

Dover Ridge HOA July 13, 2022 Draft Minutes

1. The meeting was held via Zoom. It began at 7:00 pm and finished at 8:30 pm. All Board members were present except for Joe Milko. Five community members attended.
2. Jeff Lyons gave the Treasurer's report.
 - a. Status of funds. Currently, the HOA has **NEED THIS AMOUNT** in checking and **NEED THIS AMOUNT** in saving.
 - b. Expenses: Monthly the HOA pays for insurance, landscaping (mowing, mulch, plants, and brush removal as needed, electric – streetlights (\$53), water, stormwater management, and postage. With our current funds and expenditures, we are solvent for the remainder of the year. Dues are steadily coming in, however, some homeowners are significantly overdue. Reminder letters have been sent. Because of the lack of response from delinquent owners to past letters, the board will begin procedures to place a lien on homes **\$300 please verify this amount** in the rears. Once a homeowner is **\$400 please verify this amount** in the rears, procedures will begin to collect the delinquent fees through small claims court. Delinquent homeowners will be served by the Sheriff's department and collection will include court costs. There are currently two homeowners that the board will take to small claims court unless funds are immediately submitted. Our dues are low compared to other neighborhoods and to keep them low, we need all neighbors paying their dues on time.
 - c. Planned Purchases/Activities. Delinquent dues have significantly depleted the HOA's emergency funds. To build up our emergency fund and ensure sufficient funds to support possible emergencies such as stormwater drain cleaning in the future, there will be no benches added to the park, and no community picnic (again) this year. Dues are the only source of income to support HOA activities. Given our restricted funding, the board will focus on what is most important (grounds, insurance, general upkeep, minor social events). We will also be more aggressive in collecting delinquent dues so we can do more to improve our neighborhood.
3. Information Technology Update: Peter Anderson, gave an update on the HOA webpage.
 - a. Webpage Upgrades: Peter updated the website to WordPress since the old software was outdated. The upgrade reduced the yearly cost by about 20% and is much easier to edit. He also added new additions and links to the page. We now have an announcement space and are linked to Facebook.
 - b. Plans: He would like to add a map of Dover Ridge; announce the amount and due date for dues and provide a mailing address to send in dues. He is checking into the possibility of adding a PayPal feature to the page for dues collection. He has noted that the social information on the page attracts the most views. For example, the web post of the City's email response to the HOA request for road pavement upgrades received 60 hits. He plans to include a "Meet Your Neighbor" section that will highlight neighbors and any services they can provide.
 - c. Needs: Peter would like neighbors to send him ideas of what they would like to see on the page or how the page would be more helpful to them. He would also like pictures of neighborhood functions to post on the page. Please note the page is public so all pictures of children should be accompanied by permission from their parents for posting.
 - d. Discussion was held concerning the HOA sponsoring a Facebook page since the current Dover Ridge page is privately maintained and is geared toward social activities. Additionally, some neighbors are blocked from the site. If anyone wishes to establish and be the administrator of an HOA Facebook page, they should contact the board.

