

Villages of Devonshire
Board of Directors Meeting Minutes
September 26, 2016

1. Call to Order: Nicholas D'Andrea, Jr. called the Board meeting to order at 6:30 PM.

- a. Board Members Present:** William Alvarez, Jr., Nicholas D'Andrea, Jr., Robin Chagares, Judith Dellow, Stuart Marofsky, and Kathleen Nidasio.
- b. Reading and approval of last meeting minutes:** Motion by Stuart Marofsky to approve minutes of the June 15, 2016 Board meeting, seconded by Kate Nidasio. Minutes unanimously approved by the Board.

2. Manager's Report:

- a. Delinquent Accounts:** William Alvarez, Jr. stated that there were two delinquencies to report at this time 10214 and 10268. 10214 current but hasn't paid late fees. The house will close Friday. William Alvarez, Jr. anticipates the late fees will be collected from the proceeds. 10268 is late with Sept payment.
- b. Treasurer's Report:** William Alvarez, Jr. reported that the Association has total current assets of \$628,846.72 with \$34,313.76 in the operating account, with \$594,532.96 in the reserve account, and with assets for CD's totaling \$341,881.21. Motion made by Stuart Marofsky to approve treasurer's report, seconded by Robin Chagares. Unanimously approved.

3. Old Business

a. Design Board Criteria:

Question was asked- if an item is already established in the covenants, does there have to be an open DRB meeting regarding its approval? (i.e. storm door). Nicholas D'Andrea, Jr. explained that the Design Review Criteria (DRC) is not yet approved and would be voted on during this meeting. All items must go to the DRB for approval except for the exception for the planting of annuals. The two approved storm doors are specified in the criteria. DRB Meetings must be open to the community with a forty-eight hr. meeting notice. Meetings will take place in the Community Center so as to be accessible to any resident with a disability(s).

4. New Business:

Committee Reports:

a. Welcome Committee:

Joann Marofsky reported that there were three new resident families in Devonshire (10254, 10260, and 10214). Saturday Nov 5th will be the next community get-together at 6:30PM, held in Arbor Green's Community Gathering Room. Residents are asked to bring appetizers for sharing.

b. DRB Committee:

- Rob Muller identified seven DRB applications since the last June 15th meeting. There were three in June (10209, 10262, 10266), four in July (10206, 10254, 10272, 10232) and one in September (10210).
- The DRB walked the community with Dean Jones in August for the purpose of assessing plants at the sides and rear of units and identifying areas requiring sod. It was found that 10212 has a diseased Palm Tree that needs to be removed, Boulevard Oak Trees need uplifting, Flax Plants need trimming with areas cleaned out, and an area behind units 10266 and 10268 need removal of invasive Mexican Petunias. Landscaping estimate of \$7,148.00 submitted to the Board for review. Board approved lifting of Boulevard Oak Trees (accounted for on tree trimming line item), removal of

New Business Continued:

Mexican Petunia, addition of Sod & Mulch Beds, and removal of Queen Palm. The Board approved \$4,584.00 to go toward landscaping work done in 2016.

- Owner of 10212 will be informed that tree replacement will be done at their own risk. It is not recommended to replace Queen Palm with another Queen Palm due to tree disease. Nicholas D'Andrea, Jr. stated he doesn't think we should pay Dean Jones \$1,440.00 to trim the Flax Lily, as he was supposed to be doing this all along. This would reduce the total estimate amount to \$5,708.00. The approved sod replacement, to be done in 2017, would cost \$1,124.00. The new Design Review Criteria was presented (not to include Arbor Green's Design Criteria). Motion made by Stuart Marofsky to approve, seconded by Judith Dellow. The September 26th Design Review Criteria was unanimously approved. Nicholas D'Andrea, Jr. will post on the Devonshire website.

c. Parking Committee:

10235 requested a parking waiver. Due to the fact that their garage dimensions and car sizes accommodates both cars (2016 Honda Odyssey and a 2014 Mini Coup Countryman), request was denied. Motion made by Kathleen Nidasio, seconded by Stuart Marofsky to uphold Nicholas D'Andrea's decision to reject parking waiver. Board unanimously rejected parking waiver request.

d. Discussion of Roof Replacement and Funding:

The Budget Committee met to discuss funds being placed into the roof reserve account to cover the eventual roof replacement costs. In order to assure sufficient funds will be in place when roof replacements are expected to begin (year 2030), a bid from a roofing contractor was received. The bid reflects current 2016 prices. Replacement costs were projected for fifteen years using an annual inflation rate of two percent, based on the current US inflation rate forecast. Replacement cost is subject to change (up or down) as determined by the actual inflation rate over the next fifteen years. The Budget Committee thus recommended:

- The monthly assessment be increased in order to provide the required funds in 2030. Start date takes into effect that some buildings were built prior to 2003 and will probably require an earlier replacement date than those built later.
- Beginning in 2017, increase the monthly assessment six percent over a ten year period with a one percent increase in year eleven.

