

Villages of Devonshire
Board of Directors Meeting Minutes
October 6th, 2020

1. **Call to Order:** Robert Mueller called the Board meeting to order at 6:30 PM.
 - a. **Board Members Present:** Robin Chagares, Edward Lewis, Kathleen Pultorak, Robert Mueller. Leslie Urso and William Alvarez, Jr. represented Unique Property Management. Leslie Urso moved to accept the quorum, seconded by Kathleen Pultorak.

2. **Reading and Disposal of Unapproved Minutes:**
 - a. Review and approval of Jan 13th, 2020 and June 30th, 2020 meeting minutes. Leslie Urso moved to accept both meeting minutes, seconded by Kathleen Pultorak. Unanimously approved.

3. **Manager's Report:**
 - a. **Treasurer's Report:** William Alvarez, Jr. reported that as of September 30th 2020, the Association's Operating Account has \$39,559.42, the Reserve Account has \$133,428.79, the assets for the 6 CD's total \$606, 873.76. Total current assets are \$780, 283.97. Robin Chagares moved to accept the treasure's report, seconded by Leslie Urso. Unanimously approved.
 - b. **Delinquent Accounts:** William Alvarez, Jr. reported no current delinquencies. Monitoring will continue.

4. **Old Business:** None

5. **New Business:**
 - a. **DRB Committee-**
 - One DRB applications was approved in June.
10206 Removal of backyard tree (owners' expense).
 - One DRB Applications was approved in July.
10216 Replace 7 double paned windows and install 6-inch gutters on right side of house.
 - One DRB application was approved in August.
10206 Install 4 White Lattice Utility Screens to cover A/C Unit.
 - October 9th, 2020 DRB Committee members will walk the community to review prior identified plant replacement and identify additional planting needs. The work is planned for early next year.
 - Addition to the DRB Guidelines Garden Flags presented again.
 - Garden and seasonal flags can be placed in the front entry gardens located between the sidewalk and the garage wall. Garden flags are smaller flags, normally no larger than 12"X 18". Garden flags cannot contain advertisements, anything offensive or controversial. Robin Chagares moved to accept the Garden Flag DRB Guideline addition, seconded by Robert Mueller. Unanimously approved by the

Board of Directors. Updated guidelines will be posted onto the Devonshire website by Mark Urso.

- b. Roof Reserve Replacement Timeline-
 - By the end of the year we will have almost \$600,000.00 for the roof reserve. 1.4 million is needed. Annually we have been depositing \$88,188.00 into the roof reserve account based on the annual increase monthly fees we have been charging. We will have Tod Holmes to come out and do an updated estimate of the roofs based on their condition at this point in time. We want to see if the 1.4-million-dollar bid is still accurate. William Alvarez, Jr. will ask Tod Holmes to submit an updated estimate.
- c. Review and Approve to 2021 Budget-
 - The biggest changes are the annual monthly HOA dues will rise from \$211.00 to \$223.00 a month, administrative postage (due to new online options system– all mailings & online voting), tree trimming (to include 140 annual queen palm trimming), insurance property & liability (went up \$636.00). This increase is due to an additional policy that protects our funds against any type of theft from a board member or property management company. Kathleen Pultorak moved to approve the 2021 budget, seconded by Edward Lewis. Unanimously approved.
- d. Moving Reserve Interest to Roof Reserve-
 - Decision made to move the reserve interest to the roof reserve account.
- e. Devonshire Homeowner Responsibility Quick Reference Guide-
Created based on homeowner questions of homeowner responsibilities. Gives added insights into the majority of things homeowners should be doing, what items are not necessarily covered by the HOA, important links and Devonshire website information. Leslie Urso moved to accept, seconded by Robert Mueller. Adopted and will be sent out to all existing homeowners. William Alvarez, Jr. will email to current home owners and add this to the information he gives out to new homeowners.

6. Adjournment: There being no further business, the meeting was adjourned at 7:33 PM.

Next Scheduled Meeting: Tuesday, January 26th, 2021, 6:30- 8:30 PM- Arbor Greene Gathering Room will be the next meeting date.