

**Foxboro Coventry Towns Homeowners Association
Management Committee Meeting**

Meeting Purpose:	Management Committee Meeting		Prepared by:	Donald Lowry	
Meeting Date:	03/20/13	Meeting Time:	6:00 PM	Location:	HOA Clubhouse

Meeting Attendees

- Donald Lowry, Dan Frischknecht, Mike Bond and Nate Fotheringham

Meeting Minutes

February 2013 Financials

Nate reviewed the February 2013 financials with the management committee. The reconciliation and budget comparison reports were a combination of PMSI and Rockworth's financial information. Except for two (2) variances that need further clarification, there were no issues with respect to the financials. Subsequent to the meeting, the variances with respect to snow removal and Comcast were resolved. The snow removal variance was an invoice that was not paid in December 2012, but paid in February 2013; and the variance with Comcast is due to the Association's billing cycle. Nate agreed to contact our representative at Comcast to see the Association's billing cycle can be changed to mid-month as opposed to the beginning of the month.

Assessments/Collections/Violation Letters

- **Late Fees** - The management committee agreed to have Rockworth make the decision with respect to reversing late fees. It was agreed that if a late fee was assessed due to an error made by the management company, or if an arrangement was made with the owner by the management committee (i.e., settlement agreement), the fees can be reversed. Under no circumstances are fees to be reversed for any other reason, unless agreed to by the management committee.
- **Sixty (60) Delinquencies** - Nate presented the management committee with a proposal regarding our collection policy with respect to a sixty (60) day delinquency. Nate recommended that a dollar threshold be included in the provision to eliminate suspending an owner's voting rights and the use of the property amenities because of an outstanding balance less than two (2) months of assessments (\$256). Although the management committee felt this proposal was reasonable, Donald would like to discuss this amendment to the collection policy with Jones/Waldo. This proposal will be discussed further at the next scheduled management committee meeting.
- **Small Claims Actions** - Nate asked that the responsibility for filing small claims actions with the NSL Judicial Court continue to be the responsibility of the management committee, but that he would reconsider filing the claims on behalf of the Association in June.
- **Processing Fee** - Nate presented the management committee with a proposal to eliminate the \$9.00 process fee for violation and/or delinquency letters. Since Rockworth doesn't assess a fee to the Association for preparing these letters (unlike PMSI), he felt the fee shouldn't be passed on to the owner. The management committee agreed to eliminate the fee and will disclose this decision in the March homeowner letter.

Weekly Property Inspections

Nate provided the management committee with an overview on what he has been observing with respect to his weekly inspections. Although there hasn't been a lot of issues, Nate will continue to issue violation letters for any violation he observes during his inspection, along with following up on the required time the owner has to comply with rule.

Association's Email Account

Rockworth has been monitoring the Association's email account. Nate felt comfortable at this point that the content of the emails are manageable, considering that most of them are requests to reserve the clubhouse, or requests for approval of extension to the visitor parking rule. For those emails that

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Rockworth feels the management committee needs to be notified about, Nate will contact Donald.

Spring Clean-Up

Nate informed the management committee that Brett Miller Landscaping is about 95% complete with their spring clean up in the community. Nate agreed to follow-up with Brett on any issues he identifies during his weekly inspection.

Driveway Repairs

Donald asked Nate if he would be willing to coordinate the repairs needed to several of the driveways throughout the community. Donald reminded Nate that the management committee repaired the sidewalks last year and deferred the repair of the driveways until the Spring of 2013. Donald agreed to forward Nate a detailed email with respect to this project. Subsequent to this meeting, the email was sent to Nate.

- **Note:** Since the cost of repairing the driveways will mostly likely be taken from the Association's reserves - it was decided that there was no need to establish another banking relationship to transfer any reserve funds in excess of \$250,000.

Playground - North Side

Since no additional bids were presented to the management committee for refurbishing the playground on the North side (based on homeowners' requests) of the property, the management committee agreed to move forward with Brett Miller's original bid for refurbishing the playground. Nate will coordinate this project with Brett.

Next Management Committee Meeting

The next management committee meeting is scheduled for Wednesday, April, 24th at 6:00 pm at the clubhouse.