

Ashcombe Farms Dover HOA  
Executive Board Meeting Minutes  
Tuesday, April 13, 2010 - 7:30 PM

General session:

1. The meeting was called to order at 7:31. Board members present: Rich Farr, Judy Jackson, Kelly Mefford, Andy Shaffer. Board member absent- Mel James. Guests present - Mike and Betty Feldblum.
2. Kelly Mefford moved to accept the secretary's report. Andy Shaffer seconded. Motion carried.
3. Andy Shaffer submitted the treasurer's report. Kelly Mefford moved to approve. Judy Jackson seconded. Motion carried.
  - a. Update on Town Home fund - In June, the Executive Board will evaluate the amount of money in the Town Home account based on the costs for mowing and projected costs for the rest of the calendar year.
4. There were no comments from Lot Owners.
5. Old business
  - a. Andy Shaffer will gather projected costs for both using the leftover stones to fill in areas in the walking trail where more stones are needed and Andy will get bid amounts for repairing the sidewalk. Andy will present these to Board members via email before the Board meeting in June.
  - b. Currently there are two people on the Community Support Committee. They are Mike Hetrick and Scott Fiske. There should be three members on this committee. Judy Jackson suggested a name and she will contact this person.
  - c. There will be a Neighborhood Watch Committee meeting on Saturday, April 17, 2010 at 12:00 noon at the NYCRP station on Canal Road.
  - d. The Board reviewed the bid proposal from Prestige Lawn Care for repair and prevention of dips, etc. by retention pond, on Ashcombe Drive and decided against doing this by general consensus.
  - e. The Commonwealth of Pennsylvania will treat the retention pond on Ashcombe Drive to prevent mosquito larvae in an effort to reduce the exposure to the West Nile Virus. According to the information given to Kelly Mefford last fall, this treatment will be done sometime in April to May.
6. New business
  - a. The Board discussed the requirements for lawn mowing and snow removal contracts which will be forwarded to the Town Home Advisory committee for their preparation in sending out bid letters. Rich Farr and Andy Shaffer want to be involved in this bid process. They will attend at least the first meeting of the THAC to give their input to the process. The goal is to be able to elicit a more consistent response from potential contractors in order to make easier evaluation of costs, etc. from the responding contractors. Motion carried by general consensus.
  - b. The Board worked on developing a policy regarding informing lot owners of the content in bid letters to potential contractors for lawn and snow removal. Motion carried by general consensus.
  - c. The Executive Board developed a policy regarding snow removal and possible damage

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- that might occur. Motion carried by general consensus.
- d. The Executive Board agreed on a policy approving the Executive Board president, Vice-president, and the HOA Secretary may work together, and may make decisions in answering letters, emails, or for any other business items in-between Executive Board meetings. All decisions must be made in agreement with the HOA By-laws, Regulations, and current Executive Board policies for the benefit of the entire HOA. Motion carried by general consensus.
  - e. The Executive Board approved a revised policy regarding the procedures for changing HOA Regulations and/or By-laws and the cost for legal review. Motion carried by general consensus.
  - f. Rich Farr asked the secretary, Judy Jackson, to add the policies which were approved at tonight's meeting to the list of Executive Board policies and to rearrange these policies according to subject area so that a policy can be easily located. These policies may also eventually be placed on the HOA website for lot owners to view, pending approval from the HOA's attorney.
  - g. The Executive Board recognizes that the work of the HOA secretary requires a lot of time. Therefore, the Executive Board approved paying the HOA secretary \$100.00 per month (\$50.00 from the General Account and \$50.00 from the Town Home Account) which is the same amount the bookkeeper is paid. Motion carried by general consensus.
  - h. At this point in time only one person has volunteered to run as a candidate for the Board in the election for the open Board member position. All ballots will need to be returned no later than Friday, May 28, 2010.
  - i. The Board discussed a recently submitted proposed regulation change regarding garbage cans for single family homes. It is the opinion of all Board members present at tonight's meeting that the wording in the submitted proposed regulation change was confusing and it was not clearly understood. The Executive Board agrees that any regulation must be clearly understandable and clearly enforceable. Therefore, the Board unanimously tasked the secretary to request a rewriting of the proposed regulation change by the author before we will proceed with the process of approving regulation changes by the HOA community. Rich Farr asked the secretary to highlight the wording that the Board considered to be confusing.

Date and place for the next HOA Board meeting - Tuesday, June 8, 7:00 at Judy Jackson's home - 1842 Deerfield Drive.

Meeting was adjourned at 8:45 PM.

Respectfully submitted,

Judy Jackson

Ashcombe Farms Dover HOA

Executive Board Secretary