

Board of Director's Meeting
January 14, 2019
Agenda

- 1) Call to Order – Establish Quorum
- 2) Minutes
- 3) YE Financial Report
- 4) Continuing Business Requiring Resolution
 - a) No items
- 5) New Business
 - a) Annual Meeting Agenda
 - b) Annual Meeting Minutes
 - c) Annual Meeting Financials for Approval
- 6) Current Month Business Resolved
 - a) 2505 DVD Berm
 - b) 2513 Dues
 - c) 2552 DVD Sale
 - d) 2609 SHD Tree and Berm
 - e) 705 DWC Tree Down
 - f) 804 NHC Tree Down
- 7) Old Business - Resolved
 - a) Security System
 - b) Dues Letter from Synergy
 - c) Steve Cox Invoice
 - d) Pond Lights Out

DEVON HILLS HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
January 24, 2019

I. Call to Order

Meeting called to order at 6:08pm

II. Establish Quorum

Those directors present to establish a quorum were Cathy Payne, Rob Hoar, Justin Baker, Sandy Williamson, Mostafa Shamsuddin and Nathan Sharkey. Dick Krebs was present representing Synergy. The meeting took place at the home of Dave Howard who was also in attendance.

III Approval of Prior Minutes

Motion was made by Justin /seconded by Cathy to approve the November 12, 2018 minutes. They were approved by unanimous vote. Sandy will submit the September minutes for approval at a later date.

IV Managers report was reviewed. Dick will send the entrances landscaping invoice from Steve Cox for the members to approve.

V. The financial review was completed. No vote to approve is needed at this time. The outline of a budget to present to the community at the annual meeting was presented by Dave Howard. It will be discussed further at the next meeting.

VII New Business

There are 4 BOD positions needing to be filled in 2019. 2 for Glenway, 1 for North Highlands and 1 for Devon Valley Dr. Cathy will contact Rabbi Tichtel who expressed an interest for N. Highlands and Charles Waterfield for Devon Valley Dr.
The next meeting was set for February 11, 2019

VIII Adjournment

Having no further business, Nathan moved that we adjourn. It was seconded by Justin and unanimously approved to adjourn at 7:14pm

Board of Director's Meeting
February 25, 2019
Agenda

- 1) Call to Order - Establish Quorum
- 2) Minutes
- 3) YE Financials
- 4) New & Continuing Business
 - a) Annual Meeting Prep
 - b) Election
 - c) Neighborhood Watch
 - d) Other Agenda Items
 - e) South Highlands Dr Berm
 - f) DVD-GWD Berms
5. Business Resolved
 - a) ARC-2416 DVD
 - b) Landscaping
 - c) Coupon Book
 - d) Possible Ice
 - e) NHD - Vandalism
 - f) NHD-Accident
 - g) Late Fee
 - h) Pond Shrubs
 - i) Annual Meeting Location

DEVON HILLS HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
February 27, 2019

I. Call to Order

Meeting was called to order at 6:03pm by President Rob Hoar.

II. Establish Quorum

Those directors present to establish a quorum were Cathy Payne, Rob Hoar, Justin Baker, Sandy Williamson, Mostafa Shamsuddin, Mike Love and Nathan Sharkey. Dick Krebs was present representing Synergy. The meeting took place at the home of Dave Howard who was also in attendance.

III Approval of Prior Minutes

Motion was made by Rob /seconded by Justin to approve the January 14, 2018 minutes. They were approved by unanimous vote. Sandy will submit the September 11,2018 minutes for approval at a later date.

IV Board Communication

A. Via a 2/12/19 email, Rob made a motion to approve the \$450.00 bid to trim back several bushes around the retention pond. It was seconded by Sandy and approved by majority vote

B. On 2/14/19 Dick sent the architectural change request for the owner of 2416 Devon Valley Dr. Sandy moved to approve the request to replace the current mailbox surround with a brown brick one. It was seconded by Rob and passed by majority vote.

V. A motion to approve the year end financials was made by Justin and seconded by Cathy. It was passed unanimously. The outline of a budget to present to the community at the annual meeting was presented by Dave Howard. He asked that we look at it more thoroughly before the annual meeting.

