Dove Hill HOA Meeting Notes

4-14-22: Attendance – Mitch, Stan, Bev, Bob and Rich from Board  
Joan Anderson Ross Behm Mike Farrington (special thanks for hosting) Larry Fields Pervaiz (PK) Kaiser Brenda Karaus Josh Karsh Todd Lunde Scott & Diane Wells

Approved the retaining of a lawyer to get started on the outdated covenants and bylaws (~$5000 from budget).

Revised HOA budget was announced and discussed.

Reminder that all HOA dues are due on May 1st, so get your payments in.

Announced the updated HOA web site, looking for feedback and ways to improve it.

Announced a dumpster being delivered on May 15th.

Discussed the need for more committees to improve the HOA and increase the neighborhood socially and to help people reconnect with their neighbors; specifically an architectural committee, clean up committee and a social committee. More volunteers are needed. Reply back to volunteer.  
  
The Social committee would like to plan a summer picnic in June and a fall picnic in Oct.  
  
First Quarter Profit and Loss Statements and Balance Sheet Statements are available. If anyone wants an updated statement, please let us know.  
  
The HOA needs signed permission to include your email or phone number on the HOA’s members list. If you would like your neighbors to be able to contact you, please sign the form.

Elections – Bob and Mitch are up for reelection. If you have any interest in joining the board, please sign up.  
  
Cost of trash service has increased. We are looking for options and suggestions for cheaper trash pickup. Discussed ideas for different service company and for cheaper dumpsters, to readdress later with more info.  
  
Discussed the cost of propane going up and that the cost to run a natural gas line to everyone’s homes would be to expensive to consider.

Dove Hill Estates April 2022 Meeting Agenda

April 14, 2022, Farrington Property

Agenda Items

1. Open Actions:

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1. Discuss New Business
   1. President’s New Business
      1. New Meeting Format (condensed Roberts Rules for guidance)
      2. Web Page [www.DoveHillHOA.com](http://www.DoveHillHOA.com)
      3. Meeting with HOA lawyer
      4. 2022 Elections
   2. 1st Vice President’s New Business: Stan
      1. Waste Management emails
      2. Waste Management contract
      3. Propane conversion cost
   3. 2nd Vice President’s New Business: Bob
      1. Spring Cleaning Dumpsters
   4. Treasurer’s New Business: Bev
      1. New HOA Dues and Invoices
      2. HOA Financial Health
   5. Secretary’s New Business: Mitch
      1. 2 HOA Approval since the last meeting
   6. Planning Committee New Business: Rachel
      1. Summer Picnic Planning
      2. Additional Volunteers
   7. Architectural Committee New Business
      1. Volunteers
2. Open Floor for New Business
3. Review Any New Actions
4. Call for go-backs
5. Adjourn Meeting

HOA Board Positions

President:

The President of the Board is elected on even years. The primary responsibilities include ensuring that the Board operates in compliance with the by-laws and covenants and in the best interest of the residents. The president leads the Board and is responsible for overseeing and handling many of its procedural duties. To succeed in this role, the Board president must be knowledgeable about the community’s governing documents and understand how to run an effective meeting. He or she serves as the authority on all association rules and governing documents and appoints committees. The president also leads community meetings, handling such responsibilities as calling the meeting to order, announcing the agenda, and ensuring adherence, maintaining attendee order and decorum, proposing questions, calling for votes and announcing the results, and recognizing others to speak on the floor.

1st Vice President

The 1st Vice President of the Board is elected on odd years. The primary responsibilities include serving as the primary interface between the Board and external organizations, such as contracts, banks, and the county. The Board vice president shares many of the leadership and procedural duties with the president, including assuming the leadership role when the president is unable to do so. The vice president’s responsibilities include ensuring order is maintained during meetings and parliamentary procedures, ensuring a smooth flow of business, and serving as an informed source about association rules, bylaws, and governing documents.

2nd Vice President

The second Vice President of the Board is elected on even years. The primary responsibilities include serving as the primary interface between the Board and the community, such as bridging between committees and the Board. The Board vice president shares many of the leadership and procedural duties with the president, including assuming the leadership role when the president is unable to do so. The vice president’s responsibilities include ensuring order is maintained during meetings and parliamentary procedures, ensuring a smooth flow of business, and serving as an informed source about association rules, bylaws and governing documents.

Treasurer

The Treasurer is elected on odd years. The Board treasurer is responsible for the association’s funds, securities, and financial records. He or she oversees billing, collections, and disbursement of funds, and coordinates the development of the association’s proposed annual operating budget and reserve allocations. In addition, the treasurer is responsible for monitoring the budget and reporting on the association’s financial status throughout the year, as well as for overseeing year-end reporting and any required audits. The Treasurer also frequently interfaces with Real Estate agents.

Secretary

The Secretary is elected on odd years. The HOA secretary maintains the association’s meeting minutes and official records, reviewing and updating documents as required and ensuring they are stored safely and accessible to association members. He or she is responsible for providing proper notice of meetings, as well as distributing documents, such as official records, agendas, and meeting minutes, on a timely basis to association members and/or their authorized representatives. In addition, as the custodian of the association’s official records and documents, the secretary ensures the association meets all legal documentation requirements, such as annual filing deadlines.

1. Based on the initial conference call; the lawyer recommended a legal review and re-write, and then have the membership do a vote to approve the entire set of documents.
2. The proposal is for a fixed fee of $7,000
   1. This includes
      1. A review of current documents and preparation of questions that the Board will need to answer prior to writing a first draft
      2. A first draft of the by-laws and covenants
      3. One meeting, up to 2 hours, with the board or committee to review feedback on first draft
      4. A second or final draft
      5. Preparation approval forms and proxies
   2. It does not include
      1. Filing costs (one-time cost to file with the county)
      2. Document costs (copies, admin costs)
      3. Travel costs (if meetings are in person versus virtual)
      4. Any meetings with the members for Q/A
   3. It is unclear
      1. If we require a second draft, does the flat fee include a third or final draft
         1. The way it is worded I am pretty sure it does not
      2. If there is any pre-work that can be done on a template or boiler plate to reduce risk of multiple go-backs
   4. Additional considerations
      1. There is a retainer option that would generate a 10% discount
         1. The retainer includes additional annual benefits other than the discount
      2. There 9 additional governance policies we do not have; that they will draft for an additional $895
      3. If we cannot get a 2/3 vote to approve the new documents; there is a court proceeding that we can undertake to force the approval; complicated and will cost additional $3k - $4K
      4. Additional out of scope work can be billed hourly:
         1. Paralegal: $130/hour
         2. Associate Attorney $220 - $330
         3. Principal Attorney $305 - $360
   5. The $7k would be 50% due at first draft; the second 50% due 30 days later

**Here are my recommendations**

1. I recommend we work the process through the law firm and do not try to do a community line-item review
2. I recommend we respond to the proposal with the following questions: (and anything you catch that I missed)
   1. If the second draft is required; does the flat fee include a separate final draft?
   2. Is there a template/boiler plate/FAQ the board can engage with the members prior to a first draft?
3. I recommend, after the questions are answered, accepting the $7k cost
   1. I recommend budgeting for an additional $1k in costs
   2. Our initial inquiries estimated that this process would cost up to $10k; so this proposal appears to be “in family” of expected costs
   3. My experience with local area lawyers has been legal fees up to $350/hr; so the proposal appears to be “in-family” of expected costs
   4. Planning for a lawyer meeting with the members (part of the $1k) for Q and A

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