

Estates at Dove Run HOA Board Meeting

Minutes for March 2, 2008

Directors present:

- Maurrell English, Richard Green, Jennifer Godlewski, Ed Henry, Alison Segal, Amar Tailor and Jill Winnington.
 - Shawn Poulson also attended the meeting to discuss the website.

Agenda:

- **Discussed Website Possibilities:**
 - Per Shawn Poulson, Tim Lee paid for the first year of web hosting, although Shawn designed and updated the site. The amount was around \$11.95/month (if paid annually). The website is currently being hosted by: HostMySite.com.
 - The web-hosting fee only pays for the site to be available. It does not cover any design or maintenance of the site.
 - Shawn stated that he can redesign the website to make it more official. He would use a "Content Management System", which would allow:
 - Article postings
 - Photo galleries
 - Voting (although this can be enabled, there are some doubts as how to handle registration problems of people who move.)
 - Mail list for official broadcasts
 - Unlimited email accounts for Directors to be contacted
 - Multiple users to manage content (authorized users)
 - Advertising
 - Forum/discussion board (this would require monitoring)
 - Community page
 - Etc...
 - As per Alison Segal's suggestion, Shawn would also look into "linking" our website with the New Castle County site (as many HOA's seem to be), which is free.
 - Shawn stated that he would help to make some necessary updates to the existing website immediately, but would ultimately hope to be hired by the HOA, so that he could give higher priority to the site.
 - If hired, Shawn would charge a \$350/year flat rate fee, which covers everything; hosting, design and regular maintenance.

- ✧ Shawn said he would come up with a couple 'mock-ups' for a new website design over the next few weeks and present it to the Board.
 - ✧ Shawn stated that he would expect the Board to send him updates for the site a few times a week. He also stated that he would be willing to meet with a website committee once a month for regular updates to keep the site fresh.
 - ✧ Shawn will also create a contract or work statement agreement to be signed, if hired.
- The Board agreed unanimously to hire Shawn based on his previous work on the website and exceedingly low fee. Shawn will be notified once the "mock-ups" and contract are completed.
- Jennifer Godlewski will forward Shawn information pertaining to our current needs for website updates:
 - Meeting Minutes
 - Email/Contact information for Directors
 - Address of HOA
 - Letter of Assessment (once completed)
 - Landscaping drawings/proposals/bids (once completed)

➤ **Landscaping:**

- Rich Green and Kim Bryda met with Layou Landscaping. The landscaper suggested paving less of the island to reduce the cost and would use more drought-resistant plants. They should receive a quote within the next week.
- Alison Segal and Amar Tailor will head up the Landscaping Committee. They are currently working with Kim, but Jennifer Godlewski will send out an email to members who have volunteered to see if anyone else is interested.
- Alison will follow up with Annette from Sleepy Hollow. Their company also maintains Brick Mill Elementary. They were referred by one of our homeowners, Lisa O'Connor. They stated they would love to give us a quote.
- The Board discussed how to handle the vote for landscaping choices (once there are several to choose from).
 - Jill Winnington advised that WSFS has a community room available for free; it just has to be scheduled in advance.
- The board debated on how the best and most cost-efficient way to educate the homeowners of their choices prior to taking a vote.
 - Have an open-house type meeting at WSFS a couple of nights in a row for homeowners to come out and look at drawings/proposals/bids?

- Scan landscaping drawings/bids to place on website?
- Mailing all of this information seems too costly.
 - This decision will be revisited when it comes time to put it into action.

➤ **Assessment Letter to Homeowners:**

- Goal is to mail letter no later than Saturday, March 15th.
- Due date for assessment will be Monday, April 21, 2008.
- The Board discussed the information that needs to be in the letter; to include the necessary clarifications of the budget as requested by the homeowners.
 - The letter will consist of two pages:
 - Invoice for assessment (will be created by Amar)
 - Letter explaining assessment/budget (will be created by Jennifer)
- The Board decided that a late fee of \$25.00 would be applied to all delinquent accounts (to encourage payment); this charge will be disclosed in the letter.
- Per Jill, we can email all of the documents to Staples or Kinko's and they can prepare the entire mailing for a nominal charge.
- Letters will be addressed to names of homeowners (on file) OR current homeowner, which will hopefully prevent it from being trashed as junk mail. Could also potentially stamp or stick on statement: Invoice Enclosed.

➤ **Treasurer Position:**

- Jill is OK with Ed Henry handling the position.
- The signature card for the bank (for signing checks) must be changed to include all of the officers: Richard, Jennifer, Alison and Ed.
- Ed will not send out any check without two signatures.
- Alison will look into getting a stamp for the back of checks.
- Amar will keep the key to the PO Box and check it regularly.

➤ **Committees:**

- The Board will look into creating these committees in the near future:
 - Landscaping Committee
 - Website Committee
 - Architectural Review Committee
- Jennifer will send out an email to organize volunteers.

Next Board meeting will be schedule via email.

