

Devonshire Homeowners Association, Inc.

BOARD OF DIRECTORS MEETING

January 8, 2020 6:30 pm
SVN Realty Performance - 400 Linden Oaks

Attendees:

Julie McDonald - RPG Property Manager
Robert Marvin - RPG President
Lourdes Lerch - HOA Board VP
Susan Kleeh - HOA Board Treasurer
Kathleen Bailey - HOA Board Secretary
Alexis Wiktorski

Minutes

1. Call to Order - Lourdes called meeting to order - 6:30 pm
2. Approve - Lourdes approved December minutes
3. Financial/Treasurer's Report
 - a. Review Budget Comparison Operating income for December \$46,3765 with \$2,700 more than budget, assessment collections \$2,835 more than budget. Operating expenses \$14,755 which includes gutter cleaning and window repair? (31 Courtshire Lane) Discussed KV Enterprises gutter cleaning was to be the same price as 2018 \$3,127. 2019 paid \$4,205.52? Bob suggested contract to avoid price difference in future - RPG will secure contract.
Fertilizer contract question on December minutes \$16,249 did not include the tax. \$17,550 paid.
Investment Income - M&T money market interest - will show running total on Balance sheet.
4. Maintenance Report -Work order analysis - Sue scheduled with Bob - Wednesday 1/15 2:00pm
Tie in work order to payroll Bob will look over before meeting from Dec 2019. How do they come up with the monthly total for payroll expense- maintenance? Charging \$55 per hour - Contract should be \$48 per hour. Bob states it can fluctuate in the first year?
14 Work orders/7 are light bulb - will schedule once a month.
Devonshire Paint Project - 73 Devonshire replaced door/sidelight (white) after paint project.
Julie will check how many doors were painted (list on invoice) - paid contractor for 70 doors.
5. Old Business
 - a. 37 Devonshire - interior repair after skylight removal - 2 quotes - waiting for 3rd quote
 - b. need signoff from Homeowner
 - c. 3D Ceiling \$1,743
 - d. SVN \$3,950
 - e. 17 Camberley Place - foundation quote - cosmetic patch job only-Cornell Construction
 - f. Tree Work - FingerLakes Tree - when is completion date? should contract specify date
29 trees contracted - 8 taken down todate/some pear tree trim 12/10 - \$14,283 contract
6. New Business
 - a. Variance 155 Courtshire Lane - new deck - approved
 - b. Variance 114 Courtshire Lane - Window/sliding glass door replacement - approved
 - c. Projects - Spring - Power washing - Privacy fence painting - driveway replacements
mail box replacement - Survey monkey to homeowner

- d, Reserves balance - \$339,000 \$16,556/per month allocated. 2019 \$102,000 Reserve expenditures
- e. Insurance - Darin Brady/Tompkins Producer -Went over Insurance renewal - Travelers 3% rate inc
Umbrella changed from Distinguished (premium increased \$3,200 to \$6,400) to Preferred.
Cincinatti D&O decrease to \$900 add EPLI \$250- still less than expiring premium
See Insurance proposal hand out. Business Income increase to \$521,000 quote
Directors & Officers quoted Employment Practices Liability -\$250 board approved
Add deductible Contingency in budget - not used - goes into reserves
Lourdes made a motion to approve - Sue second - all in favor - aye
- f. Discussed Alexis being on board. Sue/Lourdes would like to meet with Alexis.

7. Homeowner Concerns - none addressed

8. Executive Session

- a. Delinquencies- reviewed \$5,761.00 91 Courtshire Ln - for sale - majority
- b. Transition was a cause of some delinquency - catch up
- c. Violations - none addressed

9. Adjournment called by Lourdes at 7:45 pm

Next Meeting Wednesday, February 12th, 6:30pm @ SVN Realty 400 Linden Oaks.

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