

# Devonshire Homeowners Association, Inc.

## BOARD OF DIRECTORS MEETING

December 10th, 2019 6:30 pm  
SVN Realty Performance - 400 Linden Oaks

### **Attendees:**

Julie McDonald - RPG Property Manager  
Lourdes Lerch - HOA Board VP  
Susan Kleeh - HOA Board Treasurer  
Kathleen Bailey - HOA Board Secretary  
Alexis Wiktorski - tentative appointee - schedule conflict

### **Minutes**

1. Call to Order - Lourdes called meeting to order - 6:36 pm
2. Approve - Lourdes approved November minutes
3. Financial/Treasurer's Report
  - a. Review Budget Comparison \$42,229,000 includes assessment fees & interest income  
Operating expense \$27,815 includes Maintenance & supplies, trash removal, landscaping  
Fertilization (Julie will check contract) \$16,249 paid \$17,550), snow removal & management fee  
Work Order report issue will now be address by Bob Marvin (RPG owner) Bob will send an email  
to set up appt to go over.  
**Reserve Expenditures - Julie will send spreadsheet showing \$102,148.25**  
Maintenance supplies receipts - copies of anything over \$150. Should align with a work order.  
Receipts should have property location written on them.  
Work orders are filed per each unit.  
Bank Statement lags behind 1 month in financials - will switch to current month  
Target Pest control - multiple pest controls per month - Devonshire does not have  
Contract. Work order generated? Line item under repairs & Maintenance on expense  
**Sue will add pest control total**  
**Julie will check on pest control pricing - 1 time spray on all units - call back free**  
**Similar property contract \$3,500**
4. Maintenance Report - see Management report - gutter cleaning completed Sunday Nov 24  
Fingerlakes Tree started pruning Pear Trees - 8 trees have been removed - Camberley &  
Courtshire. 17 Camberley - foundation needs repair - obtaining quotes.  
Insurance renewal - do not have Travelers Package quote. Quoted every 3 years.  
Producer will come in next meeting to go over Insurance renewal. Gave Julie copy of D&O app  
completed, signed by Lourdes - submitted to Jan Tomaselli @ Tompkins Insurance.  
37 Devonshire - contractor going tomorrow to quote interior repair -result of removing the  
skylights (3) and roof repair back to original construction.
5. Old Business
  - a. 37 Devonshire - interior repair - see above
6. New Business
  - a. 1 Variances approved via email December 2
    - i. 114 Courtshire Lane - window replacement
  - b. Rules & Regulation - take out insurance paragraph- gave Julie original Rules & Regs

dated 12/2018. Camberley/Courtshire - screen door color - white/off white. Email revised Rules & Regs to homeowners.

7. Homeowner Concerns -

- a. Complaint - driveway was not plowed - double driveway had vehicles parked  
Noise & Disturbance complaint

8. Executive Session

- a. Delinquencies- reviewed \$5,375
- b. Violations

9. Adjournment called by Lourdes at 7:31 pm

Next Meeting Wednesday, January 8th, 6:30 @ SVN Realty 400 Linden Oaks.