

Villages of Devonshire
Board of Directors Meeting Minutes
Oct 2nd, 2018

1. **Call to Order:** Robert Mueller called the Board meeting to order at 6:30 PM.
 - a. **Board Members Present:** Robin Chagares, Edward Lewis, Stuart Marofsky, Robert Mueller and Kathleen Nidasio. William Alvarez, Jr. represented Unique Property Management.
 - b. **Reading and Disposal of Unapproved Minutes:** Stuart Marofsky moved to accept both June 12th meeting minutes, seconded by Kathleen Nidasio. Unanimously approved.

2. **Manager's Report:**
 - a. **Delinquent Accounts:** William Alvarez, Jr. reported 3 delinquencies. One of the three accounts signed up for auto billing. Monitoring will continue.
 - b. **Treasurer's Report:** William Alvarez, Jr. reported that the Association has total current assets of \$680, 694.88 with \$30,586.75 in the operating account, with \$650,108.13 in the total reserve account, and with assets for CD's totaling \$482, 777.16. Motion made by Robin Chagares to approve treasurer's report, seconded by Robert Mueller. Unanimously approved.

3. **Old Business:**
 - a. **DRB Membership:** At the June board meeting there was some questions as to how the DRB functions, who decides the committee members, and do members have term limits. William Alvarez, Jr. was asked to review the criteria. The Arbor Greene Design & Criteria Article IX Design Criteria and Review (pg. 30) of the Amended and Restated Declaration of Covenants, Conditions and Restrictions of Arbor Greene- states the DRB shall be constituted of not less than (2) persons. It was thought that in 2006 the Devonshire BOD appointed 5 members to the DRB committee. The Devonshire Bylaws notes that the BOD may appoint one or more executive or other committees whose duties and responsibilities shall be determined from time to time by the BOD. The Devonshire Bylaws are vague, as it doesn't indicate that the board has the right to appoint committees/ their duties and it doesn't mention term limits. The question at hand is who should make the decision who is on the DRB and should there be term limits? If the DRB is going to be doing that, it would be up to the DRB to make that decision. If not, the board would need to make the decision whether or not to allow other members of the community to join, whether or not to include term limits, and whether or not to have a cap on committee members. The question to the board is has the DRB been given that permission? Linda Lewis and Stuart Marofsky were asked to recall the history. Stuart Marofsky recalled when he was president Linda Lewis was asked to run the DRB and appoint a committee. Linda Lewis said we currently we have 4 members. This number does not allow for a deciding vote. Linda Lewis was asked to

survey current members to see if they wish to remain on the committee. The board needs to decide a required minimum odd number (3) and a maximum odd number (5) and ask the owners of the community if they want to become a member. If there are multiple people interested we need a fair way of choosing the new member(s). It was suggested that Linda Lewis meet with all interested owners to assess their knowledge/experience re: rules/regulations/ guidelines and plantings. She would then submit her recommendation to the board. The board would vote on who should be selected. William Alvarez, Jr. will notify the residents of: the current DRB opening and advice those interested to contact Linda Lewis. The letter to go out will also include asking for volunteers for the social committee and to inquire what homeowners have roof tiles in their garage and how many. Motion made by Stuart Marofsky to: have the DRB consist of a maximum of 5 owners, minimum of 3.; DRB committee chair will meet with all interested owners who want to join the DRB. The DRB Chair would make their recommendation (s) for DRB membership to the board for their decisive vote. When membership goes from 5 to 4, the community will be surveyed for volunteers. Motion to approve seconded by Kathleen Nidasio. Unanimously approved.

- b. Status of Pond Spraying & Fish Kill: Pond company responded that it was nothing they did but rather environmental influences (rain, heat). Former technician has been reassigned to our pond. Robert Mueller will contact Jason von Merveldt to see their position on restocking the pond.
- c. Power washing- Driveways and sidewalks will be inspected for mold and dirt during the HOA Board October walk through. William Alvarez, Jr. will send letters if any need to be power washed.

