

Villages of Devonshire
Board of Directors Meeting Minutes
January 28th, 2019

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 (via telephone). William Alvarez, Jr. represented Unique Property Management.
- b. **Reading and Disposal of Unapproved Minutes:** Stuart Marofsky moved to accept Oct 2nd meeting minutes, seconded by Robert Mueller. Unanimously approved.

2. Manager's Report:

- a. Delinquent Accounts: William Alvarez, Jr. reported 5 delinquencies. 4 of the 5 were delinquent for Dec & January. One homeowner has mailed their check. Statements were mailed. Final letter will be sent if they remain delinquent after the beginning of February. Monitoring will continue.
- b. Treasurer's Report: William Alvarez, Jr. reported that as of December 31st 2018, the Association's Operating Account has \$33,358.00, the Reserve Account has \$175,341.77, the assets for the 5 CD's total \$486,478.29. Total current assets are \$695,356.06. Motion made by Robin Chagares to approve treasurer's report, seconded by Stuart Marofsky. Unanimously approved.

3. Old Business:

- a. Roof Cleaning- The board reviewed the 2 bids and felt that Kasey Brooks was the better choice. It is the same vendor we have used in the past. Work will start around the 1st week of February. No schedule has been received yet. Plants will be covered as they work. Motion made by Stuart Marofsky to accept bid for Brooks Pressure Washing LLC for \$18,315.00, seconded by Edward Lewis. Unanimously approved.

4. New Business:

- a. Committee Reports:
 - i. DRB Committee- No new applications reviewed tonight as currently one person remains on the committee. At the last meeting the board approved there be a minimum of 3 and maximum of 5 DRB Committee representatives. This is to assure there is the proper odd number of people- for voting procedures. Currently the only existing DRB Committee member is Charlie Chagares. The following 4 people have volunteered to be on the DRB Committee: David Ondina, Leslie Urso, Pam Dwornik and Pat Urbas. Robert Mueller made a motion to accept the 4 volunteers and include Charlie

Chagares as part of the DRB Committee, seconded by Robin Chagares. Unanimously approved. Charlie Chagares volunteered to be the DRB chairperson. Kathleen Nidasio made a motion to accept Charlie Chagares as chairperson, seconded by Robin Chagares. Unanimously approved. The committee will follow the Design Review Criteria that has been approved by the board (in 2018). DRB members will soon meet to establish some procedures and conduct inspections. Linda Lewis was thanked for her dedication, hard work and for being the chairperson for the past 15 years. In addition, Judith Dellow, Joseph Ciccarello and Robert Mueller were thanked for their participation and years of committee service.

ia. DRB Application- Mr. & Mrs. Urbas submitted a DRB application requesting an extended lanai screen enclosure to be 6-foot in length and as wide as their adjoining neighbor. The application was denied by the DRB. The Urbas's submitted an appeal to the board. The Urbas's were asked to explain their intent. They have a protected tree in their back yard that does not allow them to extend to the usual 10 feet amount. The stability of the tree would be adversely affected. The 6-foot extension would line up to his neighbor's 1st lanai post. An independent Arborist that examined the area reported he felt comfortable with the 6 feet extension but not 10 feet. 3 contractors submitted bids, with some declining the job once seeing the Oak tree. Discussion ensued re:

- The possibility of the Oak tree root(s) growing under the foundation and breaking it up, even with going out 6 feet. The responsibility would fall on the homeowner to fix any damage that occurs.
- The advantage to cut tree limbs closest to the lanai, so as to encourage the root growth in the direction of the pond. Mike Urbas said the Arborist mentioned this and advised them to wait a year after the extension to do so.
- Concern that approval would result in owners wanting to go out longer than 10 feet. The builder's 10 feet limit was made to take into consideration the set back to the back lot line. No one should be allowed to go out further than the 10 feet. There currently are varying width distances. The width amount is dependent on the home set up – model, window placement, and air conditioner location.
- If a homeowner wanted to extend to an amount other than specified in the DRB Guidelines, it would need to go to the board for review/vote.

The board recommended that the DRB specify the length/width of what the screened in enclosures can be and include it in the DRB Guidelines. The board will then vote the revised DRB Guidelines. Robert Mueller made the motion to approve the Urbas's Lanai extension request to go out 6 foot, seconded by Kathleen Nidasio. Approved with a 4 yes and 1 no vote.

ii. Parking- No issues at this time. Letters have been sent out to 10263. 10208 have been seen to have both cars parked in doors.

b. Allocation of 2018 Surplus Funds:

i. We ended the 2018 fiscal year with a surplus of \$22,770.78. Our budget for 2018 included an \$8,500.00 transfer of that surplus. The remaining balance is \$14,270.78. Originally we planned to clean the roofs every 3 years. Roof cleaning has been needed every 2 years. We currently have \$10,000 in the roof cleaning reserve. To fulfill the current contract, we would need to transfer \$8,315.00 to Brooks Pressure Washing LLC. \$5,955.78 is the remaining amount. We have been spending an average of \$7,000-\$9,000 on roof repairs. Motion made by Stuart Marofsky to transfer: \$8,500 to the 2018 fiscal year operating budget, \$8,315.00 to the roof cleaning reserve and \$5,955.78 to the roof replacement and maintenance reserve. Motion seconded by Robert Mueller. Unanimously approved.

c. Schedule March Annual Meeting:

i. A March 25th meeting date was agreed upon. Robin Chagares will e-mail Noah Genson to reserve the Gathering Room. This annual meeting will include a vote for 2 board seats. Electronic voting is used. Members were asked to be sure that William Alvarez, Jr. has their updated email addresses.

d. Updated Management Agreement:

i. Need to sign a new management agreement with Unique Property Management. The agreement is the same as before, with the exception of changes on the back page (addendum of additional association administrative fees). The amount we pay per month (\$703.17) is not changing. Motion made by Robert Mueller to accept the contract as written, seconded by Stuart Marofsky. Unanimously approved.

5. Adjournment: There being no further business, the meeting was adjourned at 7:10 PM.