

**Devonshire Homeowners Association, Inc.**  
**BOARD OF DIRECTORS MEETING**  
 February 10, 2021 – 6:00 pm  
 Zoom meeting

**Attendees:**

Julie McDonald - Realty Performance Group - Property Manager  
 Sue Kleeh - Devonshire HOA President  
 Kathleen Bailey - Devonshire HOA Secretary  
 Lesanne Pfuntner - Devonshire HOA Treasurer

**Minutes**

1. Call to Order - Sue called meeting to order - 6:00pm
2. Approve Minutes - January minutes approved by Sue - Lesanne 2nd
3. Financial/Treasurer's Report -
  - a. Total operating income \$42,442, \$990 less than budget. YTD assessment collections \$3,988 worse than budget due to timing of Homeowner payments.  
 Total operating expenses \$15,353, \$588 less than budget. Expenses with an unfavorable budget variance that exceeded \$100 included Insurance, favorable budget variance that exceeded \$100 included payroll-expense maintenance, repairs and maintenance, snow removal and other administrative .  
 Reserve expenditures for the month of January totaled \$24,354 for tree removal and trimming.
  - b. Sue inquired about payroll expense for -56.78, there was a \$184.00 charge error that was credited back  
 Discussion about RPG credit for \$2,500 (72 CL) and \$750 (99 CL) from Spring Walk around project  
 Credit checks were processed with batch deposits - requested batch deposit to confirm. Lesanne inquired when 99 CL (siding repair) was invoice for the \$504 - Julie confirmed invoice went out 12/2/20  
 payment has not been made - Julie will follow up with HO. Lesanne inquired about 164/166 Siding repair should be a work order/invoice that goes with maintenance supplies. Kathleen inquired again about RPG 12/1/20 and 1/1/21 fee increase is over contract 3% - Julie suggested Board discuss with Bob Marvin
  - c. Discussed rear step. Homeowner responsible for area between privacy fences. Lesanne spoke with Town of Penfield and HO own approx 20 ft behind unit. Discussed again addressing in rules & regulations & Matrix.  
 Lesanne made a motion to add (back) steps to rules & regulations and Matrix - Kathleen 2nd. Board vote 2-in favor, 1-not in favor(Sue) Julie will add to Rules & Regulations and Matrix and mail to HOs.
4. Management Report
  - a. Lawn Maintenance - bids for lawn & tree & shrub fertilization. Lawn Trimline \$13,940.64 Tree & Bush \$5,508  
 TruGreen Lawn only \$17,549.94, Bartlett Tree Experts Blight treatment \$4,325, Broccolo Lawn \$8,800  
 Trimline aeration \$5,443, TruGreen aeration \$10,000 will discuss at March Board meeting  
 Lawn & Maintenance Bids are due by 2/26/21
  - b. Mailbox replacement contract is executed - job commences 5/12/2021 completion 5/15/2021  
 Tibbs Ahlberg with Malbox Emporium will schedule walk through in early April with Lesanne.
  - c. Courtshire Porch painting project - discuss later date - Julie will schedule Spring walk around when weather breaks
5. Old Business -
  - a. 72 Courtshire repair around transom window - HO has been paid with RPG reimbursed funds
6. New Business
  - a. Variance - 25 CL - replace garage door - approved 1.22.2021
  - b. Variance - 72 CL - replace front door and sidelight - approved 1.21.21
  - c. Mailbox replacement - contract signed
  - d. Credit to HOA for 72 CL and 99CL
7. Homeowner Concerns
  - a. Snow removal 2/3/2021
  - b. Double ACH payments taken by M&T - credit back to HOs affected

8. Executive Session

- a. Delinquencies - (7) total \$3,389 , >90 days \$1,569 , Attorney letter going out, \$1,594 payment by HO is anticipated in full.

9. Adjournment

Meeting adjourned at 7:20 pm by Sue

Sunday, February 14, 2021