

**DEVONSHIRE HOMEOWNERS ASSOCIATION, INC.**

**BOARD OF DIRECTORS MEETING**

**DECEMBER 13, 2023**

Attendees: Julie McDonald, Realty Performance Group, Property Manager  
Sue Kleeh, Board President  
Lesanne Pfuntner, Treasurer  
Jody DeLucia, Secretary

Meeting called to order by Sue at 4:37 pm

**Meeting Minutes**

November 2023 Meeting Minutes Approval: Sue made motion to approve minutes, Jody seconded. Motion carried.

**Financial Report – Month ending November 2023**

Total Operating Income \$57,119; \$3 less than budget

Assessment Collections for November were \$986 less than budget

Assessment Collections year to date: \$3,139 more than budget

Total Monthly Operating expenses: \$54,093 which was \$30,434 more than budget

Delinquent Accounts (13) totaling \$7,477.

Unfavorable expense variances greater than \$100: trash removal, fertilization contract, legal and professional, landscaping contract, repairs and maintenance, snow removal, and other administrative

Favorable expense variances greater than \$100: payroll expense – maintenance, and insurance

Maintaining existing allocations to reserve account as per prior fiscal year

Reserve expenditures in November 2023: There were no reserve expenditures in November 2023. Total reserve expenditures in 2023 total \$339,985.21.

On year-to-date basis, net income from operations is \$3,187, which is on budget.

Sue had question regarding the journal and budget register. Julie tried to explain but the issue was still confusing to the Board as to how this works. An issue on reserve transfers, not whole amount was taken. Board did not catch this nor did RPG. When Auditors were at RPG, they explained to Julie and Carolyn how to handle these transfers in the future.

**Delinquencies**

All accounts will continue to receive statements

## **Old/New Business**

45 CP – Send another letter to homeowner to submit variance for fence as long as it remains a patio and not a deck and notify homeowner that a \$25 fine for each occurrence will result for each day that there is no variance. This letter will again request variance and give her a week to return completed variance. If not received by that date, \$25 fine will commence per day until variance is received.

73 CP – On 11/29/23 the Town of Penfield inspected the deck and left a failed inspection slip on the front storm door and a list of violations will be mailed to homeowner. Waiting for update from Town. Letter to go to homeowner that you have been asked by RPG and the Town to resolve this matter and nothing has been done; therefore, you will be fined until this matter is corrected.

109 CL – Trash bin constantly left out. Letter to go to homeowner to put away bin or a fine will be issued.

90 CL – Julie to check with Highland Contractor to see if work has been scheduled.

114 CL & 51 CP – letter to homeowners to cut down dead plants behind their decks.

Julie to try and update the current list of emails for everyone by end of year so that newsletters can be emailed to homeowners throughout the year, as well as notifications regarding violations.

180 CL – Another letter to homeowner stating for snow removal efforts to please park the unregistered vehicle as close to the garage as possible or move to the overflow parking area during winter season.

67-69 DC, 73-75 DC, 85-87 DC and 100-106 DC – gutters need to be cleaned as they are full of pods; also need to clean up pods on ground as well as some areas on Devonshire and Courtshire that need leaf clean up as well. Julie said she would have RPG clean out the pods from the gutters.

106 DC – Variance approved 9/6/23 to repair deck; as of this date, there is no railing on stairs nor is there any railings around deck. Julie to send letter as this is a safety issue.

Mentioned to Julie regarding Andrew Rivera's business and that he will be contacting her to see if there is any work he can do for us.

## **Homeowner's Concerns**

- a. None

## **VariANCES**

No new variances since last meeting

Meeting adjourned 5:45 pm