

October 18, 2023 Dover Ridge HOA All-Neighbors Quarterly Meeting

1. The meeting opened with a welcome by Tim Viverette (President). It was held online via TEAMS. It began at 7:00 pm and closed at 7:50 pm. Six board members (Tim, Jeff, Joe, Janine, Mike and Janet) and three neighbors (Lynn, Tonya, and Paul) attended.
2. Financial Update was provided by Joe Mllko
 - a. Balances: checking \$7178.58; Savings \$2000.16; Total \$9178.74
 - b. Total outstanding dues \$7884.45. Next dues will go out in April 2024.
 - c. Square online payment is available and being used for payment by HOA members.
 - d. Based on the past three years of actual expenditures, the Board made adjustments to the budget and prepared the 2024 budget. Adjustments are described in the last all members meeting minutes.
 - e. Funds received above and beyond the specified budget will go to the emergency fund growth. Emergency funds will defer costs of unexpected expenditures such as storm drain clean up, major tree removal costs, any insurance deductibles.
3. ARC Committee Update:
 - a. Approximately twenty ARC forms were submitted and approved so far in 2023. That is up from 2022.
 - b. The ARC updated form is posted on website. It includes cover page which shares requirements. Original form updated with email address and directed to send to HOA not to an individual.
 - c. For outdoor building all must have approved ARC form and City building permit.
 - d. ARC forms are required for outside painting, building, windows, fences, roofs, solar panels, etc. Neighbors are encouraged to read covenants and guidelines before planning to build, so that they understand expectations of fence heights, paint colors, outdoor structures, lawn additions, satellite installations, etc. Neighbors are encouraged to ask the board/ARC team if they have any questions on upcoming home improvements. Per C&G, work must be completed within 6 months of approval of ARC form.
 - e. To ensure approval before work, forms must be submitted seven days before work is to begin. Neighbors are reminded that all board positions are volunteer. The guidelines require two ARC signatures, so it is not possible to get overnight approval. The ARC strives to keep consistent compliance with our 120 homes, and our 26-year tradition. ARC forms are available on the website and can be submitted via email to the HOA.
 - f. Recent storms have caused trees falling in the neighborhood. If a tree is blocking the road, neighbors are encouraged to call the Nonemergency police number. They will put you in contact with Urban Forestry who will open the road. If a tree blocks the road contact the nonemergy police who will contact Urban Forestry and they will remove it but homewoner is responsible for getting rid of the debris.
4. IT Website/Computer Update:
 - a. PLEASE CONSIDER SHARING YOUR I.T. SKILLS WITH YOUR NEIGHBORHOOD.
 - b. Mike Wrobel is our interim IT leader. We need a neighbor volunteer to please help with this.

