

Ashcombe Farms Dover HOA  
Executive Board Meeting Minutes  
Wednesday, August 25, 2010 - 7:00 PM

General session:

1. The meeting was called to order at 7:05. Present: Rich Farr, Karen Hetrick, Judy Jackson, and Andy Shaffer. Absent: Mel James. Guests present: Marlene Denenberg, Rob Eppley, and Mike Feldblum.
2. Andy Shaffer moved to accept the Secretary's report from the June 2010 meeting. Karen Hetrick seconded. Motion approved.
  - a. The Board handbooks will be updated and handed back to Board members within the next week.
3. Judy Jackson moved to accept the treasurer's report. Karen Hetrick seconded. Motion approved.
  - a. The Town Home fund went over the \$25,000 balance with the addition of the July town home payments. Discussion was held regarding the potential need for an increase in the town home fees given this past winter's snow storms. Andy and the Town Home Advisory committee will make a recommendation to the Board before the October newsletter is mailed to all lot owners. There was also discussion regarding the funds in the Special Reserve account for the HOA. It was noted that the Executive Board has recently learned of some very large future costs that will be the responsibilities of all lot owners in the HOA. The large projected costs will include maintenance and repair of the five storm drains located within the HOA, annual inspection and maintenance of the retention ponds located on common ground, maintenance and repair of the overflow parking lots, and the insurance deductible cost (\$10,000) for any future law suit against the HOA. Unfortunately, it is not required that the developer inform the newly elected Executive Board of these projected costs when transfer of governing the HOA is done from the Developer to the HOA's Executive Board. This information was not fully disclosed by the Developer to any Executive Board. Judy Jackson moved that we seek the advice of an engineer regarding projected life of the above items which would involve potential physical repair and maintenance and how much the HOA should be setting aside in a reserve account each year to cover these future costs. The amount we would pay the engineer would be up to \$300. Karen seconded. Motion carried. Rich Farr will make contact with an engineer and he hopes to get cooperation to have this done for free.
4. Comments from Lot Owners - Robert Eppley and Marlene Denenberg both brought their concerns about some non-compliance issues. These were discussed thoroughly. However, because of the confidential nature of their comments, this section of the minutes will be included in the confidential section of the Executive Board minutes.
5. Old business
  - a. Sixteen (16) letters requesting bids for lawn care and snow removal were mailed out to potential contractors. Only two (2) bids were submitted to the Town Home Advisory Committee (THAC) for lawn care and snow removal for the HOA. The Town Home Advisory Committee met and discussed the bids in order to make a recommendation to the Board at tonight's meeting. Andy Shaffer moved that we award the contract to Prestige Lawn Care for both bids for the next three years. Judy Jackson seconded. Motion approved. The reasons cited for awarding the lawn care and snow removal contract to Prestige Lawn Care are as follows: history of good work within the HOA, we had no references from the other company, the THAC could not track down any information about the other company, and the other company provided an incomplete bid form. Even after being contacted by Ken Hoffman, chairman of the THAC, the other company could not provide the information requested. Judy Jackson further moved that we accept Prestige Lawn

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Care's verbal commitment that: 1. Prestige Lawn Care will move the left over stone near the drop box on Ashcombe Drive and also located in the common area across from the YMCA on Palomino to repair the drainage ditch from the retention pond located behind the odd numbered town homes on Deerfield Drive. This work will be done at no cost to the HOA since Prestige Lawn Care has won the bid for lawn care and snow removal from the fall of 2010 to the fall of 2013. 2. Prestige Lawn Care will also endeavor to use some of the left over stones to fill in the wet areas in the walking trail located on upper Deerfield Drive. This work will be done at no cost to the HOA since Prestige Lawn Care has won the bid for lawn care and snow removal as stated in number (1) above. 3. Prestige Lawn Care will repair the broken sidewalk on Ashcombe Drive near the HOA drop box for \$500. The cost for this will be paid out of the HOA Reserve account which is intended to cover maintenance costs in the HOA. Karen Hetrick seconded and the motion was approved.

- b. The walking trail signs were finally installed. These signs had been previously stored in the garages of past Board presidents because the volunteers who agreed to install never did the work. Rich approved the payment to have the signs installed so this task would finally be done because these signs had been stored for over four (4) years.
- c. Peg Olson has informed the Board that she is no longer able to edit the newsletter. Rich has been working on the format and presented a rough draft to the Board for the October newsletter. There are relatively few articles left to write. Rich will write one and Judy will write two to three articles. Andy will provide the names and addresses of new lot owners within the community. The name(s) of new lot owners may not be known for a couple of months after closing because the settlement companies provide us with that full information and we have to wait for that full disclosure. Information regarding the annual meeting and the 2011 budget will be in the October newsletter. Marta Flick is still able to stuff the envelopes for the newsletters.

6. New business

- a. The Executive Board discussed the need for hiring a management company for the running of the day to day business of the HOA. The Executive Board has discussed this need several times over the past year. The Board members acknowledge there is a lot of work involved for the Board work and governing an HOA. The newer Board members have been surprised at the amount of work to be done. The Board approved gathering information from as many management companies as we can. Judy Jackson, secretary will gather this information, including costs involved for the lot owners. A draft flier with information regarding what a management company will do and what the benefits would be was presented. We all agreed it provides valuable information but it still needs work.
- b. After the heavy rains on August 12, 2010 there was damage to the storm drain in the common area behind odd numbered town homes on Deerfield Drive. Stone were washed away by the heavy rains. Please review the lawn care and snow removal awarding of bids in item 5 a.
- c. Marlene Denenberg proposed a regulation change on commercial vehicles. Discussion was held. This will follow the Board approved policy and process.
- d. Matt Raynes, 1833 Ashcombe Drive, submitted a request to widen the driveway on his lot. He submitted a drawing showing where this extension will be. It would be paved with asphalt. The Board approved this request with the provision that if he chooses to extend the driveway to the roadway, the grassy section must be removed and filled in with concrete so that there will be consistency within the HOA community in the appearance of the driveway. Mr. Raynes informed the Board in his request that he has had discussion with Dover Township regarding how the driveway would be installed. He is aware

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that he must have a work permit for this work.

- e. The Annual Meeting date will be in November. Judy Jackson will call the YMCA to determine the date in accordance with the Board members' available dates which were discussed tonight.

Executive Session of the Board - Guests will be dismissed, Notice of confidentiality regarding Executive Board business.

1. Treasurer's Report - delinquent fees
2. Old business - legal action pending, non-compliance
3. Meeting adjourned by general consensus at 9:35.

Date and place for the next HOA Board meeting - Wednesday October 6, 7:00 at Judy Jackson's home - 1842 Deerfield Drive -