

Foxboro Coventry – Management Committee Meeting Agenda/Minutes

Meeting Purpose:	1 st Meeting of Foxboro Management Committee		Prepared by:	Donald Lowry and Shana Latturmer	
Meeting Date:	08/06/08	Meeting Time:	6:00 PM	Location:	HOA Clubhouse

Meeting Attendees

- Donald Lowry, Richard Dyson, Shana Latturmer, and Darlene Hymel

Meeting Agenda - Minutes

- Roll Call
All attendees present
- Confirmation of Roles/Responsibilities
Management committee agreed on the roles/responsibilities
- Update on Advantage Management
 - New Property Manager – Dennis Gallagher
Discussed the departure of Kevin Rhodes as property manager; Management committee will meet the new property manager on Monday, August 11th
Discussed discrepancies in financial records and steps that need to be taken to resolve
- Financial Update
 - Treasurer Position
Treasurer position still open. Committee agreed to posted an article in the upcoming newsletter for volunteers. Article will highlight the Treasurer’s responsibilities as outlined in the Bylaws
 - Authorized Signers on Reserve and Petty Cash Accounts
All in agreement that Donald and Dick will be authorized signers on the reserve and petty cash accounts
- Communications
 - Newsletter Frequency
Agreed on a monthly newsletter. Darlene and Ralph Johnson will be responsible for the newsletter and will speak with others in the community to participate on a communication sub-committee
 - Email monitoring/responses
Committee members will monitor the email on one week intervals. Shana will provide a calendar. It was agreed to a 24-hour turnaround on all emails received. This will be communicated in the upcoming newsletter
 - Political Signs in Common Area
Per Sam Bell’s email response [8/8/08]: Presently in Utah, an Association can prohibit the placement of signs on the common areas. The common areas do not belong to a homeowner but are owned in common by all (in condominiums). No owner has a right to exercise control over the common areas that is greater than any other owner. The board has administrative and rule making authority over the common areas and therefore can dictate what can and cannot be placed on the common areas
 - Towing Notification – North Side
 - Wrong Phone Number on Sign
Dick will work to correct towing company phone number on the sign at the north Birmingham Lane entrance. Shana will contact Evan’s towing to request that they notify North Salt Lake Police when a vehicle is towed from the property. Find out if towing company patrols property and how often.
 - Sprinkler System
 - Nick and Bob responsible
All committee members agreed to \$10.00 per hour (average 8 hours per week) compensation for sprinkler system maintenance provided by Bob and Nick. An article will be developed for the upcoming newsletter advising homeowners on process for reporting issues with grass/sprinklers
Sprinkler issues should be reported via HOA email.

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- HOA Meetings
 - Frequency
 - Topics of discussion
- Financials

Not covered - discussion deferred to next meeting

- Contracts
 - Advantage Management
 - Next Steps

Everyone will review Advantage Management's contract and prepare any questions for our meeting with Jason and Dennis on Monday, August 11th

- Fitness Center Equipment
 - FitPro Fitness
 - Review of estimates/contract

All committee members agreed to quarterly maintenance contract with Fitpro to maintain fitness equipment in clubhouse. Annual cost for maintenance is \$1000.00. Donald will follow up with FitPro to execute contract.

- TruGreen LawnCare
 - Weeding [Now versus Fall]

All committee members agreed to have TruGreen do fall weeding now. Donald will follow up with TruGreen on this decision. Weeding is scheduled for Aug. 13 or 14. TruGreen will notify HOA upon Completion. HOA will verify work.

- Aireco
 - Pool/Clubhouse Cleaning
 - No Contract
 - Insurance coverage

Dick will be point person for the pool. He will contact Aireco for the service agreement and have Foxboro Coventry added to their insurance policy. Aireco will provide copy of the contract and insurance policy.

- Philadelphia Insurance – Kevin Davis
 - Insurance coverage

Not covered - discussion deferred to next meeting

- Legal Counsel
 - Kirk A. Cullimore – Existing
 - \$500 Yearly Fee

All in agreement to retain Kirk A. Cullimore for collections

- Jones Waldo
 - \$1000 Retainer
 - Various legal services
 - HOA
 - Contract
 - Construction

All in agreement to retain Jones Waldo as HOA legal counsel. Donald will execute Letter of Engagement and request retainer fee

- Vial-Fotheringham LLP
 - No Retainer
 - Need to review services

All in agreement not to pursue this firm since relationships are already established with both Kirk A. Cullimore and Jones/Waldo, who are both familiar with the Association – its CC&Rs and Bylaws

- Delinquencies
 - Implement new Policy
 - Review of policy provided by Sam Bell

Everyone will review new policy and make final decision at Saturday, August 8th meeting. Everyone agrees to new policy. Donald will create cover letter with approval for Sam Bell. Policy will be distributed next week.

- Enforcement of CC&Rs
 - Card Access
 - Key Listing

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- Committees
 - Types
 - Capital Expenditure
 - Communications

Not covered – discussion deferred to next meeting

- Homeowner Listing
 - Needs to current

Discussed options to update and keep owner listing current going forward. Need to review options to ensure no privacy violations. Secretary will be responsibility for maintaining owner listing