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Dover Ridge HOA Annual Meeting Agenda, January 10, 2024

WELCOME AND ACCOMPLISHMENTS/OLD BUSINESS IN 2023 (Tim Viverette, President; Jeff Lyons, VP)

□ FINANCES:

- No increase in HOA annual dues. This is mainly attributed to having volunteers run the HOA board as opposed to a management company AND budget review to identify areas to cut expenses, such as mailings.
- Ability to pay dues online through the SQUARE option.
- Recommended budget for 2024 developed based on past three years' expenses.
- Development of an emergency fund and allocation of \$2000 from the 2023 budget to the fund. This fund protects homeowners from being assessed additional fees, as the covenants require to cover unexpected expenses such as downed trees, sewer repair, insurance deductibles...
- Quarterly Newsletters (and notices) are now distributed via e-mails, and posted on the website, rather than being mailed. This greatly reduces copy and mailing expenses. Each last email saves the HOA **One household's annual dues!** Homeowners who have not submitted their email yet are requested to do so to keep HOA costs down.
- Reduction in outstanding dues balance. One neighbor utilized NC HAF (NC Homeowners Assistance Fund) to get current with dues. Please investigate this if you have fallen behind.
Dues need to be paid in full by the end of January.
- Treasurer report (Joe Milko)
 - Checking Balance as of 12/31/23 \$8844.50
 - Savings balance as of 12/31/23 is \$2000.16
 - Total in HOA accounts \$10,844.66 (total at 2023 Annual meeting: \$6,817.74)
 - Budgeted Income 2023 \$ 19,723 Actual Income 2023 \$20,519.29 (104%)
 - Budgeted Expenses 2023 - \$17,995; Actual Expenses 2023 – \$16,492.37 (91.6%)
- **Our net total checking & savings increased \$4026.92 in 2023!**
- **Directly from cutting back expenses + back-dues being paid by several homeowners.**
- **We plan on moving \$2000 to Emergency fund, bringing that to \$4000 (of our goal of \$5000).**

GREAT WORK BY OUR ENTIRE NEIGHBORHOOD!!

- Taxes: 2023 taxes to be prepared per normal, by the end of January.
- Funding Priorities suggested for the 2024 Board:
 - 1st priority – continue to pursue and recover outstanding dues balances. To prevent an increase in dues, the board recommends that the 2024 board pursue the collection of outstanding dues via powers listed and granted in covenants.
 - 2nd priority– continue replenishing the \$5K Emergency Fund. (only need \$1k more!!)

- 3rd priority – continue to sponsor annual HOA events (graduation recognitions, holiday decorating contest, Easter egg hunt, July 4 parade, etc.)
- 4th priority – Improve the common area by adding a covered pavilion, more benches, etc.

□ HOA MAINTENANCE AND BEAUTIFICATION

- ARC (Architectural Review Committee).
 - Eighteen forms were processed in 2023. Thank you, Tony Amara & team!
 - The HOA ARC form was updated and re-posted on the website. The updated form specifies timelines and homeowner responsibilities including any required permits, etc.
- Roads
 - Jeff Lyons attended the City of Durham Road Paving meeting in March and asked pointed questions about why our roads have not been repaired or upgraded since 1997. The city response was our roads are too old to get the sealing upgrades as some nearby developments received. However, they are not poor enough to warrant total re-paving. Thank you, Jeff, for representing our needs to the City.
 - If you have minor issues with roads near you, please call Durham One-Call. They are prompt and efficient to investigate and fix.
- Grounds
 - Playground mulch added once this past year.
 - Landscaping contract reviewed for spring 2024 renewal.
- Homeowner Yard Cleaning/Suggested Maintenance/Beautification tips posted in two quarterly newsletters. Thank you to all the neighbors who followed the suggestions. It increases the eye appeal of our HOA which improves home values.

□ PROGRAMS RUN BY THE HOA VOLUNTEERS

- HOA Website. The website has been upgraded and is now used as the main communication hub for the HOA. Thank you, Mike Wrobel!
 - WE STILL NEED A NEIGHBOR (18 yrs or older) TO VOLUNTEER TO HELP WITH BASIC IT support.
- Neighbor Empathy program. Thank you, Rev. Keith Daniel!
- Welcome basket program. Four new neighbors were welcomed this year and provided HOA covenants and guidelines as needed to help them understand their HOA responsibilities. Any new neighbors who have not received a basket should email the HOA. Thank you Janet Lipman!
- Annual Easter Egg Hunt held.
- Annual July 4th Parade with Fire Truck + ice cream continued, and two American flags were installed near all neighbor's mailboxes.
- Four Dover Ridge High School Graduates were recognized with gift bags containing a graduation card, fun celebratory materials, and a \$25 gift card. Congratulations to all our scholars!
- 2023 Holiday Decoration Contest.

- Thank you, 2022 winners, for judging this year. Instead of cash prizes, Home Depot gift cards were given as prizes in the hopes of our winners re-investing in their homes/yards, and keeping the prize money 'in the neighborhood.'
- Congratulations to the 2023 winners and all who decorated your homes. You made our neighborhood look amazing!
 - ★ First Place – 4 Powder Springs Place
 - ★ Second Place – 5612 Paces Ferry
 - ★ Third Place – 5608 Paces Ferry

□ HOA COMMUNICATIONS

- The HOA is now green.
 - Communication between homeowners and HOA will be primarily through HOA emails or the HOA website. Quarterly Newsletters and important notices are now distributed via e-mails and posted on the website.
 - An email list for all HOA homeowners was established.
 - Emails will only be used for official HOA business and will not be sold or given to any outside person or organization.
 - If you are NOT receiving HOA e-mails, please send your email to (doverridgehoanc@gmail.com). Thank you, Maria DiFrancesco and Joe Milko, for compiling and maintaining the list.
 - Emails to the HOA are addressed as soon as possible and no later than 5 business days.
- HOA meetings and events are posted on the Website and announced on white billboard stands with poster-board signs posted at our 3 exits in advance of every all-neighbors meeting + special events.
- Updates on neighborhood events are also posted on a neighbor sponsored Dover Ridge Face book page. Thank you to those neighbors who maintain and facilitate this page!

NEW BUSINESS

- Spring Community Yard sale – need a neighbor volunteer to help organize and advertise.
- HOA Dues – Next due date: April 1.
- Suggestions from homeowners.

ELECTION OF 2024 HOA BOARD MEMBERS (OFFICERS AND AT-LARGE BOARD MEMBERS)

- Reading of December 21st emailed voting and ballot announcement. Homeowners who did not provide an email address were mailed the ballot and the ballot is posted on the HOA website.
- Reporting of votes received.
- Call Nominations from Homeowners for board positions (President, VP, Treasurer, Secretary, Info Technology lead, At large Board members)
- Call for a vote on the 2024 board.

- Approval of Proposed 2024 Board Open All Neighbors Meeting Dates:
 - Wednesday meetings, beginning at 7 pm online or held in the park.
 - Dates: April 17, July 10, Oct 9.
- Conclusion of open meeting. Newly elected 2024 board to meet following end of open meeting.