

# Foxboro Coventry Towns Homeowners Association

## Management Committee Meeting

<b>Meeting Purpose:</b>	Management Committee Meeting		<b>Prepared by:</b>	Michelle Bunn	
<b>Meeting Date:</b>	10/2/2012	<b>Meeting Times:</b>	6:00 PM	<b>Location:</b>	HOA Clubhouse

### Committee Attendees

Donald Lowry, Dan Frischknecht, Jesse Montgomery, Mike Bond and Michelle Bunn

### Meeting Agenda

#### 2012-2014 Management Committee Election – Positions Appointed

President – Donald Lowry  
Vice President - Dan Frischknecht  
Treasurer – Mike Bond  
Secretary – Michelle Bunn  
Member - Jesse Montgomery

#### PMSI Service Levels

The board will continue to monitor the performance of PMSI to ensure that they are providing services as expected.

#### Delinquent Report

Donald reviewed the most recent delinquency report. Donald informed the members that there are several homeowners that were on ACH with Rockworth, but didn't submit the required EFT Authorization Form to PMSI and are now on the delinquent report. Donald will work with PMSI to contact these homeowners.

#### New Committee Member Instruction

Donald reviewed the Treasurer's responsibilities with Mike; and Jesse reviewed the Secretary responsibilities with Michelle. Both Donald and Jesse will continue to provide the necessary support as these positions are transitioned.

#### Member Meeting

Donald reminded the committee about the upcoming Member meeting on October 17<sup>th</sup> to discuss/resolve the sidewalk chalk issue.