

HOA Meeting Minutes: 2017 Estates at Dove Run HOA Meeting (11/30/17) MOT Senior Center

1) Greetings/Introduction: Presenter, Rich Green

- Commenced meeting at 7:01 pm
- Introduced Board Members: Bill Wolff, Vice-President and Architectural Review Committee Chairperson, Frank Fidelman, Corporate Secretary/Treasurer, and Rich Green, President
- Provided an overview of the agenda topics:
To appoint the Board Members to serve during calendar year 2018
To provide an update of the HOA's activities/issues for 2017
To answer questions upon the conclusion of the agenda topics

2) Financial Status for 2017: Presenter, Rich Green

- Provided a brief overview of the HOA's financial activities during calendar year 2017; attendees were provided with a copy of the 2016 expenditures (actual vs. budget)
- Collected approximately \$18,000 in HOA dues – 97% compliance rate
- Discussed actual expenditures (\$17,786) and the associated budget items
- Landscaping represented approximately 80% of actual expenditures and consisted of maintenance of the Brickmill Entrance (Contractor - Sleepy Hollow), and weekly mowing of the Dove Run grass strips and the grass "mounds" around the three cul-de-sacs (Contractor - A Personalized Landscape)
- Administrative fees (approximately \$1,500) consisted primarily of postage fees (HOA used The UPS Store for mailing services); the rest is mainly comprised of maintenance/hosting fees for the HOA's website
- HOA incurred about \$700 in JP Court Collection fees. Over the years, the HOA has found that processing delinquent claims through JP Court is much cheaper than using an Attorney. The Court charges approximately \$35 per case, which the HOA assesses against the delinquent owner.
- This year, the HOA filed 24 collection claims with the Court and collected on 17 or 60% of the claims. Most who have not paid were foreclosures.
- Overall, total/actual expenditures (\$17,786) were about 11% less than the budgeted expenditures (\$19,925)

3) Path Forward: Presenter, Rich Green

- In the near future, the Board plans to establish the 2018 assessment/budget and to mail the 2018 budget proxy ballots to the membership before the end of December; it is anticipated that the 2018 assessment will be about the same as the 2017 amount

4) Architectural Review Committee Report: Presenter, Bill Wolff

- Provided an overview of the activities of the Architectural Review Committee (ARC), per the ARC Report, which is listed on pages 5 and 6 of this document
- Asked for volunteers to join and to assist in the operation of the ARC

5) Election Results: Presenter, Frank Fidelman

- Stated that the current board members (Bill Wolff, Frank Fidelman and Rich Green) have opted to seek reelection to serve on the HOA Board for calendar year 2018; the HOA received notice of one write-in candidate; however the person's name was not received until the election ballots had been sent to the UPS Store for mailing
- Announced the results of the election
 - Candidate Bill Wolff (18 votes)
 - Candidate Rich Green (17 votes)
 - Candidate Bill Wolff (17 votes)
 - Write-In Candidate (3 votes) Homeowner asked why the write-in candidate's name was included on the election tally sheet, as the candidate failed to attend the HOA meeting; the homeowner's concern was taken into consideration, and the person's name was later removed from consideration
 - 20 owners have submitted votes, including 13 proxy ballots
 - Candidates Bill Wolff, Rich Green and Frank Fidelman have been nominated and are deemed Elected by Acclamation, as there are no opposing candidates; the elected candidates will serve another one year term, ending 12/31/18, upon a regularly scheduled election

6) General Discussions and Questions (Main Areas of Discussion)

- Homeowner asked if mailboxes and posts have to be white

Response: No

- Homeowner asked about the status regarding a road being going through Dove Run (around the Remington Drive)

Response: Bill stated that Middletown is still looking for multiple options, but he has not heard anything lately about any roads cutting through Dove Run

- Homeowner asked if the HOA could increase the assessments to upgrade the front signs, etc.

Response: Rich indicated that the HOA has increased assessments, during certain years, for funding potential landscaping projects. The current HOA budget includes a contingency amount to cover unexpected costs and/or to fund future projects, thereby eliminating the need of

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increasing the assessment by a significant amount. In response to a similar question, Rich stated that the HOA's signs are covered by property insurance.