VII New Business

Mike made a motion to raise the HOA fee by \$7.00/month starting July 1,2019. It was seconded by Cathy and passed by majority vote after considerable discussion.

VIII Adjournment

Having no further business, Mike moved that we adjourn. It was seconded by Cathy and unanimously approved to adjourn at 7:51pm

Annual Meeting
March 13, 2019
Agenda

1. Call to Order & Establish Quorum
2. Introductions
3. 2018 Annual Meeting Minutes
4. President's Report
 - a. Neighborhood Gathering
 - b. Entrance Landscaping
 - c. Pond Pump
 - d. Common Area Trees
 - e. Perimeter Berms
 - f. Neighborhood Safety
 - i. Guest Speaker Angie Henderson, District 34, Councilwoman
 - ii. Neighborhood Watch
5. Financial Report
6. Election & Discussion

DEVON HILLS HOMEOWNERS ASSOCIATION
2018 Annual Meeting Minutes
March 13, 2019

I. Call to Order

Annual meeting was called to order at 6:07pm by President Rob Crosby Hoar

II. Establish Quorum

Synergy representative Dick Krebs confirmed a quorum had been established. Board of Directors present include: President Rob Crosby Hoar (At Large) Sandy Williamson and Cathy Payne (Devon Valley Dr.) Mostafa Samsuddin (North Highlands), Justin Baker (South Highlands), and Nathan Sharkey (Glenway Dr). Outgoing Glenway Dr member, Mike Love sent his regrets.

III Approval of 2017 Annual Meeting Minutes

Motion was made by Cathy Payne and seconded by Sandy Williamson to pass the 2017 Annual Meeting minutes. The minutes were approved unanimously.

IV President's Report

Rob remembered former Board President, Rick Osgood who passed away a couple weeks after our last annual homeowner meeting. A tree and plaque were planted in the common area at the corner of Devon Valley and Glenway Drives.

Rob acknowledged Dick and Brian Krebs from Synergy Management and Dave Howard, our IT guru and web master. Elder from Total Lawn was also mentioned as an integral part of the common area landscaping and care.

Owners were reminded that there is no overnight street parking allowed in our subdivision so emergency vehicles can pass unrestricted and that garbage cans need to be out of site except on collection days

The neighborhood gathering enjoyed a good turnout with food, games, fire pits and great conversation. There is a plan for another one or two this year, date to be determined.

BOD member Sandy Williamson and resident, Steve Cox (who owns a landscaping business) are responsible for the beautification of our three entrances. Sandy explained that monkey grass was thinned, weeds were pulled, Nandina and Mahonia bushes were transplanted and pansies were planted for the winter which will be replaced with lantana for the summer and fall. Steve gave the association a 25% hourly rate reduction to perform the above mentioned work. Since there is no irrigation to the front entrances, we can only plant deer and drought resistant foliage.

Expenses were greater than anticipated this last year. The pond pump needed to be replaced at a cost of \$16,000. The pump oxygenates the retention pond into

which the berms drain and is an integral part of the required water management system. There were also a lot of aging trees that needed maintenance/removal.

The berms surrounding our neighborhood are aging and need repair to keep them from overflowing and flooding yards/homes. We have budgeted \$5000 annually over the next few years to have this work completed. The Board has enlisted the help of an engineer who will inspect our berms and give us guidance regarding maintenance. David Moser will complete the recommended work, beginning with the worse area first and continuing on.

The security system was upgraded this year. Dave Howard negotiated with the Flock Company who we are leasing the cameras and equipment from at a rate of \$3.41/household/month with the option to renew every two years. Foot and car traffic are captured digitally. Flock will upgrade the equipment as needed with no extra charge to us.

V. Neighborhood Safety

District 34 Councilwoman, Angie Henderson explained that Judith Tagget will continue to try to relocate the pan handler at the corner of Old Hickory Blvd and Hwy 100. She reported that he has been offered jobs and housing which he has declined and reminded us that he wouldn't continue to be there if he wasn't making money.

