

Villages of Devonshire
Board of Directors Budget Meeting Minutes
December 14th, 2021

1. **Call to Order:** Robert Mueller called the board meeting to order at 6:30 PM.
 - a. Board Members Present: John Barr, Robin Chagares, Kathleen Nidasio, Robert Mueller and Cory Mallory, representing Unique Property Management. Unable to Attend- Jenny Kerdolff. Robert Mueller verified there is a quorum for this board meeting.
 - b. Reading and Approval of Unapproved Minutes:
October 12th and November 8th minutes were reviewed. Robert Mueller made a motion to accept the minutes, seconded by Kathleen Nidasio. Unanimously approved.
2. **Manager's Report**
 - a. Delinquent Accounts: Cory Mallory reported there is one delinquency. She spoke to homeowner today and they assured her they will make the payment.
 - b. Treasurer's Report: Cory Mallory reported that as of November 30th, 2021, the Association's Operating Account has \$73,333.36, the Reserve Account has \$307, 378.51, the assets for the 5 CD's total \$534,363.54. The Reserve amount is \$307,378.51. Total current assets are \$915,298.41.
 - c. There is no prepared treasurers report at this time. The only item that would have been included is a CD update – A one-year CD was opened for \$100,000.00 with Florida Capital Bank. Interest is 0.35%
3. **Old Business:**
 - a. Term Limits on parking waivers- Our HOA lawyer reviewed the parking waiver procedure, our covenants and applicable laws. There was concern that the original reason(s) for requesting a waiver(s) may have changed. The lawyer prepared a new waiver form. We were advised against asking for yearly updated/renewed medical waivers. A caveat was added in the waiver that if the disability or need for accommodation ends, then so does the waiver. If someone received a waiver for a reasonable accommodation and the board receives information that strongly suggests the owner no longer needs the accommodation, it would be appropriate for the board to inquire about the situation. Discussion ensued. *The form will be amended based on the lawyer's findings and reviewed. Cory Mallory will get all current waivers so they too may be reviewed.*
 - b. January Roof Cleaning – They are scheduled to begin January 28th, 2022. Estimated completion is three weeks. Homeowners will be notified of a definite start date and which part of the community they will begin to clean first. As they move through the community, Curb Appeal Specialists will communicate with homeowners. Lanai furniture needs to be moved, along with cars in driveway. Any awnings need to be wrapped. Gutter spouts will be bagged and plants/bushes will be rinsed before, during and after roof cleaning. They will also cover plants/bushes. The company is responsible for any plant/bush replacement, if it is necessary.
4. **New Business:**
 - a. Treasurer Position- Jenny Kerdolff has resigned from the treasurer position due to health reasons. If anyone is interested in that position, let Cory Mallory

know. An email was sent out to the community, notifying everyone of the vacant position and need for a volunteer.

- b. DRB Committee Report-
 - i. New plantings and community mulch will be postponed for one week due to landscaper's inability to get plants from supplier when expected. Anticipated plantings rescheduled for week of Dec 20th and community mulch placement for the week of Dec 27th.
 - ii. 10218 and 10220 had 16-inch kick plates installed (as per approved DRB Guidelines). Property Management has both DRB Applications and accompanying paperwork.
- c. Arbor Greene HOA Annual fee- Robert Mueller raised the question- What benefit do Devonshire residents get from paying this annual fee, given that we have our own HOA & DRB? Arbor Greene's management company sent Robert Mueller the budget. It does reflect that they maintain the Arbor Greene website. The website lists all the villages and shows a link to our website. The President of the HOA Carriage Homes will join Robert Mueller in attending the next Arbor Greene board meeting to ask the above question and see if we are covered by their liability insurance.
- d. CD signers- Since the treasurer position became vacant, an additional CD signer to the new CD, other than Mr. Mueller, was needed. Robin Chagares was asked to be an added signer to that Banks CD as well as the Bank OZK checking and savings accounts. After the 1st of the year Robert Mueller will get all the bank signature cards changed to assure there are two board members signatures at all times. When there is treasurer, their name will be added, in order to have a full complement of people.
- e. Recommendation made to schedule future board meetings earlier. Robert Mueller made a motion to change our board meeting time to 6:00, seconded by Kathleen Nidasio. Unanimously approved.
- f. Roof replacement and reserve accounts discussed. Fee structures will be analyzed yearly and monthly HOA fee's will be raised accordingly. If we need to get the roofs replaced before 9-years we may have to have individual assessments. Roof life expectancy varies, based on tile and roof makeup (concrete or clay). Mr. Bertel offered to investigate the cost and benefit of getting a professional structural roofing engineer. The board would need credential's, pertinent work experience and licensing information. In addition, the board would need to know how their assessment/ recommendations can assist us in making the best decision for the community. Robert Mueller will share the latest roof report with Mr. Bertel. Mr. Bertel was asked to bring the engineer's fee back to the board so a board vote can be enacted.

5. Adjournment: There being no further business, the meeting was adjourned at 7:19PM

6. Next Scheduled Meeting: The next meeting will be March 29 at 6:00 PM in the Clubhouse Gathering Room. An election meeting will be held followed by a board meeting.