

# **Estates at Dove Run HOA Board Meeting**

Minutes for April 27, 2008

## Directors present:

- Megan Aitken, Maurrell English, Richard Green, Jennifer Godlewski, Ed Henry, Alison Segal and Amar Tailor.

## Agenda:

- **Review of Landscaping Bids/Information:**
  - ❖ William H. Radford Landscape Contractors
    - Total bid of \$38,864 for Brick Mill Entranceway
      - \$9,832 around two signs
      - \$9,300 for recommended irrigation system
      - \$10,012 for median inside entranceway
      - \$9,660 for buffer plantings at property lines behind signs
    - Radford also submitted a well-diagrammed drawing and is willing to provide demonstration at HOA meeting, if needed.
    - It may be possible to take a 'tiered' approach to this plan, temporarily excluding some items until next year, such as excluding the irrigation system and having watering trucks brought in. The 'buffer' plantings could also be held off until next year. Radford will be asked by the Board to resubmit a tiered bid.
    - This bid does not include maintenance or grass of any kind, but includes bed prep and soil amendments.
    - Radford will donate 6 trees to the other entranceway, if hired.
  - ❖ Sleepy Hollow
    - Total bid \$31,000 (+/-) for Brick Mill Entranceway
      - \$5,000 for shrubs around both signs
      - \$9,800 for median inside entranceway
      - \$5,040 for annuals (2 plantings per year)
      - \$11,300 for pavers in median
    - Also submitted a detailed drawing of plan and maintenance plan:
      - \$60/visit for bi-weekly maintenance of site.
  - ❖ Kim Bryda (Landscaping Committee Member), solicited NuView Landscaping but they still have not submitted a quote.

- ❖ Hand N Land submitted an estimate considered unprofessional and unsuitable by the Board.
- ❖ Dakota Williams (Landscaping Committee Member) has volunteered to contact the town about landscaping other entranceway (off 299).
- ❖ Alison Segal received one quote for landscape lighting (for both signs and median at Brick Mill entranceway). The cost would be \$13,000 excluding running the electrical lines and cost of electricity per month. The Board discussed using solar lighting temporarily, but agreed that it would be too dim for this purpose.
- ❖ Alison Segal will also contact our district representative to inquire about having money donated toward our landscaping project.
- ❖ Amar Tailor will look into reserving a few dates at the WSFS community room for homeowners to review the data and vote on which landscaping bid they prefer.
  - Note: Although a vote will be taken, no contractor can be hired until most of the annual assessments have been received since there is currently no cash reserve from previous years.
  - Signs for these events will be placed at both entranceways, if possible. Permission will be necessary for the Rt. 299 entranceway, as it is not owned by the HOA.

➤ **Attorney Selection:**

- ❖ Two firms were compared: Lacy Holly and Woloshin, Lynch, Natalie and Gagne. Details of each firm's proposal for services can be reviewed by contacting Richard Green or Alison Segal.
- ❖ The Board voted 4-3 in favor of employing Woloshin, Lynch, Natalie and Gagne to represent the Estates at Dove Run HOA.
- ❖ The firm will not be put on retainer until their services are required and the HOA has received sufficient funds from assessments. This should occur sometime after a second assessment letter is sent to homeowners. This issue will be revisited at a later date or the next Board meeting.

➤ **Second Assessment Notices:**

- ❖ Second notices to homeowners who have not paid will go out by May 1, 2008.

- ❖ The late fee will be waived for two additional weeks in recognition of the HOA's first year of operations. After this, homeowners will be warned in the letter that they will incur a late fee of \$25 and any applicable attorney fees for non-payment.
- ❖ Question of whether to hire an attorney to send third notices will be revisited.

➤ **Website Committee Update:**

- ❖ Jennifer Godlewski gave update on progress of new website.
  - New website should be 'live' online by end of May.
  - Discussed some new features/reformatting of website.
  - Discussed/assigned email capabilities/responsibilities.
  - Final changes will be submitted to Board for approval via email.

***Next Board Meeting tentatively scheduled for May 18, 2008.***