There are people camping in the surrounding wooded areas between the Storage Facility by Kroger and our neighborhood. That area was recently sold to a family who has donated the area to TennGreen (Parks and Greenways Commission). Friends of Warner Parks will be meeting with TennGreen soon to make decisions about preservation of this space and continue to have human services relocate anyone living in the area. No trespassing signs have been posted

The sidewalk project is at least a year behind, but is still on the Mayors list of projects to be completed.

West Police Precinct offers free home site surveys. Angie encouraged us all to call to schedule an officer to evaluate the safety of our homes.

The Public Safety committee and Juvenile crime task force will be meeting to discuss the rash of car/home break ins perpetrated by teens on the rise in Nashville. She encouraged everyone to keep cars locked and keep all valuables (even spare change and phone chargers) out of site.

She encouraged us to call 311 or visit website: hub.nashville.gov to report any street lights that need replacing, trash on streets or other public works issues observed.

VI Financial Report

Dave Howard presented the approved 5 year budget Rob Hoar announced the monthly homeowner fee increase from \$50 to \$57 to address the needs of our aging community. \$49.04 of the current \$50 monthly HOA fee goes for required monthly expenses, so there is very little to put aside for emergencies and pond/berm maintenance. Dave explained we will need to replace the pond liner in 5-6 years as well as increase the berm and tree maintenance required to protect our neighborhoods.

VII. Elections

The floor was opened for any additional nominations and having none, Sandy Williamson moved to elect Charles Waterfield to replace outgoing Devon Valley BOD member Cathy Payne. His nomination was seconded and passed unanimously. Carolyn Strickland moved that Nathan Starkey and Harry Perret be elected to represent Glenway Dr. It was seconded and passed unanimously. Diane George moved that Justin Baker be reelected to represent South Highlands Dr. It was seconded by Andy Lee and passed unanimously.

IX. Adjournment

Having no further business, Cathy Payne moved that we adjourn. It was seconded by Harry Perret and unanimously approved to adjourn at 7:12p.

Board of Director's Meeting
April 8, 2019
Agenda

1. Call to Order & Establish Quorum
2. Election of Officers
3. Minutes
4. February 25, 2019 Board Meeting
5. March 13, 2019 Annual Meeting
6. Financial Report for the 1st Quarter 2019
7. Annual Meeting Review
8. Board Email Procedures
9. Campsite Cleanup above Glenway Drive
10. Berm & Drainage Repairs (In-progress & Needed)
11. Dog Station on Devon Valley Resolution
12. Tree and Shrub Planting (In-progress & New)
13. 2621 Unsightly Condition, Dogs Unattended, Fine
14. 2952 Attempted Break-In
15. 2957 Complainant about Overnight Parking
16. Raccoon population disease
17. 2913 ACR
18. Memorial Tree Replacement
19. Member Email List and Dues Communication

Board of Directors Meeting
Minutes
April 8, 2019

Board of Directors for Devon Valley Home Owner's Association (DVHOA) met on Monday, April 8, 2019, at 6:00 pm in the office of Dave Howard. Justin Baker, Harry Perret, Chip Warterfield and Sandy Williamson were present and comprised a quorum. Dave Howard, ex-officio member, presented the PowerPoint and financial statements. Dick Krebs was present representing Synergy Management Company. Justin Baker, Vice-President, officiated the meeting.

I. Minutes

The minutes for the previous meeting were reviewed and approved as corrected. Sandy raised the question of adding an addendum to the minutes to more fully document the decision process. The Board suggested attaching a letter to Synergy's Notification Letter for further clarification. Sandy stated she would work on one and send it out for review and revision.

UPDATE: Sandy sent out the letter via e-mail on May 1, 2019. Responses from the Board indicate the opinion that filing the information for reference is a better way to save and distribute that information. Final disposition will be discussed at the May meeting.

II. Financials

Financials for quarter were reviewed and approved with Justin moving for approval and Harry seconding the motion.

