

**DEVONWOOD COMMUNITY ASSOCIATION INC.**

**Property First, Inc.**

**Post Office Box 4656**

**Winter Park, FL 32793**

**Tel: (407) 282-6795 Fax: (407) 282-6515**

**BOARD OF DIRECTORS MEETING**

**August 6th, 2007 7:00 PM**

**645 Ascot Ct, Orlando, FL 32825**

**Devonwood Tennis Court**

**Call to Order:** The meeting was called to order at 7:00 p.m.

**Proof of Notice:** Was posted by Kip Kozlowski August 4th, 2007, by pool.

**Certify Quorum:** Board members present 3 of 5. Directors which were present included:

President:	Kip Kozlowski	Present
VP:	Jody Barker	Absent ( <u>u</u> )
Secretary:	Roosevelt Hanna	Present
ARBC:	Alice Moomaw "	Absent "
Treasure:	Dan Marinaro	Present
CCO:	Rob Simson	Present
PRO:	Dave Cross	Present
CFO:	Ken Ramsay	Present
RFPF:	Beth Palmer	Present

**Approval of Minutes – Minutes for July was unanimously approved.**

**Motion made to approve July minutes:** made by TREAS, 2<sup>nd</sup> by CFO, and approved unanimously by the board.

Motion Carried.

1. **Financials Reports:** RFPF gave update on transition of accounts from Boyle Management. Past due balance of \$85.16 (includes \$25 NSF). Boyle charged \$134 for ledgers.
  1. Motion made by PRES to allow Property First to resolve the banking NSF fees with Colonial Bank in the amount of \$85.16, 2<sup>nd</sup> by PRO, no further discussion, motion approved unanimously.
  2. Motion made by CFO to allow Property First to pay Boyle Management \$48.84 (\$134 ledger fee minus \$85.16 banking fee), 2<sup>nd</sup> by TREAS, no further discussion, motion approved unanimously.
  3. Motion made by PRO that Property First sends out a letter indicating the ledger balance for each household, 2<sup>nd</sup> by TREAS, no further discussion, motion approved unanimously.
- A. **Point of information:** Made by RFPF as to the date of the financial report and balance status
  - a) Representative from Property First (RFPF) states reports are from the month of July
    - (i) RFPF states the following Operating Account- \$6800.83, MMA- \$10067.67, Reserve- \$4207.71, CD-\$17,158.50, Total- \$38,234.71
- B. **Point of inquiry:** Made by PRES as to the status of the audit
  - a) Satisfactory answer achieved by PRES informing that audit should occur within the next 4 to 6 weeks.
- C. **Point of information:** Made by PRES that Boyle Management was not ready for the process in accordance with the termination procedures and the audit was not completed. PRO closed out the accounts.
- D. **Point of inquiry:** Made by CCO as to whether or not the insurance is current and the name of the insurance

carrier.

a) Satisfactory answer achieved by CCO that insurance is paid quarterly.

E. Motion made by PRES to approve the financials, 2<sup>nd</sup> by TREAS, no further discussion, motion carries unanimously.

**Old Business:**

**2. Turn over from Boyle Management**

A. **Violation Notice:** RFPF explained violation notice procedure

a) **Point of inquiry:** Made by TREAS as to whether it is possible for the board members to introduce the new violation notice procedures to individual neighbors prior to having them sent out in response to actual violations.

(i) Satisfactory answer achieved by TREAS that board will go door-to-door to inform neighborhood of the new policies.

b) Point of inquiry: Made by CCO as to how to deal with communicating to homeowners who have people renting their property.

(i) Satisfactory answer achieved by CCO as the board will contact both the property owners and renters.

B. **Approval of Violation Letters Sent Out:**

C. **Follow up discussion on procedure and violation standards:** Motion made by PRES to table discussion, 2<sup>nd</sup> by PRO, no further discussion and motion carries unanimously

D. **Reimbursement of funds:**

E. **Rock Solid:**

a) Motion made by PRES as to table discussion, 2<sup>nd</sup> by PRO, no further discussion, motion carries unanimously.

F. **Boyle Management:**

**3. Front Entrances:**

A. **In-House fixing:**

(i) **Point of information**

B. **Bid Review & Discussion of Bathroom:**

**New Business:**

**Conservation Track:**

Motion made by PRES to add Bylaws discussion to the agenda for next meeting, 2<sup>nd</sup> by SEC, no further discussion, motion carries unanimously

Motion made by PRES to set the agenda for the year, 2<sup>nd</sup> by CFO, no further discussion, motion carries unanimously.

**Prepared by: Roosevelt Hanna/Kip Kozlowski , Secretary and President**

**Approved: \_\_\_\_\_**