

Dove Creek Phase 1
HOA Board
October Meeting Minutes

Attendees: Rob Toler, Jeff Toler, Colleen Watson,

Not in Attendance: Property Manager, Robin Britt

Call to order at 6:35 PM

I. Approval of minutes from July and September: Rob moved to approve both, Colleen seconded and all were in favor.

II. Approval of July and August financial reports. Colleen moved to approve, Jeff seconded and all were in favor.

III. Approval of September financial report. Not received so will vote next month.

IV. Open issues

A) Kentucky Realty report on maintenance projects.

1. New Railing installations: not received. Due within 2 weeks. 8602 needs rail immediately per maintenance request submitted. The following addresses should be replaced first. 8600 8602 8621 and 8619 Locust Ct., and 8615 and 8624 Birch. The following addresses do not need rails at this time: Locust 8617, 8615, 8613, 8611, 8609, 8607, 8605, 8603. **Action Item: Rob will send email to Roxanne and Taylor Haley to advise of correct addresses.**

2. Asphalt repair quotes to be sent to Briarwood for review. Not received as of 10/4. **Action Item: Ky Realty looking for them or will get new quotes.**

3. Landscape plan for where tree line on west side meets Westport Rd: Rob is working with Isaac Branham on this. Quote received for installing rock and plantings (14 plantings included 4 evergreens, and 8 grasses) at 8622 Locust Ct. This quote is for \$3510. At Westport road a quote of \$1550 (4 Arborvitae and 3 maiden grasses) was received for suggested installation where Briarwood meets Dove Creek up by Westport Rd. Jeff moved to approve both. Colleen seconded and all approved. **Action Item: Rob to advise Isaac to install.**

4. Tree inside patio at 8617 Birch brushing against chimney. This item is a carryover from August. Rob discussed this with Isaac who will talk to owner about letting him trim tree and then owner paying for the cost. **Action Item: Rob will follow up with Isaac Branham.**

5. 8613 Locust Ct termite issue: Recent inspector found no termites in traps set into ground in April. He suggests further liquid treatment which would be drilled into ground every 3 feet around the whole building. Waiting on Terminix to perform treatment or advise of coverage. **Action Item: Rob to keep in touch with Taylor and Roxanne to get this completed ASAP. Taylor was supposed to get back with us this week.**

6. Quote needed from Branham for Dove Creek Blvd island at Westport road entrance for curb repair where curb is crumbling and to add some bushes. **Action Needed: Rob will follow up with Isaac about this.**

B. Status of new directories: **Action Item: Ky Realty is printing paper copies for our annual meeting. Board members will distribute to customers and collect proxies.**

C. Discussion on closing out the \$25,000, Held at First Financial Bank -private reserve account. Heather deposits \$1 monthly to avoid a \$3.00 charge monthly. Robin moved to move this money to our Reliance Reserve Account. Colleen made 2nd motion and all were in favor. **Action Item: Colleen and Rob made the change to remove Heather and add Colleen to the account permissions. Changed account to paperless and saved \$3 per month. Colleen will download statement and send to Tina each month. Account was not closed out as of 10/4/2022.**

D. Digital communications policies- we should not do business over personal email. We should use a Dovecreek1 email address going forward. **Action Item: Still working on this. Board members will start using this email for all board discussions as soon as they are able.**

E. Board discussed being consistent about enforcing rule about keeping items off common area. Board discussed adding a Rule about owners asking board for permission to use common areas. Differing opinions about how to handle. Also discussed owners placing items in common areas such as on porches. Discussed whether we follow rule about no items in common area or do we decide if we think it looks good or not. **Action Item: Robin will look up on our DC1 Rules and we will discuss next month.**

- F. Annual meeting for 2022 to be held October 12th. Budget is not yet received. Action Needed: Rob has followed up with Taylor Haley about this being needed.
- G. Discussed needing to know who is living in the 8606 Birch unit. We need to know if they are family since units cannot be rented. Action Item: Rob and Jeff will visit residence and greet as new residents.
- H. Vacant unit on Birch. They were behind on payments in September and also need to pay the fee for animal control remediation. Action Item: Board needs to review maintenance report and financial report when received.
- I. Late payments for neighbors that were given a final demand letter. We need the financial report to see if this is resolved. Action Needed: Colleen will review when financial statement is provided.

Adjourn at 8:15 PM