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## Dover Ridge HOA Annual Meeting Agenda, January 10, 2024

1. Tim Viverette, opened the online meeting at 7:04 pm. All board members except Mike Love were present and four non-board homeowners (Lynn Harrington, Lisa Perry, Paul Knopp, and Cindy) attended.
2. Jeff Lyons gave an overview of the following Financial Accomplishments of the Board in 2023:
  - No increase in HOA annual dues. Due to a volunteer board as opposed to a management company and board review of past three-year expenses and identified areas to cut costs.
  - HOA dues can be paid online through the SQUARE option. The user convenience fee is passed on to the homeowner resulting in no increased cost to the board. The homeowner saves on mailing costs.
  - Developed a recommended budget for 2024 based on the past three years' expenses.
  - Created an emergency fund category on the budget and allocated \$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... The plan is to take \$2000 from the 2024 budget and earmark it for the Emergency Fund which will bring the fund to \$4000. We are close to our \$5000 goal. As delinquent dues are paid, we will be able to reach this amount and consider new purchases/activities for the HOA.
  - 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. One email versus mailing to all homeowners saved the HOA **One household's annual dues!** Homeowners who have not submitted their emails yet were encouraged to do so to keep HOA costs down. The fixed cost of the HOA takes about  $\frac{3}{4}$  of the budget which leaves only \$4000 for discretionary spending on emergencies or neighborhood improvements or programs. The reduction of the fixed mailing cost is a significant benefit for the HOA.
  - Reduction in the delinquent 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.**
  - The 2023 taxes will be prepared as done in 2022 and submitted by the end of January.
  - Funding Priorities made for the 2024 Board:
    - 1st priority – continue to pursue and recover delinquent dues. 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. The goal is to recover all delinquent dues by the end of 2024. The board will continue to work with homeowners who have fallen on hard times but the expectation is for all to pay or have a plan to pay.
    - 2nd priority – continue replenishing the \$5K Emergency Fund. Funding Priorities made for the 2024 Board.
    - 3rd priority – continue to sponsor annual HOA events (graduation recognitions, holiday decorating contest, Easter egg hunt, July 4 parade). Would like to try to host a picnic this year.
    - 4th priority – Improve the common area by adding a covered pavilion on the paved surface in the park, and/or more benches.

### 3. Treasurer report (Joe Milko)

- Checking Balance as of 12/31/23 \$8844.50, savings balance as of 12/31/23 is \$2000.16.
- The budgeted income for 2023 was \$19,723. The actual income in 2023 was \$20,519.29. Income is derived solely from collected dues. The budgeted expenses for 2023 were \$17,995. The actual expenses for 2023 were \$16,492.37. This resulted in the HOA completing 2023 in the black and with \$2000 in the emergency fund category.

### 4. HOA MAINTENANCE AND BEAUTIFICATION. Jeff Lyons and others provided the overview.

- ARC (Architectural Review Committee). Provided by Tony Amara
  - 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. The first page tells what is needed on the form and specifies the homeowner's responsibilities, i.e., City permits. The second page is the application.
  - One ARC request for 2024 was received. Most requests are for painting, roofs, and windows. Neighbors have been very cooperative. The goal is enhancement, not enforcement.
- Roads
  - Jeff Lyons attended the City of Durham Road Paving meeting in March and during the open forum 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.
  - Homeowners with minor issues with roads near you, i.e. breaks by home or sewer are encouraged to call Durham One-Call. They are prompt and efficient to investigate and fix problems reported.
  - It will be a few years before our neighborhood roads are repaved but repaving is more substantial than surfacing so it might be better in the long run that the city has us wait.
  - Recommendation for 2024 is to continue to follow up with the city on the status of repaving Dover Ridge's roads.
- Grounds
  - Playground mulch was added once this year.
  - The landscaping contract was reviewed for spring 2024 renewal.
  - At the end of March, the contract will be renewed. The board is seeking a two-year contract.
  - Mr. Rice will put a 4" mulch top on the playground and will replace one railroad tie this year.
- Homeowner Yard Cleaning/Suggested Maintenance/Beautification tips were 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.

### 5. 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. Mike reported that last year the site was updated by Peter, who added the security certificate. The two-year renewal fee is due in Feb (~\$250).
- WE STILL NEED A NEIGHBOR (18 yrs or older) TO VOLUNTEER TO HELP WITH BASIC IT support.
- Mike requested suggestions on how to improve the website. The website contains a lot of information, and some might be buried so any suggestions on how to make important items stand out is appreciated.
- Neighbor Empathy program. Rev. Keith Daniel gave an update and encouraged neighbors to reach out to him if they need emotional support.
- 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. Janet is making new baskets and is sending an invitation to a new homeowner. 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. Three fire trucks this year.
- 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. Maria processed the votes. 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. Jeff handed out the cards and spoke to the winners so they would judge the 2024 judges.
  - Congratulations to the 2023 winners and all who decorated your homes. You made our neighborhood look amazing! Board members and last year's winners are not eligible to win.
    - ★ First Place – 4 Powder Springs Place
    - ★ Second Place – 5612 Paces Ferry
    - ★ Third Place – 5608 Paces Ferry

## 6. 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. Working on sending out emails via the DoverRidge HOA email. They are blind copied so emails are kept private.
  - 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 emails, 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 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 Facebook page.

**7.** Tim solicited the audience for questions or concerns. None were provided.

**8. NEW BUSINESS**

- Spring Community Yard sale – need a neighbor volunteer to help organize and advertise. This would require picking a date and mobilizing it. HOA will help advertise and support any initiative.
- HOA Dues – Next due date: May 1. Joe does a hard mailing on this since each are customized to what neighbors owe.

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

- The nominated slate of officers was unanimously elected. The vote included all fourteen present at the meeting and six votes emailed to the board before the meeting.

**10.** Tim thanked the neighbors for attending and the board for the time they had invested in the neighborhood.

**11.** The 2024 Board Open All Neighbors Meeting Dates are set for:

- Wednesday nights beginning at 7 pm online or held in the park.
- Dates: April 17, July 10, Oct 9.
- The board will convene immediately following the open meeting and again in March.
- Joe pointed out that the covenants only require one annual meeting per year.

**12.** The motion was made and seconded to end the meeting at 7:41 pm.