III. Old Business

A. Ponding/Erosion Around Drain on the Corner of Devon Glenn and Devon Valley

Dick Krebs reported that the estimate from Doc Air, the engineers who were asked to review the water issue had not been received. He stated that he would send the information to the Board as soon as he received it.

UPDATE: Dick Krebs sent out the proposal on April 15, 2019 which consisted of removing the raised grate of the existing drain and recessing that drain and then connecting a new drain which will be located at the lowest part of that area to the current drain and the storm drainage system. The bid was for \$2, 875.00. Rob moved for approval with Chip seconding the motion. Harry, Justin and Sandy voted for approval. Dick sent an e-mail on April 16 stating that the work order would be issued.

The work is scheduled to be begun on May 17th by Doc Air

B. Complaint by Steve Cox Concerning Dues Increase

Sandy reported on the concerns of Steve Cox, who is the architect and

implementer of the redesign of the entrance area beds. He tried to use the complaint form from the website but had a technical glitch. He stated that when he offered to donate one in four hours of work on the entrance areas, his motivation was to help keep down the costs to the HOA and to keep dues to a minimum. He said he did not have a strong issue over the \$7.00 per month; however, he wanted to make sure that the Board is keeping costs to a minimum. His experience with his parents' HOA over the past 15 years is that once dues start to increase, it becomes a regular process. He also stated that in his experience he found that services did not expand, but many times even diminished while dues increased. He felt that he needed to bring his concerns before the Board, and as a former Board member, to encourage the Board to hold the fiscal reigns tightly.

Dick reported to the Board that Synergy would be sending out the notification of increase early in May.

C. E-mail Subject Topics

Dave reminded Board Members the importance of making sure the content of the e-mail and subject lines match. Dave reconstructs the email discussion by topic so that the Board can follow the discussion of all business conducted via e-mail. He urged that if new information is to be discussed, a new e-mail with the aligned subject line should be used. He also emphasized that if the e-mail contained a motion for approval or a vote, that the term "VOTE" and the topic to be voted upon, be included in the subject line and that *the body/content should contain only the vote or motion*.

D. Campsite clean-up Behind Glenway Dr.

Harry brought up his concern that the "leavings of former homeless persons" on the private property above the Glenway neighborhood would attract other homeless persons. This land was discussed at the Annual Meeting. The new land owner is in the process of donating the land to Percy Warner Parks and hopefully when that transition has occurred, the land will be monitored more closely.

E. Berm Maintenance/Repair

Dick reported that he will meet with David Mosier to plan the repair of the berm, with two trouble areas identified on Glenway and Devon Valley. He also reported that David's crew will begin blowing out the berms as soon as the ground is dry enough to not damage the berm area.

UPDATE: Dick spoke with David Mosier on April 30 and David will begin removing the trash from the berm during the week of May 6th. He will also flag any areas that appear to need re-grading or reinforcement. On April 28, 2019, Dick sent notice that work would begin May 17th.

F. Dog Station for DG/DVD

On April 1st, Rob reported (via e-mail) to the Board and Synergy that the vote had been compiled and the Board had decided to terminate the Dog Station Contract with Total Lawn and that further discussion would be held at the Board Meeting.

The issue with dog station was discussed with the conclusion that volunteers would be sought to keep that station stocked with bags and the full trash bags

removed. It was determined that Dick would send out an e-mail to the DG/DVD community that owners were responsible for cleaning up after their pets until a solution could be reached.

UPDATE: On April 2, 2019, Dick sent out an email to the DG/DVD community. Harry volunteered to coordinate volunteers and on April 9th the "Doctors of Poo" (Harry Perret, Nathan Starkey and Joe) committed to alternate months maintaining the dog station.

On April 12th, Chris Craig, who had formerly maintained the dog station, sent Dick an email stating that he had disposed of the trash and had restocked the collection bags.

Rob suggested via email that the Board write a note of thanks and gift Chris a \$50 gift certificate for his previous efforts and for his current efforts. Sandy seconded the motion and the motion passed unanimously. The note and gift card were delivered by Rob on April 27th.

