

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

Meeting Purpose:	Management Committee Meeting		Prepared by:	Donald Lowry	
Meeting Date:	05/29/13	Meeting Time:	6:00 PM	Location:	HOA Clubhouse

Meeting Attendees

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

Meeting Minutes

Pool Rules

The management committee briefly discussed a recent email received with respect to loud music being played at the pool. The committee agreed that the provision in the rule which prohibits amplified music wasn't to be interpreted as meaning music was prohibited from being played at the pool; therefore, no Resolution was needed to update the rule to interpret amplified music. Nate's response to the owner with his/her alternatives for addressing the loud music will require no further response.

Delinquencies

The management committee discussed confidential information with respect to past due assessments. Nate commented that some owners, who are past due on assessments, have contacted him regarding their balance and payment options (credit card). As agreed at the May management committee meeting, Nate will move forward with the sixty (60) day letters for those owners who have not responded to the thirty (30) day letter previously sent.

Weekly Property Inspections

Nate provided the management committee with a brief overview on what he has been observing with respect to his weekly inspections. 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.

Driveway Repairs

Nate provided the management committee with the estimates provided by two (2) additional vendors (Image Concrete's estimate was previous reviewed and rejected) for addressing the driveways needing repair. After reviewing the list of units that are targeted for repair, it appeared that there wasn't consistency in the units listed when compared to some of the actual driveways. Nate agreed to contact the vendor the committee agreed to use (Ryan Kartchner Concrete) to obtain the criteria used to identify the units that would be repaired, along with information with respect to warranty and the status on adding Foxboro (temporarily) as a Certified Holder to their liability coverage. Understanding the criteria used will help address any complaints received from owners whose driveway weren't repaired. Nate agreed to provide this information via an email as opposed to waiting until the June management committee meeting to review his findings.

- **Note:** The reserve account will be the source for this expenditure.

Reserve Contribution

The Association's monthly reserve contribution was briefly discussed. Subsequent to this meeting, an email was sent to Nate and the management committee members with some additional comments with respect to monthly contributions and the impact to the Association and owners, when regular contributions are not made or deferred.

2013/2014 Hazardous Insurance Coverage

Nate informed the management committee that he is working with Jerry Rechtenbach on the Associations' coverage for the 2013/2014 period to update any new information on our website.

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Rented Units

The management committee is currently taking an assessment on the number of rented units in the community. Since the HOA questionnaires that needed to be completed when a unit is being sold or refinanced - it's in the best interests of the Association to ensure the percentage of rented units is accurate. Donald and Dan are working on this initiative.

Next Management Committee Meeting

The next management committee meeting is scheduled for Wednesday, June 19th at 6:00 pm at the clubhouse.