Motion made by Stuart Marofsky to approve the monthly assessment of 2017 to become \$168.00. Kathleen Nidasio seconded the motion. Board unanimously approved the HOA monthly increase beginning January 2017.

e. Discussion on Painting

- The exterior painting is done every eight years. Painting is due in 2017. The proposed 2017 budget has a new line item for painting/repairs. \$15,000 of a \$31,000 budget carry over has been allocated to pay for the painting. Painting costs will be close to \$90,000. Allocating \$15,000 per year will result in us having enough money to pay for painting that will be due again in 2025.
- It was noted that some areas (J molding) around outside windows are rusting. When seen they will be taken out and replaced before painting is done (part of the exterior repair costs). Stuart Marofsky recommended that a member of the DRB and board do an inspection of each home regarding rust around the window trim. Nicholas D'Andrea, Jr. stated that those areas would be fixed before painting is done and budgeted for.

New Business Continued:

- Question was asked if we would consider changing the building paint color from white and beige to something else. Nicholas D'Andrea, Jr. will check if it is addressed in the covenant and will email the Board. If it is not within the covenants, the Arbor Green color palate would govern our paint choices. Nicholas D'Andrea, Jr. also suggested that an ad hoc committee be formed comprised of residents, members of the DRB and Board. Residents will be asked to volunteer.

f. Homeowner Insurance Policy-

William Alvarez, Jr. reported that there are a couple of homeowners who have not submitted a copy of their insurance policy. In the past we had the attorney send a letter. There is a particular homeowner that has not responded to two letters. Nicholas D'Andrea, Jr. and Stuart Marofsky recommended a third letter be sent informing them if there continues to be no response, an attorney letter will follow. The attorney should also be asked to identify the next recourse. Does it become a running violation and if so a lien may be placed on the home. Homeowner should be informed of lawyer's response.

g. 2017 Budget-

- Reserve Category shows that \$15,000 of the \$31,262.44 has been added to the exterior painting. A line item was added called roof cleaning. \$5,000 was taken from the \$31,262.44 and added it to the budget so that every three years we will have \$15,000 to clean the roofs. That leaves us with a carry over of \$11,262.00. Once William Alvarez, Jr. has final carry over numbers, Nicholas D'Andrea, Jr. suggested that the carry over money be applied to the roof replacement fund. The carry over money would take care of any needed roof repairs. Motion to pass 2017 budget made by Robin Chagares and seconded by Stuart Marofsky. Motion passed unanimously.

h. Owner Procedure for Roofs and Leaks:

Procedure for Roofs and Leaks was reviewed. The below highlights were emphasized/clarified. Nicholas D'Andrea, Jr. will post it on the website and send an email out to residents.

- A homeowner with a leak contacts the Devonshire Homeowner Association Property Management Company by phone (813-879-1139) or email (WAlvarez@uniquepropertieservices.com). Any messages received over the weekend will be responded to first thing of the following Monday morning.
- Property Manager will contact HOA- approved contractor and schedule an inspection to determine the cause of the leak. The property manager will notify the homeowner of the inspection results.
- HOA responsible for all associated costs- if leak is a result from a roof component such as broken tile, cement grout crack, flashing, underlayment of felt roof sheeting, nail hole etc.
- Homeowners responsible for all associated costs - if leak is a result from a non-roof component such as plumbing stack, roof/bathroom vent, gutter etc.
- If the leak is a result from the above two causes, the cost will be itemized for materials and labor, and the HOA and owner will pay their proportionate share of the cost.

Motion made by Kathleen Nidasio to approve the Owner Procedure for Roof and Leaks. Robin Chagares seconded the motion. Board unanimously approved motion.

5. Adjournment: There being no further business, a motion to adjourn was made by Stuart Marofsky seconded by Judith Dellow. The meeting was then adjourned at 8:07 PM.