

Estates at Dove Run HOA Board Meeting

Minutes for March 19, 2008

Directors present:

- Richard Green, Jennifer Godlewski, Alison Segal and Amar Tailor.
 - Shawn Poulson also attended the meeting to discuss the website.

Agenda:

➤ **Architectural Review Committee:**

- Committee may need to be postponed until HOA is able to hire an attorney to legally handle issues.
 - Directors will vote on which attorney to use at the next Board meeting, which is tentatively scheduled for next month (date TBD via email).
- Rich, Amar and Alison have volunteered to participate in this committee, but other Directors are also encouraged to be involved, if possible.
- Alison has received a request for approval from a homeowner who wants to install a deck in his back yard.
 - He called the Town of Middletown and was told that the town didn't have any regulations on deck size/style and that The Estates of Dove Run was not a deed-restricted community.
 - Alison advised the homeowner that the town gave him incorrect information and that we would review his request.
 - Architectural Review Committee, when formed, will need to address this issue with the town and will need to adopt a formal application process for homeowners.
 - Town Permits: 378-1171 or 1711.
 - The Board reviewed his particular request, and based upon the specifications of his deck, determined that it would be in conformance with the deed restrictions of this community.
 - Alison will send him an approval letter.

➤ **Landscaping Committee:**

- Still have not received any more quotes from landscaping contractors. Amar and Alison will follow up with contractors who have not yet submitted, and contact (or delegate to others on landscaping committee) new contractors.

- Amar and Alison will organize a formal meeting with the Landscaping Committee volunteers during the first week of April for the purpose of:
 - Overview other neighborhood entranceways.
 - Form and organize ideas for our entranceway (short and long term).
 - Discuss tiered quote possibilities from contractors.
 - Delegate responsibilities.
- Alison presented unofficial estimate from Nitelites, for landscaping lighting at front entranceway.
 - Someone will need to meet with them once we are ready to hire a landscaping co. to better determine our needs with lighting.
 - Nitelites stated that it would cost in the range of \$1800 to \$2200 to light the signs with electricity-powered lighting. This cost would include the transformer, but not running the electrical lines underground (must be done by the town).
 - This is a slight problem, as there may not be electricity on the one side of the entranceway.
 - Nitelites also added that it would probably cost us an average of \$8 per month per sign for the cost of electricity.
 - The Board again discussed the possibility of using solar lighting as a temporary solution, if necessary.

➤ **Neighborhood Watch:**

- The Board discussed the possibility of creating a Neighborhood Watch based upon complaints received by homeowners and some current crime in the neighborhood.
- The Board agreed that this might be a separate program run by or in cooperation with the local police department. It is also unsure how many homeowners would need to be involved in this program to make it effective.
 - Jennifer will call the town or county to investigate this issue further and present at the next Board meeting.
- It may also be possible to consolidate this program into a future "Political Action Committee", which would handle town issues that affect our neighborhood.

➤ **Website Committee:**

- Shawn Poulson presented an overview of the website "mock-up" he created for our HOA.

- The website will replace the current one at the same address. This will require Tim Lee to transfer ownership. Shawn will discuss this with Tim and does not anticipate it to be a problem.
- The HOA will ultimately “own” the website, although Shawn will be the creator and main administrator.
- Shawn demonstrated to the Directors:
 - How “content management” works on the site (allowing authorized individuals to make updates).
 - How email will be enabled and directed (homeowners will be able to email the Directors from the website, and Directors can either respond from their private email or access and respond to emails online for privacy).
 - How the site is organized, and what information will be attached to each link.
- Shawn explained he would typically be able to update the website within about three days of receiving information. He is also willing to meet with the Website Committee on a monthly basis and make regular scheduled updates as requested by the Committee.
- Shawn stated that the new website could be up-and-running as soon as April 1st.
- Shawn presented a contract, as previously discussed at the last Board meeting, for his services. The contract was agreed upon, as it satisfied the terms agreed upon previously by the Board, and signed by Richard and Alison. Richard has retained a copy as a record.
 - Richard explained to Shawn that the HOA has not yet received enough funds to pay him as of yet, but committed to paying him as soon as enough assessments have been collected. Shawn agreed to this solution.
- Jennifer Godlewski and Shawn Poulson will head up this committee. Jennifer will email Shawn to discuss final website adjustments and to schedule a time for the Committee to meet.

➤ **Liability Insurance Quote:**

- Murrell English received another insurance quote from a homeowner. The quote was from Atlantic Specialty Lines, Inc.
- The quote was comparable in coverage to the other insurance quotes received from State Farm and Nationwide, but more expensive, at \$3,000 per year.
- Nationwide is still considered to have given the best quote, and is likely to be hired by the HOA when the funds become available.

➤ **Treasurer Report:**

- Reported by Richard.

- Bank signatures have been converted to include Richard Green, Alison Segal, Jennifer Godlewski and Ed Henry as authorized signers on HOA checks.
- New HOA checks are ordered.
- Jennifer submitted a receipt to Richard for expenses incurred for the last mailing. Jennifer will be reimbursed when the funds become available.

The next Board meeting will be determined via email. Richard anticipates the Board will need to meet in about a month, and then consecutively each month, for the remainder of the term.