4. Landscaping contract:
 - a. Current landscaping contract (Rice's Greenery, LLC) ends March 31, 2023.
 - b. Motion made, seconded, and unanimously accepted to not solicit new bids and recommend to the 2023 Board to keep Rice Greenery providing the quality and work and price remain reasonable.
 - c. Jeff and Tim will review DR covenants and guidelines to be sure the board is not required to solicit new bids each year. If bids are required, the bids would need to be submitted by Dec 15, 2022, for the April 2023 – March 2025 landscaping contract. It is noted that any change in the contract must be decided by the end of January of the last year of the contract so that the new contract can be signed, and the current contract auto-extension clause voided in time. The current contract will need proper notification in writing by Feb 28, of the renewal year that their contract will not be automatically renewed.
5. Property Maintenance:
 - a. The board thanked all the neighbors for the upgrades made to their mailboxes and other areas of their homes and yards. Home maintenance significantly improves the value of all the homes in the HOA.
 - b. Recommendations for home maintenance will continue to be posted in the HOA newsletters and flyers. The focus is on the maintenance required by the HOA covenants and guidelines such as home painting, and parking of unlicensed vehicles on the street.
 - c. Neighbors are reminded that the guidelines specify what outside work done to homes (windows, painting, decks, etc.) needs prior approval for the HOA ARC. If you have any questions, please contact the HOA via the website for clarification or better yet, attend an HOA Board meeting!
6. Graduation:
 - a. Nine HOA high school or college graduates were recognized by the HOA with gift bags and gift cards (\$25/high school, \$50/college). The names and schools of the recipients are posted on the website.
 - b. The HOA received many thank-you notes from the graduates which we are seeking to also post on the website.
7. 4th of July:
 - a. Red/White/Blue bunting (purchased in 2021) was displayed at the main entrance for the 4th of July weekend.
 - b. Neighbors graciously donated funds to continue the tradition of placing two American flags at each home.
 - c. Monica Wrobel and Jeff Lyons arranged a parade, led by the Lebanon Fire Department, and an ice cream social to follow. Ice cream, snacks, and a gift for the fire truck crew were graciously donated by neighbors. Approximately forty people attended the event.
8. Welcome Baskets:
 - a. Janet Lipman stated that we are current on providing welcome baskets to new neighbors. The basket provides an opportunity to meet our new neighbors, be sure they are aware and have a copy of the HOA covenants and guidelines and invite them to participate in Board activities.
 - b. Two new homeowners were given baskets, both had copies of the covenants and guidelines. Two homes sold on June 30th and are being contacted to have baskets delivered.
9. E-mail list:
 - a. Maria DiFrancesco gave a status on the email list for the HOA. Emails are solicited in the dues letters. She currently has about 75% of HOA email addresses.
 - b. Discussion was held over the feasibility of using email as means of keeping neighbors informed of HOA activities. Current email lists are required for participation in the Neighborhood Watch Program.
 - c. In the future the dues letter will include along with the solicitation and confirmation of emails, permission to use emails as the means of contacting the homeowner. Currently, we will continue to use all means to contact neighbors; the website, Facebook, and colored newsletters placed in mailboxes.
 - d. HOA guidelines require quarterly communication by the Board to homeowners and public posting of all meetings. The next quarterly flyer will go out in August/September. It will emphasize the need for members of the community to serve on the 2023 HOA Board.

- e. The board will continue to look at the collection and use of emails as a means of contacting homeowners.

10. City Actions:

- a. Road paving. Despite several attempts from the HOA, Dover Ridge is still not on any schedule to have its roads repaved. The City's response to our July 10th email is posted on the Website.
- b. All homeowners need to contact the city via Durham 1 Call and contact the City Manager and council members listed on the City of Durham Website. Pictures of degraded roads in Dover Ridge should also be sent.
- c. The board member who followed this action is moving. If you are willing to act on behalf of the board and act as the point person, please contact the board.

11. Neighborhood Empathy Program:

- a. This is a new program led by Reverend Keith Daniel, that will extend compassionate support to our Dover Ridge neighbors who face personal, or family health issues, crises, losses, or setbacks
- b. Neighbors are encouraged to contact Reverend Daniel, (19 Garden Hills) at 919-475-8342 if you are in need or know of a neighbor who needs compassionate support. Please provide your contact information and he will strive to reply within 24-48 hours.
- c. No private or personal information will be shared unless given express permission by the neighbor seeking support. This is a compassionate support program that could help solicit local church or community mobilization. No HOA funds will be expended beyond the cost of cards or flowers.
- d. Currently the program has reached out to the family of a recently deceased neighbor.

12. 2023 HOA Board:

- a. We are soliciting nominations for the 2023 HOA Board. The current board has served two consecutive years. The rotation of board members is critical to the health and vitality of our HOA. Serving on the board helps keep our HOA costs low and improves the safety and enjoyment of the neighborhood.
- b. If you have not served on the board, please consider volunteering for one of the Officer or Open Board positions.
- c. The board meets eight times per year (four full neighborhood meetings and four board member meetings). Meetings are currently held via Zoom and last one and one half to two hours. This is an excellent way to serve your community, meet new friends, and keep Dover Ridge a fun, affordable, and safe community.
- d. Cards will be sent to all neighbors listing the current positions and inviting them to nominate themselves or others to be a member of the 2023 board.

13. The HOA received a solicitation to participate in the Porch program. In the past, we had a neighbor who headed up the program. Participation will involve neighbors putting out food once a month for collection. We will discuss this at the next meeting.

14. The meeting was adjourned at 8:30 pm.