

### Oct 12 Meeting Agenda

1. The meeting commenced at 7:00 pm via zoom. All board members were in attendance except Janine Guadagno and Keith Daniels. There were also 5 neighbors in attendance.
2. Treasurer report – Joe:
  - a. Status of funds. As of 10/12/2022, the HOA has \$6903.36 in checking, and \$1152.98 in savings, making a total of \$8056.34.
  - b. Our average monthly expense is \$1728.00. Most of this is attributed to landscaping and utilities. We will speak to the landscaper to see if there are any landscaping tasks that we can cut back on in order to keep expenses down and present this information to the 2023 board.
  - c. 63 households have paid their dues while 58 remain unpaid. HOA dues are expected to be paid by the end of this month.
  - b. Expenses (unplanned storm damage in park) – There were some additional expenses due downed trees and other landscaping issues.
  - c. Proposed plan for Emergency Funds – Reserve Fund earmarked for emergencies is required by our covenant. We intend to start splitting dues income for this fund into our savings account. \$20 of each dues payment will go towards the Emergency fund for a total of \$40 per year per household.
  - d. Outstanding dues – there are 2 households that have exceeded the \$650 outstanding dues limit as specified in the minutes from Sept 2022. These 2 households are being sent final notices that must be responded to by Nov. 30. If there is no resolution, we will be taking them to small claims court. There are fees \$130 for this and these fees can be recouped as part of the judgement.
3. Information Technology Update - Peter:
  - a. We will be instituting a 1-click program to give residents the option to pay their dues using a credit card or PayPal from our website. This will be available to all residents starting next year but will be tested on current residents who have an outstanding balance of \$100 or more and wish to catch up prior to next year's billing. Using this feature will add a convenience fee (to be determined) to the payment total. The hope is that this convenience will encourage residents to pay in a timely manner and cut costs to the HOA for stationery and postage.
  - b. The website has been hacked by the Russians! The Hackers trying invalid passwords caused a shut down for a couple of days. Security has been tightened to prevent future problems.
4. Landscaping contract:
  - a. Current landscaping contract (Rice's Greenery, LLC) ends March 31, 2023.
  - b. We are drafting new 2-year contract with Rice's Greenery, with "escape clause" option to allow for renegotiation by either party in case changes are needed.
5. Property Maintenance:
  - a. Latest flyer made further recommendations for home and neighborhood-value maintenance. Thanks to all who have followed through with recommendations.

6. Halloween – as of meeting time, there are no restrictions/recommendations on city of Durham website. Assuming the city makes no changes we usually allow 6-8pm time frame but general rule is shut off your porch light when you are done. Please be safe!
7. Christmas Holiday decoration contest:
  - a. Proposal made to continue our annual tradition. Judging will take place the week prior to Christmas from 12/19 thru 12/24. It has been decided, last year's first place winner will not be eligible for a prize.
  - b. We had a front entrance wreath stolen last year. Does any neighbor have 2 wreaths to donate? If not, we will buy another 1 or 2 for this year. Notice of need for additional wreath will be put in next flyer.
8. Spring yard sale – need neighbor/leader to please help organize and advertise. Notice for this can be put on FB page as well as flyer to make sure there is enough interest.
9. Welcome Baskets – Janet: One or two were handed out since the Sept. meeting. Tonya Snow-Saleeby ( in chat) offered to help determine the names of new owners using a realtor website versus the Durham Tax records site which we use now. This will help us to reach out to new owners more quickly since the site we are using does not get updated more than once a month. Thanks Tonya!!
10. ARC committee – Tony: There have been 19 applications so far this year. Tony is also in charge of landscaping and other grounds issues such as trailers left in the street. If we see any problems, make a note of the problem with the address and pass these on to Tony. He and Tim will attempt to get a quick resolution.
11. E-mail list:
  - a. Emails are solicited in the dues letters. We currently have over 85% % of HOA email addresses.
  - b. According to Joe, sending us your email implies that you agree to being sent HOA notifications of minutes etc. There will be no replies to these emails and no one else will be able to see other email addresses. We will continue to use all means to contact neighbors; the website is primary, then neighbor-managed Facebook, and bright-colored newsletters placed in mailboxes quarterly, plus meetings.
  - c. Looking at option to e-mail dues requests rather than mailing them.
12. Neighborhood Empathy Program:
  - a. This is a new program led by Reverend Keith Daniels, that will extend compassionate support to our Dover Ridge neighbors who face personal, or family health issues, crises, losses, or setbacks. Keith has a lot of experience in this area so we very much appreciate his offering his services to our community.
  - b. No HOA funds to be used outside of nominal sympathy card or similar expression of support if needed.
13. 2023 HOA Board:
  - a. We are soliciting nominations for the 2023 HOA Board.
  - b. The board meets eight times per year (four full neighborhood meetings and four board member meetings). This is an excellent way to serve your community, meet new friends, and keep Dover Ridge a fun, affordable, and safe community.
  - c. Role descriptions have been on our website for several weeks. The VP description is missing and will be addressed.
  - d. Please share name at end of this meeting or e-mail us with your name or the name of someone you nominate, and we'll contact them.
  - e. Elections take place at Annual meeting, Wednesday, Jan 11. Early flyer with names as of mid-December will be shared in advance.
14. Any other old or new business? No

