

Estates at Dove Run HOA Board Meeting

Minutes for February 13, 2008

Directors present:

- Richard Green, Jennifer Godlewski, Ed Henry, Alison Segal and Amar Tailor.
 - Tim Lee also attended the meeting.

Agenda:

- **Review of Website updates:**
 - Shawn Poulson was the creator of the current website. He may have limited time to focus on updating the website in the future.
 - Tim Lee has offered to make necessary updates to the site, however, he codes in a different "language" than Shawn. It will be difficult to trade off the effort for updates because of this technical problem. Therefore, Tim will meet with Shawn to collaborate and come up with a solution to get the most recent updates made.
 - They will add the Board Meeting Minutes and a copy of the notice to the homeowners for the upcoming HOA meeting.
 - Tim also stated that the email client for the website does work and he can set up a link that would connect to all of the directors' email.
- The board also discussed whether a volunteer will be able to devote the time necessary for the website to be updated as needed, and what the cost would be to hire a website host to regularly maintain the site.
 - Tim mentioned that there should be a media plan for the site, with regularly planned updates, otherwise people will not visit the site. The cost for this may be around \$130 to \$150 per year depending on the design needed and frequency of updates.
 - Tim also suggested the website could contain community events; inside Dove Run, but also the community at large. Voting online could also be enabled.
- **Meeting Place for upcoming HOA member meeting:**
 - The application process for using the schools in the district has not been completed. Amar Tailor will go to the district office in the morning of February 14th and complete the application. He will also try to get a confirmation on the date expedited.

- The date for the meeting was unanimously agreed to be changed to February 27, 2008 to allow more time to get a confirmation from the school.
 - ✧ Jennifer Godlewski will update the notice and proxy ballots as needed.
 - ✧ Amar will get everything else needed to prepare the envelopes for mailing.
 - ✧ Alison Segal and Jennifer Godlewski will work on getting a complete list of homeowners' addresses from New Castle County for the mailing of the notice.
 - ✧ Ed Henry will print out and fold the notices. Jennifer will print and cut the proxies. Alison will stuff the envelopes and mail Saturday if there is a confirmation on the place/date/time from the school district.
- If a confirmation cannot be received from the school, to avoid putting the meeting off further, the meeting could be held at the Volunteer Fire Hall in Middletown for \$225.00 per hour.

➤ **Hiring an Attorney to represent the HOA:**

- It was agreed that an attorney will be needed for the collection of assessments from homeowners more than 2 notices past due.
- An attorney will also be needed to handle homeowners refusing to be in compliance with the deed restrictions.
- Rich Green met with Bill Brady from Woloshin, Lynch, Natalie and Gagne. It would cost \$2,500.00/year to place their firm on retainer and \$250.00/hour for their services.
 - It was agreed that the fees seemed high and that more information would be needed prior to making a decision about hiring this firm.
 - ✧ Need to find out this firm's fee structure for mailings and filings with the court, etc.
 - ✧ Need to speak with a couple more attorney firms to decide whether this firm's fees are fair.
 - Alison Segal will put a call in to her real estate attorney.
- It was also agreed that the board could wait until closer to the time an attorney's services would be needed to place on retainer.

➤ **Treasurer Position:**

- Jill Winnington will be unable to fulfill the duties of Treasurer to the HOA, so it was unanimously agreed that Ed Henry will assume the duties.

- Ed will acquire Quick Books and checks and start a database for the finances.
 - ✧ The signature card will need to be changed to authorize Ed to sign checks as needed.
 - Two signatures of the officers will be required on each check.
- **Agenda for upcoming HOA Member Meeting:**
 - In addition to voting on the budget and taking questions, the board will offer up an opportunity to the homeowners to sign up for any committee they may be interested in joining.
- **Please take note of these changes made via email since this meeting:**
 - The board is still waiting on confirmation from the School District. Amar was told he should hear Tuesday, February 19, but was given a tentative OK on February 27th at Everett Meredith Middle School.
 - Amar will print out the notice and the envelopes will be stuffed at his house on Tuesday the 19th. The notices can then be mailed on Wednesday the 20th; 7 days prior to the meeting, as per the bylaws.
 - Alison completed the homeowner address list and came up with 320 houses instead of 299. The board is unable to ascertain where the number 299 came from.
 - The budget was also changed to properly reflect the assessment divided by the correct number of houses.
 - There was a vote via email by the directors to replace Megan Aitken as the Vice President of the HOA since Megan will be having a baby very soon and therefore unavailable for some time. Alison Segal will take her place as V.P.