- Various homeowners raised concerns about trees and weeds

Response: Homeowners were advised to review Middletown's website regarding the town's policy on trees, leaves, garbage, etc. Rich mentioned the importance of having an ARC to assist the Board in enforcing deed restrictions, but the HOA has called upon Middletown for certain issues that are covered under the town ordinances, such as unauthorized and/or abandoned vehicles

- Homeowner asked if the ARC needed to approve fence installation. Homeowner also wanted to emphasize that kids need to use the sidewalk, versus using homeowners' backyards as shortcuts. This also led to a discussion regarding the enforcement of deed restrictions

Response: Bill stated that the owner should submit the fence design/plans to the ARC for feedback and approval. Bill further added that, generally, the HOA does not walk around the neighborhood seeking violations. However, if issues/complaints are brought to our attention, the HOA will mail violation letters to the offenders.

Response: Rich stated that he wants to look into the legality of issuing fines to those who refuse to adhere to the deed restrictions. Rich further added that the HOA sees the need of having a strong ARC to assist the Board in the enforcement of deed restrictions. The ARC, for instance, can perform appropriate research about issuing fines, etc. As it currently stands, the purpose of the ARC is to perform the following tasks:

- a. Reviews permits, project requests, grants approval
 - b. Draft letter to Middletown of approvals.
 - c. Need send letters, certified letters etc.
- Homeowner suggested preventive reminders in mailing newsletters to remind owners of the importance of adhering to the deed restrictions. Another homeowner suggested placing a paragraph within the newsletter, reminding homeowners of the HOA's deed restrictions, as some new homeowners, in particular, might not be aware (i.e. highlight problems with basketball hoops, etc.)

Response: Rich mentioned that these reminders could go on the HOA's website, which is viewed by many homeowners. Due to cost concerns, however, Rich does not want to send a separate mailing that is strictly about deed restriction issues. Rich will consider adding a paragraph within the regular mailings (Assessment Notices, etc.) about the importance of adhering to the HOA's deed restrictions, as well as highlighting common infractions.

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- Homeowner asked if the HOA accesses property liens against delinquent homeowners

Response: Rich explained that the HOA had formerly used the services of Attorneys to impose liens against the properties of delinquent homeowners. Rich further added that using the JP Court process is a much cheaper and effective process. For instance, the Court issues Default Judgments, which ultimately affect the credit history of the delinquent homeowner. Rich related instances where homeowners had eventually paid the delinquent assessments, upon receipt of these Default Judgments.

Meeting adjourned at approximately 8:05 PM

The attendees expressed their appreciation for the efforts of the HOA Board

**2017 Annual Dove Run Homeowners Meeting
Architectural Review Committee (ARC) Report**



ARC Mission Statement:

The Architectural Review Committee (ARC) is comprised of volunteer residents serving on behalf of the HOA Board and all Dove Run home owners. The Mission of the ARC is to accept, review, and vote on proposed changes ensuring they are in compliance with the deed restrictions. The goal of the ARC is to assist in maintaining the high quality and consistency of the aesthetic beauty and design of the homes within the Estates at Dove Run.

Approval Applications:

The ARC approved 14 applications in 2017, which were four more than in 2016:

- 5 Solar
- 2 Decks
- 1 Front Stone Replacement
- 1 Cement Patio and Walk
- 1 Shed
- 1 Pool
- 1 New Roof Replacement
- 1 Front Door and Porch Roof
- 1 Fence

Applications Rejected

The ARC rejected one application for a Solar request for roof placement that was NOT on rear roof as per deed restrictions. Another request not through an application that was denied for solar as well.

Violations:

Not many violations were written as that ARC position is vacant. There was one patio paver patio installed without approval or permit from Middletown. Final resolution has not been determined as it was not installed properly. Currently looking for volunteers from the neighborhood to help.

Homeowner Complaint:

One complaint was addressed and was resolved. We plan to pursue complaints that we feel take away from the value of our community in a written manner.

Middletown Police - Neighborhood Assessment:

There are no trends or issues in Dove Run at this time. Use your inside and outside lights, close your garage door, lock your doors to both house and vehicles. Remove packages from your porches as soon as you can.

Members:

Bill Wolff, Chairman