- i. In the past two years, we have upgraded and modernized the HOA website and platform and added the pay-on-line feature. The new platform is very simple, and anyone with PowerPoint and Microsoft Word experience could help manage it. The position would require regular checks and troubleshooting issues that might arise on the Website. If you can do this or know of neighbor that could do this work from home position, please let the board know. Individual needs to be over 18 but could be a good way to build up a resume. Mostly updating text on the website like meeting dates, adding documents
 - ii. HOA will not function without this position being filled. It is vital and we appreciate Mike covering the position.
5. HOA Welcome Basket Update:
 - i. This special service our neighborhood offers continues, thanks to Janet Lipman. Please let us know (doverridgehoanc@gmail.com) if we missed you or someone else this calendar year.
 - ii. Good way to welcome neighbors and let them know of the Hoa and be sure they have covenants.
 - iii. Thanks to Tonya for keeping Janet up to date on home sales. 4 Ballard CT is scheduled to close on the Oct 20. No name until the contract closes.
 - iv. Lynn questioned how does the HOA communicate with renters? lease people get updated on the HOA?included. Tonya will set up an alert on when it rents. Janet said we don't do a welcome basket to renters. We drop off newsletters to renters but not covenants. Tim requested Tonya to give the HOA a list of all rental properties in the HOA. It will not specify if single family renter or B&B. But she will try to do a search to find out that data too.
6. Neighborhood Empathy program: we remind all that our neighbor and board member, Rev. Keith Daniel, offers a reach-out with counseling and prayers service for neighbors in need. If you feel you might benefit from this, please contact our e-mail address and Keith will connect with you. Hang in there. Your neighborhood cares about you. Tim came up the idea and Rev Daniel was willing to fulfill the need. Keith has had some family illness himself so keep him in your thoughts and prayers.
7. 2024 HOA Board – we have elections for the 2024 HOA Board coming up at next all-neighbors meeting in January. Please submit your name or refer someone who might be a good candidate, and we will reach out to them. We normally share the proposed slate of board members in Nov/Dec with the official mailing about the annual meeting. (Wednesday, Jan 10, 2024). Please consider sharing your time and talent with your neighborhood, especially if you have not served recently or ever. Covenants require annual meetings be advertised before the meeting. Would like a diversity of homeowners on the board. Paul is considering joining. He is talking to Joe about it as is interested in it. Board has implemented to have a back up for each position. Do need a back up for Treasurer. Joe is good with that. On line are old minutes from Board meetings and let you know what is covered and done.
8. Neighborhood Updates:
 - a. Graduates: A gift card and gift bag were provided to FOUR of our awesome Dover Ridge High School graduates. We wish them great success and we are very proud of them! This did stay on budget. Plan to do the same next year as well. If someone has a HS graduating in 2024, we will put the call out in spring 2024 let the board know.
9. New business:
 - a. Halloween. Will occur on Tuesday, Oct 31. There are no city restrictions as of this time. Typically keep it to 5:30 pm – 8 pm. Lights off means a house is not participating.
 - b. Yard Sale, Pot Luck, Neighborhood Caroling. No neighbors have replied (YET!) to our request for an interest/chairperson to help organize and advertise a Neighborhood Yard Sale or Pot Luck, or the Holiday Caroling initiative. If neighbors have an interest in leading any of these, please

advise or e-mail doverridgehoanc@gmail.com, or drive via Facebook. Thank you. To do more things we need more volunteers!

- c. Annual Holiday Decoration contest. coming up. We are reaching out to last year's winners to help be judges this year. Instead of cash prizes, this year we are offering Lowes/Home Depot gift cards to make it easier for the winners to invest the money back into their homes.
- d. At our last meetings, and flyers for the past two years, we have been encouraging people to increase awareness and actions of home maintenance expectations as specified in the covenants and guidelines. (Mail box maintenance. Side walk clearance, painting, stump removal, no parking on yards.) Information and communication best way to prevent issues.
 - i. We had an issue in the neighborhood a few weeks ago which caused some stir on Facebook.
 - ii. Tim and Jeff aligned with the board to help inform our new neighbors about rules they weren't aware of at the time. We thank them for aligning to city/Dover Ridge rules.
 - iii. **We strongly encourage all neighbors to re-read the guidelines (on our website) to refresh ourselves with them, and monitor our homes for a plan of compliance. Thank you in advance for your cooperation.**
 - iv. **Guidelines on website and needs to be read. See more of this in flyers and communications.**
- e. Neighbor hood watch still strong need emails of all neighbors to stay in compliance. 3rd Neighborhood watch sign requested. Also requested through the program that a speed register be placed on Requested on 11 Garden Hills and 10 Ballard and program records the percentage of speeders and will help City know if they need to add more Not sure how long it stays up.
- f. Board meeting in December. January is nomination for new Board = Wed Jan 10th second wed of the month
- g. 4 quarterly meeting s(Jan Apr Jul oct); Board only meetings in Mar June Sep and Dec. The month before the all neighbor meeting the board only meeting. 8 meetings for board (2nd wEd of month) and 4 all neighbors meeting. Some are in person in park or at Janine's house. Or they are online. New board member would come on in January. To be on the board we need a 12 month commitment. Not maxed out with board members so we can get more members with out anyone having to leave.