

Annual Meeting Minutes  
Ashcombe Farms Dover HOA  
November 1, 2016

The Annual Meeting for the Ashcombe Farms Dover HOA was held on Tuesday, November 1, 2016, at the YMCA on Palomino Road. The Annual Meeting began at 7:32 p.m.

1. The Executive Board President called the meeting to order.
2. The Executive Board Secretary confirmed there was indeed a quorum and confirmed accuracy of proxies.
3. Secretary summarized the minutes from the last annual meeting in November 2015. Mr. Paules moved to accept the minutes. Ms. Bosco seconded. Motion passed without opposition.
4. The HOA Bookkeeper led a short discussion on the proposed 2017 budget, and answered several questions regarding budget items.
  - a. Rich Farr stated that the purpose of the Capital Reserve Fund is to maintain the HOA property assets, like the storm drains and the storm water retention ponds. The Executive Board's goal is for the fund to have a healthy balance of at least \$65,000–\$70,000. Fred King reported that this year the Board had to pay to repair one of the four storm water retention ponds the HOA owns, and the first bid the Board received said it would cost \$10,000 to repair. The second bid the Board received was a cost of \$3700. Repairs like these are obviously costly and so the Capital Reserve Fund needs to have a healthy balance for eventualities like these. Judy Jackson also pointed out that the HOA owns five storm drains in the community, and previous repairs for those have been costly. The township inspects the storm drains every year, and one of the five is actually under a lot driveway. Rich explained that bills in excess of any reserve monies are then divided by the 163 lots in the community by special assessment to cover the difference.
    - i. Question from the floor: Is there documentation on the storm drains and storm water retention ponds?
      1. Rich Farr explained that the information regarding those is on file with the township. Six years ago, there was no Capital Improvement Fund
  - b. Dennis Bowman explained that the Capital Reserve is funded by all of the resale certificates and fees. There are still bills coming, as there's still time left in the fiscal year, but the cash reserves will be funded by the end of the year. Miscellaneous expenses are clearly for miscellaneous items. Property maintenance had an increase over the budgeted amount this year, due to the repairs needed for the storm water retention pond, the mailbox painting done by Cole Hadarean, and the striping of the overflow lots. The HOA may also have snow removal costs yet this year.
  - c. Dennis Bowman explained that the projected budget for 2017 is based on the yearly to-date expenses. Certain items were increased, so the cash went down to compensate and balance out. The budget is for the same amount this year as last year, with some adjustment on line items. Five home sales were made this year in the HOA, but he had budgeted for seven, so he adjusted that number down when preparing the budget for 2017. Townhome fee income has not changed; the fees are still \$125 quarterly. Lawncare budget item has increased, as has the secretary's pay, but otherwise, the 2017 budget is the same.
  - d. 2017 Proposed Budget Discussion:
    - i. Question from the floor: How are these equations determined?

1. Rich Farr explained that the Board determines how increases are made. The Board looks at the work the secretary does, for instance, and determines its work and their satisfaction with the secretary's work.
  - ii. Question from the floor: What does the secretary do that is worth \$6000 per year?
    1. Rich Farr stated that the Board will include a breakdown of the secretary's responsibilities in the Spring/Summer newsletter.
  - iii. Eric Saindon mentioned that the HOA's By-Laws and Regulations are to be provided to buyers at the point of home sale, but that does not always happen.
    1. Lot Owner advised that we not stereotype Realtors, and pointed out that he consulted with Judy Jackson to get accurate information.
    2. Rich Farr said that we have Realtors living in our HOA who make sure they have current HOA information.
    3. Eric said further that there is legal recourse for buyers, as they are legally entitled to the information.
  - iv. Question from the floor: Attorney fees increased 140%. Why is that?
    1. Rich Farr explained that the Board has budgeted the same amount of legal fees for 2017 that were spent in 2016. The Board had significant legal collection fees this year.
    2. Sean Summers, Esq., further explained that the Secretary sends a noncompliance letter before he even gets involved.
    3. Dennis Bowman pointed out that often the legal fees are then paid by the lot owners.
    4. Judy Jackson pointed out that it's in the HOA's By-Laws to collect the attorney's fees from the lot owners.
  - v. Question from the floor: Are you using the management company down in Gettysburg for this?
    1. Rich Farr explained that the Board is not. The HOA does not have a management company; it currently employs a secretary, bookkeeper, and attorney.
  - vi. Question from the floor: Snow removal and lawn care. They are the same company?
    1. That is correct.
      - a. Question: Are we saving money by using this one company?
        - i. Yes. The Board solicits bids regularly.
      - b. Question: Yearly?
        - i. Every three years. We are billed hourly, per service, at approximately \$10 per hour.
  - vii. Question from the floor: Snow removal—that is just for the townhomes?
    1. Rich Farr said that is correct. The townhome quarterly fees go to help cover those expenses. The common fees go to cover the common areas not in front of individual homes.
5. Ms. Waybright moved to accept the 2017 budget. Ms. Tate seconded. Motion passed unanimously.
6. General Discussion:
  - a. Rich Farr brought up snow and snow removal, as PennDOT says the area is in for a snowy winter. The township is responsible for clearing the roads, but Prestige does the snow removal for the townhomes. Snow removal during the blizzard last year was hampered by the number of newspapers left in driveways, which broke blower pins repeatedly and caused frequent repairs, which was the cause of some of the delay in snow removal during that storm.

