

Foxboro Coventry – Management Committee Meeting Agenda/Minutes

Meeting Purpose:	Management Committee Meeting		Prepared by:	Shana Lattuner
Meeting Date:	09/24/2008	Meeting Time:	6:00 PM	Location: HOA Clubhouse

Meeting Attendees

- Donald Lowry, Richard Dyson, Shana Lattuner, Darlene Hymel and Dennis Gallagher

Meeting Agenda

- Roll Call
- Woodside Homes
Donald met with Chris and Patrick from Woodside. They are working on the street light repairs and have agreed to look at rusted vents throughout the community.
- Financial update
Financial audit should be complete by Tuesday, September 30, 2008
- Enforcement of CC&R's
Board agreed to track and send letters for CC&R violations. All committee members will prepare letters for reported violations and forward them to Shana to track and mail.

Dennis informed the board that Evans is unable to tow trailers if they are parked on the streets. The board requested Dennis to inform Evans that if they are unable to tow a vehicle (i.e.: trailers), they are to contact North Salt Lake police and report the situation.

- Assignment of Management Committee Action Items
Some action items were assigned; the remainder will be assigned at the next scheduled board meeting.
- Email Update
 - Next in line – **Donald starts Sunday, September 27**
 - Recommended changes

Each committee member will be responsible for resolving any issues pertaining to the emails they receive during their week and putting finished emails in the appropriate folder for retention purposes.
- Roundtable
Board agreed to accept bid from Aireco for clubhouse cleaning and monthly pool maintenance for winter season.

Visitor parking signs will be installed in visitor parking area in front of the clubhouse and on the north end of Birmingham Lane next week.

The board briefly discussed the email received from the homeowner who has a desire to serve on the committee as the Treasurer. The board agreed to meet with the homeowner before a decision and the appointment is made.

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Key Dates – Proposed Time Line

Date	Event
8/11/08	Meeting with Jason Sucher and Dennis Gallagher – Advantage Management: Clubhouse – 6:00 PM
8/21/08	HOA Board Meeting: Clubhouse – 6:00 PM
09/04/08	HOA Board Meeting: Clubhouse – 6:00 PM
09/11/2008	HOA Board Meeting: Clubhouse – 6:00 PM
09/24/2008	HOA Board Meeting: Clubhouse – 6:00 PM
10/15/2008	HOA Board Meeting: Clubhouse – 6:00 PM