F. Entrance Area Landscaping

The landscaping/beautification plan/needs for the community were brought up by Sandy. Justin asked Sandy to take pictures of current and explain what needs to be planted and share this with the Board for future discussion.

UPDATE: Sandy sent out pictures of each of the front entrances so that the Board could note the consistency and layout of the entrances. She shared that the pansies will need to be dug up later in the spring and lantana planted for color late spring, summer and early fall. Then the lantana will need to be replaced with pansies for color during late fall, winter and early spring.

The bedding plants will run about \$450-500 each planting with volunteers doing the labor. These expenditures will leave about \$100 in that line item.

The Board voted to have Total Lawn Care move the Knock-out Rose bushes to the marked spaces in the entrance beds at a cost of \$150. Dick will contact Total Lawn about this work.

UPDATE: On May 2, 2019, Sandy wrote Dick and asked that he contact Total Lawn and ask them to defer the moving of the bushes and planting of new shrubs to the fall when the willow trees will be planted as the weather has gotten to the point where the temperatures are consistently in the 80s and not optimum for planting.

G. Planting of Trees and Shrubs

The Board revisited the planting of the Willow Trees around the pond (which had been approved a year ago and delayed last year due to fiscal limitations). Justin asked that Sandy get current prices and share that information with the Board via email. The best price for the Willow Trees which come with a 3 year warranty is from Bower and Branch through the Flower Market on Woodmont and Harding. The total price per tree and with planting amendments is \$13333.00. We would need Total Lawn to pick up the trees and plant them so there would be that additional cost, but the warranty is still good, if the planting directions are followed, no matter who plants the trees. Sandy noted that the experts

recommended delay of planting the trees until fall and the Board approved the purchase and planting for fall 2019.

The Japanese Cherry tree that the Board planted in memory of Rick Osgood died this winter when the young bucks scratched the bark off the tree with their emerging antlers. A replacement tree was planted and is thriving.

Sandy also checked about planting the 7 shrubs to replace the cedar trees that were removed last fall. The experts stated that it was not too late to plant the shrubs. The Board voted to plant the shrubs and Dick was asked to contact Total Lawn to set this in motion.

III. New Business

A. Yards

Chip brought to the attention of the Board that the lady who lives at 2513 Devon Valley has no grass in the front but ivy overtaking the property in back. Dick reported that her children pay the dues on the house and that he would check into the situation to see who needed to take action.

Dick also stated that he noticed that yards were looking a little ragged and would start to monitor the neighborhood and send out notices if areas continued to be unkept.

B. May Meeting The meeting for May was scheduled for Wednesday, May 22, 2019 as all those present could attend on that date. Justin will send out an email to let all Board members know of the chosen date and a summary of the discussion at the meeting.

IV. Adjournment - The meeting was adjourned by unanimous decision.

V. Business Conducted via Email Prior to Meeting follows:

VI. Electronic Communications

A. Insurance Renewal

On April 8, 2019, Dick sent notice to the Board that the insurance policy was automatically renewed. The premium was slightly lower than last year. No Board action was necessary.

B. Tree Pruning and Removal

1. **Dead Branch behind 2553 Devon Valley:** Dick went to the property and checked for a tree leaning on the fence, as was first reported. However, clarification of the situation indicates that a large limb is hung up in the tree behind the home and the homeowner is fearful of it being blown down and causing injury or property damage. Dick and Rob are aware of this situation and will report to the Board at the May meeting.

2. **Leaning Tree behind 2448 Devon Valley:** Jim B— of Golden Rule Tree Company visited the site and he plans to cut the rotten tree loose from the vines that are hold it up and dispose of the tree.

3. **Dead Limbs on Tulip Poplar behind — Devon Valley:** Jim

also looked at the Tulip Poplar behind this home and determined that there are a couple of dead limbs that need to be removed as the tree limbs hang almost over the home and could be a threat of injury or property damage.

It is believed that all of the trees in question above are on common property but do pose a threat to the homeowner. The issue will be revisited at the May meeting.

