

The Estates at Dove Run HOA Board Meeting - Minutes for January 13, 2008 Meeting

Meeting Start Time: 7:00 PM

Location: 206 Snow Goose Drive, Middletown, DE

Attendees: Megan Aitken, Richard Green, Ed Henry, Alison Segal, Amar Tailor and Jill Winnington. Note: Because of illness, Jennifer Godlewski did not attend the meeting; also, Maurrell English could not attend because of a prior family obligation.

In the absence of the Corporate Secretary (Jennifer Godlewski), Richard Green recorded the meeting minutes.

Agenda:

- ✚ Presentation of management services proposal from Rayna Butler, Property Manager of MRA Property Management, Inc.
- ✚ Consider proposals from other management service companies.
- ✚ Discuss landscaping costs.
- ✚ Discuss feasibility of liability and hazard insurance.
- ✚ Establish assessments (special and/or operational expenditures).

Presentation by Rayna Butler of MRA Property Management, Inc.

Scope of Services (Partial List):

- ✚ Collect assessments, pursue collection of delinquent charges or assessments
- ✚ Prepare and send meeting notices, attend board and special meetings
- ✚ Enforce violations of deed restrictions
- ✚ Maintain accounting records of the association
- ✚ Various other services

Ms. Butler provided the Directors with copies of the proposed management agreement, client referral list and a listing of provided services. The cost for these services: \$5.00 base cost per month for each unit; plus various fees for letterhead, envelopes, statements, delinquency letters, postage, etc.

Many of the directors (Ed Henry, Amar Tailor, Megan Aitken and Jill Winnington) expressed concern about the annual proposed cost (at least \$18,000 or \$60.00 per unit) for their services, which might only involve minimal time on their part.

Megan Aitken believed that we should employ MRA, as it would relieve the Directors of attempting to collect assessments and enforce deed restrictions.

Richard Green indicated that, due to time constraints, we should employ the services of MRA, to expedite the creation of the assessments.

Jill Winnington expects to receive a proposal from another management services company.

Richard Green advised that, upon reviewing the proposal, the Directors should vote on the feasibility of using a management services company.

Liability/Hazard Insurance:

Although this was a separate agenda topic, as requested by Jennifer Godlewski, Ms. Butler also indicated that the Homeowners Association should consider acquiring liability and hazard insurance. The estimated cost is approximately \$4,000 per year. Ed Henry thought the annual amount was excessive. The group agreed to revisit this issue.

Landscaping:

Megan Aitken met with a potential landscaping company on January 12, 2008. She expects to receive drawings and corresponding cost estimates by January 15, 2008. Upon receipt, Megan will forward copies to the other Directors for review and discussion.

Alison Segal will meet with another landscaping company on January 14, 2008. She will forward the information to the Directors.

Jill Winnington expressed hope that she would be meeting with a landscaping company, as well.

The Directors plan to perform a preliminary review of the various proposals before our next meeting.

Assessments:

Richard Green recommended that the Directors should determine an assessment amount. Consideration was given about establishing two separate assessments: special assessment to cover capital improvements (landscaping), and a second assessment to cover our operating costs. The group came to a consensus that we should establish one assessment to include capital and operating costs.

In reviewing our bylaws (Article IX, Assessments), Ed Henry noted that, prior to establishing an assessment, we must hold a meeting of all homeowners. We must provide an opportunity for the homeowners to approve our proposed assessment. In addition, we must provide sufficient notification of our meeting to the homeowners.

The Directors will discuss this issue in more detail at our next meeting.

Miscellaneous:

Richard Green has obtained a post office box for the Association. The annual rental cost is \$98.00. Richard paid the fee and submitted the receipt to Jill Winnington (the Treasurer) for future reimbursement.

Jill Winnington has opened a checking account (in the name of The Estates at Dove Run Homeowners Association, Inc.) at WSFS bank. Amar Taylor will forward the remaining cash (approximately \$400.00 remaining balance from our beautification project of the Brick Mill entrance, conducted during the summer of 2007) to Jill for deposit into the account.

We will hold our next Board meeting on January 23, 2008 at 7:00 PM at Jill Winnington's home (206 Snow Goose).