

**Proposed Minutes of the Devon Council Meeting
Monday, September 23, 2019**

Attendance: J. Taylor, J. Ortner, L. Crean, J. Barsha, C. Johnson, D. Perronti

Joan Taylor called the meeting to order at 7:00 PM.

Approval of Minutes: Motion to approve the minutes from July 22, 2019. Grammatical changes in the balance of the operating account and statement of late notices were noted. The word "faucets" was replaced by "valves" in the Internal Systems section.

Moved: Jerry Ortner

Seconded: Laura Crean

Unanimously approved

Manager's Report:

Dino reported that we have \$139,963 in the Devon's operating account and \$1,019,355 in the reserve fund. An additional \$64,260, representing the August and September contributions from the operating account into the reserve fund will be made.

IPS sent five late letters in August; September will be calculated. There are 2 accounts in litigation.

Committee Reports:

Buildings and Grounds:

Internal Systems: Jerry Ortner: Nothing new to report.

Parking: Jerry Ortner: Jerry Barsha will lead a parking compliance committee

Landscaping: Laura Crean reported the Keener Sensenig is taking care of all Devon grounds. Laura and IPS walk the property twice yearly to discuss upkeep and ensure that it is within budget. She noted new plantings near Novacare and by the side of the pool, where the large holly was removed.

Next will be plans to change out the large evergreen trees along Greenhill Ave. Wilmington has landscaping rules regarding parked cars/headlights facing a city street; Laura has gone over these rules with the City arborist. The current

plantings are grandfathered, but since they drop needles and sap on the parked cars, plans will be made to replace them within the City guidelines.

Joan asked about maintenance of new gardens, particularly considering the recent lack of rain. Laura replied that the Devon is responsible for watering the new plantings and bearing any cost of replacement.

Pool: Laura reported that the pool season is over and that the pool area has been cleaned up in a timely manner. Overall, the pool season was very successful and was utilized by many new people from the Devon.

Rules and Regulations Committee: Laura reported that the committee is finished and the documents are currently with the Devon's attorney for his review. She expects to hear back from the attorney this week.

Old Business:

Allied Universal: Dino Peronti reported that the Devon's partnership with Allied Universal to provide the door staff is going smoothly and that total payroll costs are down: 2018 total payroll cost 8/1-9/23/18 was \$50,144 and 2019 total payroll cost 8/1-9/23/19 is \$43,514. There will be some adjustment to the 2019 amount as retroactive wage adjustments are made.

Exterior Appearance: Dino reported that several letters were sent to units that are not meeting the exterior appearance standards (storage containers in front of windows, discolored window treatments, etc.). IPS will do a follow up inspection and issue follow up notices as needed.

New Business:

Candidates Night: Joan reminded everyone that a "Meet the Candidates" evening to introduce residents who are running for available council seats is scheduled for Tuesday, 9/24/19 at 6:00PM in the Lobby.

Annual Audit: Joan announced that the Devon's annual audit is complete and ready for distribution. It went very well.

New Council Manual: Charles Johnson announced that he is working on a handbook for new council members that he would have found helpful when he began on council.

Doorman's Manual: Charles Johnson has also worked on a Doorman's Manual to be shared with Allied Universal so that all doorman become fully familiar with their responsibilities.

Entraguard System: This is the "intercom" system in the vestibules which enables residents to buzz in visitors. Dino explained that the current equipment is obsolete since it only allows use of 7 digits (i.e., 302 area code). He is investigating alternate systems and is expecting a proposal from Action Security.

Distribution of memos to the community: Three recent memos on brightly colored paper were distributed within about a 24-hour span of time. Charles feels that this is a "turn off" and that more attention should be paid to the distribution schedule and the colors.

Garage cleaning: The garage is scheduled for cleaning on October 8th. Notice to remove cars will be sent out to notify all owners who use the garage. The cleaning will be paid for from general building funds.

Fire alarms: The Devon will be training council members to help with fires alarms and to ensure that a proper "all clear" is sounded when notified by the fire department. We will also seek volunteers to ensure that everyone who has waited in the stairways is informed that they can return to their unit,

Jerry Barsha moved that the meeting be adjourned.

Jerry Ortner seconded the motion.

It was agreed unanimously to adjourn the meeting.

Hank Maiers addressed the Devon website progress and said that he will be working with Charles Johnson on the appearance and content of the site,