,000.00	\$12,600.00	\$14,000.00
Attorney Fees	\$4,000.00	\$3,047.00	\$4,000.00
Insurance	\$2,500.00	\$2,447.00	\$2,500.00
Property Taxes	\$1,900.00	\$1,867.05	\$1,900.00
Tax Prep / Financial Review	\$500.00	\$0.00	\$500.00
Bookkeeper	\$600.00	\$450.00	\$600.00
Office Supplies	\$400.00	\$116.54	\$200.00
Printing - General Mailings	\$200.00	\$74.20	\$150.00
Printing - Newsletter	\$800.00	\$608.00	\$800.00
Postage	\$500.00	\$306.44	\$500.00
Secretary	\$0.00	\$300.00	\$600.00
Miscellaneous	\$400.00	\$281.00	\$300.00
<b>Total Estimated Expenses</b>	<b>\$25,800.00</b>	<b>\$22,677.23</b>	<b>\$27,050.00</b>
<b>Income Over Expense</b>	<b>\$900.00</b>	<b>\$947.77</b>	<b>\$2,225.00</b>

<b>Town Home Budget - 2011</b>			
	Budget Year 2010	Year to Date (9/15/10)	Budget Year 2011
<b>Revenue</b>			
Estimated Beginning Balance	\$15,000.00		\$17,500.00
Estimated Town Home Fees	\$32,400.00	\$35,426.37	\$38,880.00
<b>Total Estimated Funds Available (Revenue)</b>	<b>\$47,400.00</b>	<b>\$35,426.37</b>	<b>\$56,380.00</b>
<b>Expenses</b>			
Snow Removal	\$11,000.00	\$13,770.00	\$12,500.00
Lawn Care	\$26,500.00	\$15,300.00	\$26,500.00
Office Supplies	\$250.00	\$0.00	\$250.00
Financial Review	\$500.00	\$0.00	\$500.00
Secretary	\$0.00	\$300.00	\$600.00
Bookkeeper	\$600.00	\$450.00	\$600.00
<b>Total Estimated Expenses</b>	<b>\$38,850.00</b>	<b>\$29,820.00</b>	<b>\$40,950.00</b>
<b>Income Over Expense</b>	<b>\$8,550.00</b>	<b>\$5,606.37</b>	<b>\$15,430.00</b>

	Budget Year 2010	Budget Year 2011
Annual Fee - Single Family Home	\$150.00	\$175.00
Annual Fee - Town Home	\$150.00	\$175.00
Monthly Fee - Town Home	\$25.00	\$30.00

<b>Reserve Account Budget - 2011</b>			
	Budget Year 2010	Year to Date (9/15/10)	Budget Year 2011
<b>Revenue</b>			
Estimated Beginning Balance	\$11,000.00		\$13,250.00
Resale Certifications	\$400.00	\$500.00	\$500.00
Initiation Fees	\$1,200.00	\$2,400.00	\$1,500.00
Penalties & Interest	\$200.00	\$424.39	\$300.00
<b>Total Estimated Funds Available (Revenue)</b>	<b>\$12,800.00</b>	<b>\$3,324.39</b>	<b>\$15,550.00</b>
<b>Expenses</b>			
Property Maintenance	\$2,000.00	\$1,243.88	\$2,000.00
<b>Total Estimated Expenses</b>	<b>\$2,000.00</b>	<b>\$1,243.88</b>	<b>\$2,000.00</b>
<b>Income Over Expense</b>	<b>\$10,800.00</b>	<b>\$2,080.51</b>	<b>\$13,550.00</b>

**EXECUTIVE BOARD**

- Richard Farr - President**
- Karen Hetrick - Vice President**
- Judy Jackson - Secretary**
- Andrew Shaffer - Treasurer**
- Mel James - Board Member**



**Useful Names and Numbers**

<b>Emergency</b> (Fire, Ambulance, etc)	<b>911</b>
<b>Poison Control</b>	<b>1.800-222-1222</b>
<b>NYCRPD</b> (non-emergency only)	<b>717.292.3647</b> <a href="http://www.nycrpd.org">www.nycrpd.org</a>
<b>Dover Township</b>	<b>717.292.3634</b> <a href="http://www.dovertownship.org">www.dovertownship.org</a> <a href="mailto:dovertwp@dovertownship.org">dovertwp@dovertownship.org</a>
<b>York County</b>	<b>www.york-county.org</b>
<b>State Elected Officials</b>	<b>www.legis.state.pa.us</b>
<b>Ashcombe Farms HOA</b>	<b>www.ashcombefarmshoa.com</b> <a href="mailto:ashcombefarmshoa@yahoo.com">ashcombefarmshoa@yahoo.com</a>

Use Drop box at Ashcombe and Deerfield

**Cars, Cars Everywhere and Not a Place to Park**

In most planned developments parking is always at a premium, ours is no different. This is an area where neighbors get frustrated with others. We all need to be neighborly when it comes to sharing this limited resource. If you have on street parking, try to park in front of your own home. Town home overflow parking is to be shared by everyone. There are many homes sharing a few spots. If you own several autos, please consider parking them off-site. When having extended stay guests, please remind them of our parking "rules".

**Executive Board Actions**

**Legal Actions:**

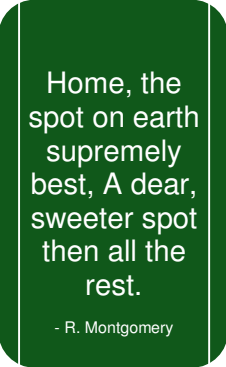
The attorney for the HOA has been working on legal action for debt collection and to enforce compliance with the HOA regulations.

**General Actions:**

Published the quarter newsletter, answered emails and letters to the HOA, approved owners request to extend drivers and place a shed, reviewed material for HOA management company, sponsored the garage sale, set date for annual meeting, worked with the Town home Committee to mail 16 bid letters and then reviewed proposals, approved contract for sidewalk and walking trail repair.

**Compliance Issues:**

As of this writing there are current non-compliance issues being dealt with. The following compliance issues have been dealt with: pet waste, a small business being run in the HOA, utility trailers stored improperly, trash in the common area, and no lights at the front of a home. The CSC has been active.



*The HOA Executive Board always works for the entire HOA community. The decisions the Board has to make are not always easy, but they are always made for the benefit of the entire community. Executive Board decisions are unbiased, and the Board always strives for consistency in all of its decisions.*

