



## Doral Homeowners Association Meeting

Wednesday, September 16, 2020 - 7:00 p.m.

Open Zoom video conference call due to Coronavirus and school closures

*(Call access posted to Doral website and Nextdoor)*

### MINUTES

I. CALL TO ORDER – **Jean Langbein**

II. REVIEW AND APPROVAL OF MAY 20, 2020 MEETING MINUTES

– **Bill Buttaggi and Board** – *Motion made, second. Minutes approved.*

III. BOARD MEMBER REPORTS

• Financial Report: **Richard Carr**

– Financial status report – *Overall Financial status is good. Plenty of funding left in the snow line in case we receive snow before the end of the calendar year. Tree Maintenance budget has been spent on the TH and Hawkesbury tree trimming. Audit of HOA finances has not been completed this year, but Chambers is working to schedule with the auditors. Legal Fees budget almost depleted for this year. There is more than adequate funding in the operating checking account to cover all expenses for the remainder of the year.*

• ARC Report: **El Hadji Fall**

– ARC status update – *Most violations are being addressed. A few extensions were requested due to contractor issues. Gene from Chambers recently did a followup walkthrough and homeowners have received second notices of violations.*

– ARC Guidelines Committee – *A committee has been formed to review the ARC guidelines. Jean Langbein, El Hadji Fall and 3 homeowners are reviewing the current guidelines as well as items found in the covenants but not specified in the ARC guidelines. Examples include window air conditioners, fencing, dumpsters, and contractor yard signs. The ARC encourages homeowners to look at the covenants (on Doral's website) and familiarize themselves. ARC wants to make sure an application is submitted for every exterior change.*

• Doral Town Home Report: **Vicki Goss**

– Doral Town Home status update – *Large items have been left again at the 2<sup>nd</sup> trash corral. B&B is scheduled to pick up tomorrow (Sept 16) for \$25. Discussion to put money aside in next year's budget for bulk pick-ups – (\$500). Letters were sent / distributed enlisting townhome residents' help to address the situation. Suggestions made included putting cameras up, either functional or nonfunctional. The Board will research / discuss at next board meeting.*

– Latch on first trash corral – *Latch broke and needs to be replaced. New latch will be purchased – estimated to be about \$25. Bill Buttaggi and/or Richard Carr will install.*

• Doral Website / Signage: **Bill Buttaggi**

– Doral Website status update – *Andrea Loh Copenhafer is a homeowner and has agreed to make the periodic updates to the website (uploading Minutes, Financials, and adding notes to the "What's new in Doral" section). Scott Thorton has agreed to handle the domain renewal every two years. He will pay the renewal and invoice Doral HOA. The next two-year, \$50.32 renewal is due in March of 2021. Scott will charge his hourly rate of \$65 to handle it, so \$115*

*covers every **two** years for Scott to handle the domain renewal. Scott also hosts Doral's website which is a yearly fee of \$99.95. Motion made to have Scott Thorton handle the account for the present time - second - Approved. Other options may be explored in the future for a board member to have an account for billing purposes.*

#### IV. OLD/NEW BUSINESS

- Old Business:
  - Status of any legal action – **Jean Langbein** – *Minimal movement on two accounts. Oldest acct \$2500, people continue to make monthly payments. Second \$2300, documents sent to courts and a trial date will be set.*
  - HOA scanned records – **Jean Langbein, Bill Buttaggi** – *Scanned records have been downloaded and added to the Google Drive. Records have also been uploaed to 2 separate thumb drives so archived records now exist in 3 places. Bill to deliver thumb drives to Jean to hold.*
  - Tree trimming on Hawkesbury and in Town Home areas – **Richard Carr** – *Greenskeeper did a good job. Trimmed everything as planned but still need to come back and grind a stump.*
  - Quotes from Greenskeeper for Drainpipe installation and Swale installation by Town Homes – **Richard Carr** – *Quote from Greenskeeper was shared. Discussion blended with next agenda item (see below).*
  
- New Business:
  - Discuss Town House drainage projects and how to move forward. Rainscapes or contract out for erosion control – **El Hadji Fall and Richard Carr** – *Board members to meet and discuss the scope of all three projects on site. Richard can explain Greenskeeper scope and El Hadji can speak to Rainscapes scope. Two plans overlap. Erosion continues and needs to be addressed. Email to Board members to coordinate a planned meeting time to view the areas in question.*
  - Discussion on 2021 budget – *Discussed creation of the 2021 budget. Some lines of accounting will no longer be needed (example – File storage no longer needed based on scanning files). Several line items will be combined based on how Chambers reports out cost (example – Postage & Mail and Printing & Reproduction combined into Postage & Printing). Currently, almost \$11K a year is being placed into reserves. Based on the 2010 Reserve Study, only about \$63K is needed in current year 2020. There is currently over \$122K in reserves – 5 years ago reserves were zero, Board has done a good job to save money. Options presented included reduce HOA Fees for a year or two; not putting the \$7.5K in reserves, but spread it out over other areas of budget; or continue as we have in the past. Richard suggested that we have another Reserve Study completed, but only if the Board is fully behind it. Suggestion to spend money and get things done such as the Front entrance improvements and erosion problem. Also, some parking spot painting in Town Home areas. After needed projects are done, Board can decide about reserves. Board members to think about it and send Richard thoughts. Richard will put together a draft of the budget and get out to the Board for review so that it can be finalized and sent out to the community in October. Budget will be approved at the November Board Meeting.*
  - Getting a Doral Zoom account – *Getting a “Pro” Zoom account is the cheapest that meets our needs – \$150 per year. Suggestion to look at other platforms. Motion made, second, approved to get an online meeting platform (which service TBD) – Jean to look into pricing.*

#### V. OPEN FORUM (30 Minutes)

- HO/Town Home Resident Comments – *Dead tree on Brandon Green is currently between two homeowners' properties – **not** HOA property. Chambers advised the Board to encourage the two*

*homeowners to work out a resolution. One of the homeowners has asked for help from the board. Board members suggest sending a letter telling homeowners that it's a homeowner issue and hopefully they can resolve between themselves. Jean to have Chambers send a letter explaining the Board's position.*

VI. ADJOURNMENT

- Board Motion/Second/Vote – *Approved. Meeting adjourned at 8:52pm*

*Board Attendees: Jean Langbein, Richard Carr, Bill Buttaggi, Frank Deluca, El Hadji Fall and Vicki Goss*