

**Meeting Minutes: Estates at Dove Run Virtual Zoom Meeting – December 21, 2020**

**1) Greetings/Introduction: Presenter, Rich Green**

- Commenced meeting at approximately 7:15 pm. Attendees: 2
- Introduced Board Members: Bill Wolff, Vice-President and Architectural Review Committee Chairperson, Mike Pinkston, Corporate Secretary, and Rich Green, President
- Purpose of the HOA Meeting is to appoint the Board Members to serve during calendar year 2021, to provide an update of the HOA’s activities/issues for 2020, and to answer questions upon the conclusion of the agenda topics.

**2) Financial Status for 2020: Presenter, Rich Green**

- Provided a brief overview of the HOA’s financial activities during calendar year 2020, as noted below:

<b>2020 Budget Status</b>			
Beginning Cash Balance		\$5,495	
Collection of HOA Dues		\$17,930	
Total Available		\$23,425	
(Less) Total Expenditures		\$16,639	
Current Cash Balance		\$6,786	
<b>Budget and Actual Expenditures - 2020</b>			
	<b>Budget</b>	<b>Actual</b>	<b>Variance %</b>
Landscaping	\$12,000	\$12,838	-6.98%
Administrative	\$2,500	\$2,317	7.32%
Liability Insurance	\$1,500	\$1,484	1.07%
Court/Collection Fees	\$1,000	\$0	100.00%
<b>Total Expenditures</b>	<b>\$17,000</b>	<b>\$16,639</b>	<b>2.12%</b>

- Collected HOA dues from approximately 96% of the (298) lot owners.
- Landscaping represented approximately 80% of the actual expenditures and covered mowing, mulching and planting all areas to include the main entrance and three cul-de-sacs.
- Administrative expenses include supplies, website maintenance and mailing. Mailing expenses (via the services of the UPS Store) represent most of the administrative expenses; the HOA sends approximately four mailings throughout the year.
- Liability consists of personal (Board Officers) and property insurance. Property portion covers the monuments and plantings at the main entrance.
- HOA uses the services of JP Court to pursue collections against delinquent accounts. The Court charges approximately \$40 per case, which the HOA accesses against the delinquent lot owner(s).

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- Actual expenditures were approximately \$400 or 2% less than the budgeted expenditures.

**3) Architectural Review Committee Update (ARC): Presenter, Bill Wolf**

- Bill provided an overview of the activities of the ARC during calendar year 2020
- The ARC approved **22** applications in 2020 which were 16 more than in 2019.
  - 8 Shed
  - 3 Patio
  - 2 Porch
  - 3 Pool (in-ground)
  - 2 Fences
  - 2 Windows and/or Doors
  - 2 Replacement Roof
- The ARC has written numerous violation letters; the most common violations include basketball goals, trailers, boats, commercial vehicles and intex pools
- Lot owners are encouraged to report deed restriction violations to the ARC; in addition, certain complaints (such as unauthorized vehicles parked on public streets) can be reported to the Middletown Police.
- A \$75.00 fine will be assessed against those who refuse to correct deed restriction infractions in a timely manner.
- Additional details are outlined in the attached ARC Report

**4) Election Results: Presenter, Mike Pinkston**

- Mike reported 7 ballots, with all current board members who received at least 4 votes out of 7. There were no new candidates. Mike moved to have the same board members nominated to continue to serve until December 2021. Rich Green so moved.
- Candidates Rich Green, Michael Pinkston and Bill Wolff have been nominated and are deemed Elected by Acclamation, as there are no opposing candidates. According to the HOA's Bylaws, a maximum of eight homeowners are permitted to serve as board members. The nominated/elected candidates will serve a one-year term, ending 12/31/21, upon a regularly scheduled election.

**5) General Discussions and Questions (Main Areas of Discussion)**

- Bill mentioned about inoperative streetlights. He encouraged residents to submit a repair request to Middletown Public Streets department, via Middletown's website, to

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correct the issue. In the meantime, Bill and Mike will look in their areas to see where lights are out or dimming.

- Homeowner thanked the board for its unselfish undertaking and expressed appreciation for living in a homeowner's association community.
- Attendee expressed concern about trampoline in neighbor's yard and potential of it taking flight, because of high winds, and damaging her house.
- Bill mentioned that if the trampoline takes flight and damages a home, the HOA can be held liable if they have failed to address the issue (by notifying the violator of their actions).
- Rich indicated that the HOA sent Violation Letters to the person in question, who has since moved the trampoline moved it closer to their house where it not as visible. Rich asked Mike to send another letter to the homeowner.
- Upon additional discussion, it was mutually agreed not to send another violation letter to the homeowner in question. The attendee will notify the HOA if the problem persists (unsecured trampoline), at which point the HOA will ask the owner to remove the trampoline.

**Meeting adjourned at approximately 7:52 PM**