

Ashcombe Farms Dover HOA
Executive Board Meeting Minutes
Wednesday, December 1, 2010 - 7:00 PM

General session:

1. The meeting was called to order at 7:05 PM. Present: Rich Farr, Karen Hetrick, Judy Jackson, and Mel James. Absent: Andy Shaffer. No guests were in attendance.
2. Karen Hetrick moved that the Secretary's report from the last regularly scheduled Board meeting on October 13 and the special meeting on November 8 be approved. Mel James seconded. Motion carried.
3. Due to the absence of the Treasurer, there was no Treasurer's Report.
4. Old business
 - a. The repairs by Burt Strayer – Prestige Lawn Care – are in process. Rich Farr sent a text message to Burt asking for an update on the status.
 - b. The Board reviewed the list of potential HOA Management company responsibilities and prioritized them. Judy Jackson, Secretary, will write a draft letter asking for a bid from the various HOA Management companies we have contacted. This letter will have the list we have prioritized and ask for costs involved for these responsibilities. She will send this to the Board President and Vice-president for their input and then merge the documents. This will then be sent to the entire Board for their input. After it is approved by the board, she will send it to the HOA management companies. The time line we are looking at is to have all bids returned to the Board prior to the Executive board meeting on February 2, 2011. Then the Board would invite the top 3-4 choices to a public meeting in March 2011 when these companies may present their information to the community at large.
5. New business
 - a. We need a newsletter editor. Rich will do this one more time. Judy will put together most of the articles. This was approved by general consensus. Articles regarding the following information will be included in the newsletter: summary of minutes from Annual Meeting, Executive Board definition of "business," announcement of next general meeting date, reminder of list of what is covered in snow removal is on the website, and an explanation of the payment plan option for the annual fee.
 - b. Rich Farr authorized the purchase of the Modern Rules of Order. Rich is currently reviewing this information.
 - c. The Board discussed and reviewed the Definition of "Business" in the regulations. Judy Jackson moved we adopt the Definition of "Business" and Karen Hetrick seconded. Motion carried. The finalized wording will be added to the HOA website and will be included in the definitions for the HOA regulations.
 - d. A *Code of Ethics for Executive Board members and other HOA volunteers* was reviewed and suggested wording changes were made. Mel James moved the Board adopt the Code of Ethics and Karen Hetrick seconded. Motion carried. All Executive Board members and HOA volunteers on the Community Support Committee and the Town Home Advisory committee will be asked to sign the Code of Ethics document.
 - e. An Executive Board policy regarding Conflict of Interest of Executive Board members was

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discussed and Rich Farr asked the secretary to ask the attorney for the HOA to review this policy. It will be reviewed again at the next Executive Board meeting in February.

Executive Session of the Board – Karen Hetrick moved to adjourn the General Session of the Board in order to call the Executive Session to order. Rich Farr seconded. Motion carried. This session of the Board involves discussion of confidential business which should not be discussed with others.

Meeting adjourned at 8:10 PM.

Date and place for the next HOA Board meeting – Wednesday, February 2, 2011 at 7:00 at Judy Jackson's home – 1842 Deerfield Drive.