C. Fishing in Pond

There have been several incidents of non-residents fishing in the pond. When the people were queried, they replied that they had knocked on the doors of some of the residents and was given permission to fish. On one occasion, the fishermen became confrontive.

The Board has exchanged e-mails on this topic. Dave Howard cited the policy that has been in effect for the past 20 years which states that fishing is restricted to residents and their visiting guests. A need for revision of the posted signs will be discussed at the May meeting.

D. Collapsing Berm near Headwall are at 2945 Glenway

On April 28, 2019, Dick informed the Board of the refilling of the headwall near 2945 Glenway.

All four headwalls were cleaned in February/March, but this one has quickly refilled. Dick sent pictures to document the issue. He suggested getting Doc Air Engineering to check out the berm and hill around it to see if there what further steps should be undertaken to keep this headwall clear and functioning at optimum capacity. The Board concurred in his suggestion and Dick has contacted Doc Air to begin the process. He has notified the homeowner that appropriate steps are being taken. He will report to the Board at the May meeting the status of this issue.

Board of Director's Meeting
May 23, 2019
Agenda

1. Call to Order & Establish Quorum
2. Election of Officers
3. Minutes - April 8, 2019 Annual Meeting
4. Financial Review
5. Fishing at the Pond
6. 2553 Trees leaning on Fence
7. 2945 Glenway Berm Drain Cleaning
8. Dues Increase Discussion and Response
9. Glenway/DVD Drainage Project Approved
10. Dog Station on Devon Valley Resolution
11. Landscaping - Tree and Shrub Planting Approved
12. 2548 Trees in Common Area Being Removed
13. 2952 Attempted Break-In Follow-up
14. April Meeting Update
15. Suspicious Vehicle Activity

Board of Directors Meeting
Minutes
May 20, 2019

Board of Directors for Devon Valley Homeowner's Association (DVHOA) met on Monday, May 20, 2019, at 6:05 pm in the office of Dave Howard. Justin Baker, Rob Crosby Hoar, Harry Perret, Mustafa Shamsuddin, Chip Waterfield and Sandy Williamson were present and comprised a quorum. Dave Howard, ex-officio member, presented the PowerPoint and financial statements. Dick Krebs represented Synergy.

I. Minutes

The minutes for the previous meeting were reviewed and approved as corrected.

II. Financials

Financials for quarter were reviewed. The only question was concerning the \$700 in the line item "Consulting and Legal Fees" which Dave explained was for the annual audit.

III. New Business

A. Elections

The following officers were elected by acclamation:

President: Rob Crosby Hoar Vice-president: Justin Baker Secretary: Sandy Williamson Treasurer: Nathen Sharkey

Sandy Williamson started the discussion of officers by suggesting that Rob and Justin continue in their respective roles. The nominations and seconds were made as follows: Pres.:—Harry/Justin; VP-Rob/Nathan; Sec.: Harry/Justin; and Treas.: Nathan/Mustafa.

B. Fishing in Pond

The issue of how to ensure that fishing at the pond would be limited to residents and their invited guests so that there were no liability issues for the HOA was discussed. It was decided that an additional posting would be added to the current sign which would state "Fishing for Residents Only" and then to add the phrase "At Own Risk". Harry made the motion with Chip seconding the motion and unanimously approved.

C. Tree leaning on Fence

There was a discussion about the concern that the tree that is leaning on the fence at this location is on the homeowner's property or common ground. Dick, Rob and Dave agreed to measure the plot and to report to the Board on the results of the examination.

III. New Business (cont.)

D. Headwall behind 2945 Glenway

The Board discussed the concern about dirt build-up in the headwall which serves

co-jointed drainage areas of Glenway/Glenway Ct. Chip suggested that since the Board has the first estimate and that it would be a sizeable outlay, it would serve the HOA if the Board contacted the original engineering firm to evaluate the area and to determine the source of dirt filling the headwalls and if regular maintenance is sufficient or more structural work necessary. The Board agreed that this was the path to take and would direct Dick to get that information before any further steps were taken.