4. New Business:

- a. Committee Reports:
 - i. DRB Committee- No new applications submitted.
 - ia. Sod project is ongoing. Being done in quadrants because there has been too much rain and the sod companies are having a hard time getting the sod.
 - ib. Have a few areas that need new plantings. Dean Jones Landscaping will give an estimate this week.
 - ic. There was a question about the palm tree at 10222. Dean Jones Landscaping said that the one that is there now isn't dead but it doesn't look good. It could be taken out. The board recommended to contact owner and have him decide.
 - id. 10209 Tree limb is hanging over roof. Requesting it to be removed. Dean Jones Landscaping will not remove it because of the liability involved. The board agreed that the DRB should get quotes from a tree service companies that would remove it. Will suggested contacting Independent Tree Service. He uses them in Tampa Palms.

- ie. The Mulch will be replaced in November
- ii. Parking-
 - A. Is continuing to be monitored. Owners are being contacted when car(s) are parked in the driveway and there appears to be room in the garage. Have gotten some requests for waivers. Everyone asked to be diligent in observing and contacted board members when an infraction exists. It's important to be consistent in our approach in the way parking issues are handled.

5. Open Discussion From The Board

- a. Arbor Greene CDD Annual Fee: Annual Fee will be reduced from \$140.00 to 90.00.
- b. Power washing- Driveways and sidewalks will be inspected for mold and dirt during the HOA Board October walk through. William Alvarez, Jr. will send letters if any need to be power washed.
- c. Towing Devonshire. Arbor Greene CDD owns and controls the streets. Jason Von Merveldt informed Robert Mueller that Arbor Greene has issued a cease & desist order to the master HOA regarding towing. The CDD is looking at parking and will come up with a revised plan. As a result we will not do anything with the towing signs that are currently placed.
- d. Damaged Mailboxes- Who is responsible for arranging repair? Question raised- does the HOA or the homeowner(s) have the authority to arrange repairs. The current process promotes timeliness & consistency. Motion made by Stuart Marofsky that mailbox repair costs remain the responsibility of the owner with Devonshire's HOA coordinating the repair. Seconded by Robert Mueller. Unanimously approved.
- e. Roof Cleaning will be done in January. William Alvarez, Jr. will get bids. We will have them avoid walking on the roof valleys, as this is the area where many of the leaks are affected. This will be part of the criteria. We had a roof inspection from the roofing company, given the increase in roof repairs. His recommendation was to stay out of the valleys. Regarding the short gutter in the front- some of those gutters do not have an end cap on the right hand side. He suggested putting an end cap on those and opening a whole in the bottom so water goes straight down. Where there are elbows, take them off and have the water go straight down. He recommended that everyone inspect their ceilings, including closets & garage, for water stains. As soon as you see a water stain, notify William Alvarez, Jr. Roof tiles are no longer available. They get something to match as close as possible. The roofing company representative suggested the community buy a palate of roof tiles. The question raised is where will they be stored. Stuart Marofsky recommended that we research the palate re: price and the quantity. The board can then get together to decide how they will be distributed. Edward Lewis volunteered to get the information.
- f. Left over paint cans are being stored in the Lewis's garage. Any homeowner wanting to have extra paint should contact the Lewis's.

- g. Semi Annual Get Together- October or November- Ellorine Jershun volunteered to coordinate this event. Attendees will bring dishes to share & drinks. Donations to cover paper products expenses are requested.

Discussion & Approval of 2019 Budget. Fiscal year is from Jan 1- Dec 31, 2018. 2019 proposed budget reviewed. It was noted that reserves are gaining more interest. Linda Lewis was asked to get an estimate on trimming the trees that line the boulevard- front & back. Discussed if we could mulch twice a year – the front gardens and both walkway sides up to the front door (not to include the side of the villa's or backs). We would need to do the 2nd mulch after the leaves drop and are picked up. Linda Lewis was asked to find out from Dean Jones Landscaping the cost and the best time of the year to mulch. Motion made by Stuart Marofsky to approve the 2019 proposed budget. Motion seconded by Robert Mueller. Unanimously approved.

- 6. **Adjournment:** There being no further business, a motion was made to adjourn by Stuart Marofsky and seconded by Robin Chagares. The next Board Meeting will be in January 2019. The meeting was adjourned at 7:18 PM.