

COUNCIL OF THE DEVON
MINUTES
January 28, 2019

ATTENDANCE: J.Taylor, J. Ortner, S. Idstein, L. Crean, C. Johnson, C. Peronti

The meeting was called to order by Joan Taylor at 7:00 PM.

Joan called for approval of the Council minutes for the special meeting held on October 29, 2018. Jerry moved to approve the minutes and Charles seconded the motion. The motion was unanimously approved.

Joan then called for approval of the Council minutes for the Council meeting on November 26, 2018. Charles moved to approve the minutes and Laura seconded the motion. The motion was unanimously approved.

Financial Reports:

Christina reported the Devon has \$ 29,761 in the operating bank account and \$795,588 in the reserve bank account.

Acceleration Letters: IPS will send out two acceleration letters this month

Late Lists: There are six late fees. In addition, there is a lien on a property. Three accounts are also being pursued legally.

Committee Reports:

Building & Grounds:

Parking, Internal Systems, and Exterior Lighting: Jerry informed the Council that we have a new towing company: JR Towing from Newark, DE. The phone number is : 302 369-8020. Jerry also said that there is a yellow paper in every mailbox from the Parking Committee that each resident who has a car needs to read. According to Jerry ,at present, there is really nothing that is in urgent need of discussing concerning the internal systems of the building.

Sandra Idstein
Secretary

Charles added that he had been checking the parking lot at least three times a day, and he is happy to report everyone has been parking within the drawn lines so that parking spaces can be used to the fullest extent.

Grounds Committee: Laura stated that we are in a winter mode right now, but in March she, Christina, and the head of the landscaping company will walk the grounds and plan what has to be done to refresh and enhance the Devon grounds.

Rules and Regulations Committee: Laura reported that the Rules and Regulations Committee has been meeting once a week. The committee is looking at all the old rules and regulations and fine tuning them. There are no big changes, but rather the committee is looking for uniformity and clarification. Any rules that are currently in place will stay in place until the committee finishes its work. The committee will then submit its document to the Council; if the Council approves the document, the Devon's lawyer will review it.

Welcoming Committee: Sandy stated that the Welcoming Committee has begun to reach out to the new residents Kathleen has identified. The committee did not meet during the holiday season.

Old Business:

Owner/Tenant Percentage: Joan reported that as of September, 2018, the owner percentage is up 1%, while the tenant percentage is down 1%. Joan thanked Joe Perrotti and Kathleen for their work compiling the statistics. The numbers are based on 234 units.

Elevator Repair: Christina reported that the switchboard on the elevator had to be replaced. This repair should resolve the issue. The switchboard is covered under our contract.

Interior Painting Project by Floor: Initial floors and service area trim: Christina said that V-Services will begin painting either Wednesday or Thursday of this week. The floors that will be painted are the first floor, and floors 16/15/10/6/ and 3 respectively. Every floor will have the service area trim also painted.

Garage Ceiling: Christina reported that IPS has one quote for the garage ceiling. In addition, IPS has also reached out to Custom Coating and Design for another quote.

New Business:

Devon Tax Filing: Joan told the Council that we have to make a decision about tax filing. There are two options according to our accountant, who will file whatever the Council decides. The first option is straightforward: Form 1120 H. This form will cost the Devon \$1,250 to file, but it involves little risk audit. The alternative Form 1120 is more complicated, but the Devon may not have to pay the \$1,250 . This option can also carry somewhat of a risk. Joan, Laura, and Sandy all said that they did not want to vote for a riskier option. Christina said that all the communities IPS works for use the 1120 H. Laura pointed out that 1120 would entail more accountant billing hours. The Council voted three to accept the 1120H, 1 abstention, and 1 for the 1120 form. The 1120 H will be the form the Devon uses this year. We can decide next year if we wish to switch.

Access Card System: Joan reported that the Devon is out of access cards, and that the equipment to produce them is out of date. Johnson Controls has provided information for several options. One option is a Cloud option/hardware option. This would cost \$1,000 down and \$234 payment per month for maintenance. There would be unlimited access cards with this option. The system could also piggyback on other systems, such as the pool, if the Council chose to use cards. The other option is to buy the system for \$5,300 with a maintenance fee of \$127 per month. We are waiting for Delaware Camera's proposal and have reached out to one other contractor.

Fire Alarm System: Our fire system is safe, but could be updated. We have requested a review by Johnson Controls. IPS is also looking at Sobieski Services, Premium Fire Service, and Security Instruments.

Trash Room/Service area Cameras/Discarding Boxes: Joan reported that the state of the trash rooms and service area has gotten untenable for the staff. Also, shopping carts are either being kept in units far too long, left in the service areas, or loaded on the elevators unattended.

The Council is discussing purchasing cameras for the trash room and service areas. Laura noted that we have had great success with positively modifying behavior since the exterior cameras have been installed. She thinks it's a good idea to purchase the interior cameras. Sandy and Jerry agreed. The Council also discussed having fines for people who do not follow the rules. Laura to defer any decision about fines until the Rules and Regulations Committee examine other fines so that there is uniformity. If a resident is not able to break up a box, then the resident can call down to the office to alert Gary or Rob to come pick up the box. The Council decided that the resident will have to pay (\$5.00) for the time it takes to break down the box and take it to the dumpster. Charles said that there is the problem with the shopping carts left in the halls and the elevator. In both cases this practice can lead to someone getting hurt. Jerry

said there are no problems on the fourth floor. Christina asked to be part of this process; she has talked to Rob and Gary and this area takes up much of their time and leads to frustration. Christina offered to put a procedure in writing; the Council will look IPS's suggestions over and come up with a final document. The Council voted four to one abstaining to install cameras in the trash room/service area. Delaware Camera has said the cost will be \$9,588.

Personal Items at the End of Residential Hallways: The issue of decorative personal items at the ends of hallways came up in the Rules and Regulations Committee because the Committee found a rule that states no personal items can be put in any area of the hallways. A discussion ensued about this topic. The rationale for the rule could be that since no one else may have personal items, the residents at the end of the hallways should not be allowed to have anything outside their units either. One person objected to the type of item at the end of her hallway. Laura said that she believes that a rule is a rule, which means that either the rule is enforced or it isn't a rule. Laura added that the end of the hallway is like a balcony. Jerry reminded the members of the Council that when people want to put something in their garage space (besides a tire), the Council must approve the purchase. Charles suggested that we do not make up any new rules about the hallway, but wait and decide what we want to do when the Rules and Regulations Committee is finished with their change.

Sandy made a motion to adjourn and Jerry seconded the motion.

Before the owners' comments, Joan introduced Hank Maier who is working on updating and activating the Devon website.