E. Dues Increase

The Board discussed the need for further notification to homeowners of the dues increase. A homeowner who had complained of not understanding and lack of communication was sent an email by Rob of the notification in the president's memo when the decision was made. He also asked Sandy to send the drafted letter to the homeowner and no further communication was received from her or from other homeowners. Dave suggested posting the letter on the financial page. Rob moved for filing letter as proposed; Sandy seconded the motion and all approved.

It was noted that an email has gone out about increase and that Synergy will send out a mailing to all homeowners soon.

III. Old Business

A. Dog Station for DG/DVD

It was noted that the dog station issue has been solved with homeowners in North Highlands and Glenway/Devon Valley volunteering to monitor the stations.

B. Entrance Area Landscaping

The Board decided to wait to plant the willow trees and evergreen shrubs in the Fall.

Sandy reported that it was time to dig up the pansies and plant the lantana. Chip suggested that there be a call for community volunteers on Saturday at 8:30 to remove the pansies and do the planting. An email would be sent out to the community about this event.

C. Tree Removal

The removal of the tree at 2548 Devon Valley Drive has been completed.

IV. Old Business (cont.)

D. Security Camera Coverage

1. Incident (Attempted Break-in) at 2592 Glenway:

Dave reported that the security system did not identify a car that the homeowner suspected of being involved in the attempt. The homeowner still feels that it is possibly a teenage prank.

2. Van entering South Highlands:

Dave reported that there was a painters type van that was in the area. He also made note that Amazon is now using white vans for delivery, seven days a week.

V. Other

A. CIA Essentials

Dick reported that Dave is signed up to attend the CIA Essentials course.

B. June Meeting

The meeting for June was scheduled for Wednesday, June 26, 2019, with the all on the Board agreeing to set Board meetings every six weeks for the remainder of the year.

VI. Adjournment

The meeting was adjourned by unanimous decision.

VI. Electronic Communications (Record of Actions taken between March and April meetings)

A. Insurance Renewal

On April 8, 2019, Dick sent notice to the Board that the insurance policy was automatically renewed. The premium was slightly lower than last year. No Board action was necessary.

B. Tree Pruning and Removal

1. Dead Branch behind 2553 Devon Valley: Dick went to the property and checked for a tree leaning on the fence, as was first reported. However, clarification of the situation indicates that a large limb is hung up in the tree behind the home and the homeowner is fearful of it being blown down and causing injury or property damage. Dick and Rob are aware of this situation and will report to the Board at the May meeting.

2. Leaning Tree behind 2448 Devon Valley: Jim of Golden Rule Tree Company visited the site and he plans to cut the rotten tree loose from the vines that are hold it up and dispose of the tree.

VI. Electronic Communications (cont.)

3. Dead Limbs on Tulip Poplar behind — Devon Valley: Jim also looked at the Tulip Poplar behind this home and determined that there are a couple of dead limbs that need to be removed as the tree limbs hang almost over the home and could be a threat of injury or property damage.

It is believed that all of the trees in question above are on common property but do pose a threat to the homeowner. The issue will be revisited at the May meeting.

C. Fishing in Pond

There have been several incidents of non-residents fishing in the pond. When the people were queried, they replied that they had knocked on the doors of some of the residents and was given permission to fish. On one occasion, the fishermen became confrontive.

The Board has exchanged e-mails on this topic. Dave Howard cited the policy that has been in effect for the past 20 years which states that fishing is restricted to residents and their visiting guests. A need for revision of the posted signs will be discussed at the May meeting.

D. Collapsing Berm near Headwall are at 2945 Glenway

On April 28, 2019, Dick informed the Board of the refilling of the headwall near 2945 Glenway. All four headwalls were cleaned in February/March, but this one has quickly refilled. Dick sent pictures to document the issue. He suggested getting Doc Air Engineering to check out the berm and hill around it to see if there what further steps should be undertaken to keep this headwall clear and functioning at optimum capacity. The Board concurred in his suggestion and Dick has contacted Doc Air to begin the process. He has notified the homeowner that appropriate steps are being taken. He will report to the Board at the May meeting the status of this issue.