- i. Question from the floor: The township plows so our crews can get out. I was told this by a township employee directly.
  1. Rich Farr explained that Prestige had plowed a strip through the neighborhood so that emergency services could get through if need be, and that was done by the owner of Prestige's own choice to do so. That lane through the neighborhood was not plowed out by the township but by our crew.
- ii. Question from the floor: Can we not use that particular salt? I have damage to my sidewalk from it.
  1. Rich Farr stated that the Prestige crews do not use salt, and never have. They use a no-damage ice melt. The sidewalk damage has not come from that.
- iii. Question from the floor: We have no contact number for the HOA in emergencies. There is no point person.
  1. Rich Farr asked if the lot owner would like to help do that, for it is a great job, and would allow for meeting lots of people in the HOA, and the Board could use the assistance. Rich also explained that there is now a Google Voice number that is for emergency purposes, which was published in the most recent newsletter.
    - a. Question: Dennis, how does your HOA handle snow emergencies?
      - i. Dennis stated that their community has one HOA board member who serves as the point person for snow.
      - ii. Judy Jackson further stated that the Secretary checks the HOA's email account frequently during storms.
      - iii. Secretary explained that the Google Voice number pings directly into key cell phones.
- iv. Question from the floor: Last year, it was mentioned that the removed snow was being put on the street.
  1. Rich Farr stated that the township had contacted the HOA and said that was not to be done, and Prestige crews have been instructed to put the snow on yards.
  2. Comment from the floor: Snow was also put in front of the common ground.
    - a. Rich said he would contact Prestige and instruct them to put the snow on the grass islands.
- b. Question from the floor: Who maintains the walking path? We use it a lot in the summer, and it's sometimes really overgrown by Palomino.
  - i. Rich Farr said that the HOA uses a yearly herbicide spray and stone chips. The Board had at one point looked into having the path paved, but the cost was too prohibitive.
  - ii. Judy Jackson explained that, several years ago, the Board petitioned the Township to allow the section of the trail north of the drop box to go fallow, due to safety issues. Rich concurred, citing the amount of erosion after every rain. Judy also pointed out that there was evidence there of criminal elements.
    1. Question: So we can't use that section anymore?
      - a. Rich advised that it can be used, but those walking that section of the trail must use it at their own risk.
- c. Question from the floor: Is the drop box still in use?

- i. Yes. It's checked twice a month.
  - ii. Question: Can it be used for payments?
    - 1. No, those need to be mailed to Dennis. Payments placed there will get returned, with a letter.
- d. Question from the floor: We use the walking trail. Will it be refurbished?
  - i. Rich asked that the Board be notified if there are problems, but stated that there are not plans to refurbish the trail at this time. It's not within the budget.
- e. Question from the floor: The Secretary does not live within the community?
  - i. Rich Farr confirmed that the Secretary lives outside the community, but that it works well for the Board, and the By-Laws allow for it.
- f. Question from the floor: The noncompliance letter seems vague.
  - i. The language is a form letter, yes. The Secretary tries to be specific within the letter.
- g. Question from the floor: Can you introduce the Board members and others at the table?
  - i. Mike Swank, Member-at-Large; Eric Saindon, Board Treasurer; Joy Henley, Board Secretary; Rich Farr, Board President; Fred King, Board Vice President; Judy Jackson, Member-at-Large; Dennis Bowman, bookkeeper; and Sean Summers, Esquire, attorney.
- h. Comment from the floor: We've noted that the CFL lightbulbs do not work outdoors in cold weather unless they are dimmable or outdoor-rated. We wanted to share that information.
- i. Question from the floor: What can be done about the abandoned vehicles in the lower Deefield lot?
  - i. Rich Farr stated that the Board is aware of that situation and is in agreement that those vehicles are an issue, but stated that the Board cannot police operability of vehicles. It can only monitor. If a vehicle is out of registration, with no plates, and visibly falling apart, that then is something the Board can manage.
- j. Question from the floor: About noncompliance. Whatever happened to knocking on doors?
  - i. Rich Farr encouraged person-to-person interaction when it comes to minor disputes between neighbors, but stated that the Board's policy has always been that Board actions will be conducted through the United States Postal Service, including noncompliance.
  - ii. Comment from the floor: We wouldn't want to live in the community that's known by the Northern York County Regional Police as the petty community.
    - 1. The Board doesn't, either, but the Board will refer issues to law enforcement that are law enforcement responsibilities. We will tow for parking on the grass, but that is a separate issue.
- k. Question from the floor: What about snow removal and cars parked at the side of the road?
  - i. Prestige does work around parked vehicles, coming to within one foot of the vehicle.
- l. Question from the floor: Can we sign up to get the newsletter by email?
  - i. Yes, you can.
- m. Question from the floor: Can we get the Board member names and contact information?
  - i. The Board members are listed on the last page of the newsletter. Contact is through the HOA's email, which the Secretary monitors.
- n. Question from the floor: The overflow parking lots are quite dark. Can we get lighting for them?

- i. Rich Farr explained that it's not in the plan. Eric Saindon elaborated that all of the necessary electrical lines would have to go underground. The idea has been previously discussed. It would be very expensive.
    - o. Question from the floor: Is it possible to expand our parking areas?
      - i. We cannot. It would be incredibly expensive to do so.
      - ii. Question: What about removing the grass islands to provide more parking?
        - 1. Secretary replied that the community planning determined before construction required those green areas and they must stay.
        - 2. Judy Jackson concurred. In order for the community plan to be approved by the township, it was required to have a certain number of acres of green space. This includes the lot the HOA owns on Palomino Road.
        - 3. Rich Farr also agreed. The HOA cannot pave it, sell it, or anything else. And there is too much liability to allow others to use that lot on Palomino, as well.
7. Mr. Paules moved to adjourn. Ms. Bosco seconded. Meeting adjourned at 8:45 p.m.

Respectfully submitted,

Joy Henley, Executive Board Secretary  
Ashcombe Farms Dover HOA