

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

Meeting Purpose:	Management Committee Meeting		Prepared by:	Mike Bond	
Meeting Date:	08/07/2013	Meeting Time:	6:00 PM	Location:	HOA Clubhouse

Meeting Attendees

- Donald Lowry, Dan Frischknecht, Mike Bond and Nate Fotheringham (Rockworth Co.)

Meeting Minutes

Distribution of Roles/Responsibilities

Donald brought forward the topic of roles and responsibilities of the HOA Board Offices. After indicating he felt many of the responsibilities were being left to him, he requested options be explored to better balance the workload and reduce the amount of time he is presently dedicating. Dan and Mike agreed that the responsibility balance needed to be adjusted. Following some discussion, the idea that Rockworth Co. could take on additional responsibilities to ease Donald's burden was selected for additional research regarding budget impact. A volunteer was requested for keeping the meeting minutes, with the absence of a Secretary, and Mike agreed.

Letter to Homeowners

A letter was discussed which will be drafted by Dan, to inform the homeowners of the open positions on the Management Committee. The content of the letter will also present the option, should no new owners join the committee within the next 90 days, to turn more responsibilities over to Rockworth Co. This will allow these duties to be relieved from Management Committee members. The drafted letter will be reviewed and completed with any budgetary changes resulting from the new arrangement, and sent to each homeowner.

Landscaping

The subject of damaged irrigation sprinklers was brought up, with Nate saying the landscaping company had been informed of several sprinklers for repair earlier in the day. Dan mentioned that some corners of the lawns were not getting mowed each week. Nate said he would follow up with the landscaper.

2014 Budget

Nate presented copies of the 2014 budget, both using the current fee assessment and a projected increased assessment. The committee members reviewed the projected increases for expenses in 2014, along with past expenses that fell outside the 2013 budget, such as roofing. The committee reached a majority, following votes by Donald and Dan, to offer the budget with the increased assessment to the homeowners for approval. The homeowner meeting to approve the budget was set as Monday, Sept. 23, 2013 at 7:00 PM.

Homeowner Concerns

A homeowner's email was received that mentioned several concerns. The Management Committee discussed ensuring that homeowner email's are responded to in a timely manner, and ways to resolve this particular email. It was decided that Nate would speak with the homeowner to ensure enough information is available for enforcement of infractions and resolution on concerns.

Next Management Committee Meeting

The next meeting is scheduled for Wednesday, Sept. 23, 2013 at 6:00 PM