E. Question from Homeowner on Dues Increase

Synergy received a request for more information on the dues increase from a homeowner Rob asked Sandy to send the explanation letter to her, which Sandy did on May 11, 2019.

F. Suspicious Van in South Highlands Neighborhood

On May 14, 2019, Diane George reported a suspicious in the South Highlands neighborhood. Dave Howard was notified of the concern and dialogued with Ms. George to investigate the incident and make sure the situation was resolved.

Board of Director's Meeting
June 26, 2019
Agenda

1. Call to Order & Establish Quorum
2. Minutes - May 2019
3. Financial Review
4. Continuing Business
 - a. 2945 Drainage Assessment
5. New Business
 - a. 2604 Tree Down - Dispute
 - b. 2549 DVD Tree & Property Lines
 - c. 2552 DVD Limbs Down
 - d. 2904 GWD Limb Down & Dead Tree
 - e. 2505 DVD Drainage & Landscaping
 - f. Trash Pick-Up
6. Concluded Business
 - a. Landscaping
 - b. GW at DVD Drainage
 - c. Fee Increase
 - d. Entrance Tree Down on DVD
 - e. Brush Pick-Up
 - f. NHD Security Camera
 - g. Pond Cable Floating
 - h. Pond Pump Idle after Storm
 - i. Pond Trees
 - j. May President's Memo
 - k. Treasurer Meeting
 - l. Zavalin Passing
 - m. Fishing at the Pond
 - n. Meeting Notes

Devon Hills Homeowners' Association
Board of Directors Meeting
June 26, 2019

A. Call to Order & Establish Quorum

The meeting was called to order at 6:00 pm at the office of Dave Howard. Those attending were Rob Crosby Hoar, Harry Perret, Mostafa Shamsuddin, Chip Warterfield and Sandy Williamson. Dave Howard, the ex-officio member, was present as well as Dick Krebs, who represents Synergy.

In addition, Porter Ragsdale was present for the first item on the agenda. and left after his presentation.

B. Continuing Business 2945 Drainage Assessment

Porter Ragsdale made a presentation on the issues of rainwater drainage at the back of his home and the proposals that have been received by the Board to address the issue. He stated that he had water under his house in February due to the overflow of run-off water from the two headwalls that converge behind his home. These headwalls, which handle run-off water from two separate community areas, have been filling up with silt and debris. He explained that he had been dealing with this issue since 2006 and presented pictures and documentation of the issue. He stated that in 2009 or 2010, David Mosier had been authorized to dig out the headwall and to put up a retention wall, which had functioned effectively until this past February during the heavy rains. He urged the Board to accept the proposal from Doc Air to remedy the problem. Porter thanked the Board for their concern and left the meeting.

After Porter's presentation, the Board reviewed the 2nd proposal from Garman Engineering and weighed it against the previous proposal from Doc Air. Chip Warterfield, who has been examining the shifting of the hills behind Glenway and Devon Valley, pointed out that the placing of an additional wall would likely lead to another leaning wall, as is the one built in 2010. He discussed finding a more permanent solution such as installing breakwaters at significant areas as recommended by Garmin, but also noted that these areas would need monitoring and maintenance.

The Board reviewed the pictures of the Headwall and Rob noted that the thorough cleaning of the berm and headwall area seemed to address the overflow issue. Additionally, Mustafa pointed out that aggressive maintenance of problem areas is a key to maintaining quality and often skimping on maintenance leads to much bigger problems, i.e. NES not pruning trees annually has resulted in downed limbs on power lines and power outages. Chip pointed out that while lining the catch basin at the headwalls would cut down on erosion in that area, it would not keep the dirt and debris from washing down the ridges. It would also make clean up more challenging and labor intensive (cost more) due to having to hand pick the debris from the rocks.

The Board discussed pros and cons of each proposal and the importance of better maintenance. Harry made a motion to increase the digging and cleaning maintenance of all headwalls to three rather than two times a year and with the instruction for Elder of Total Lawn to do a monthly check of the headwalls and if any are filling up with debris, to let Synergy know and the Board would authorize Synergy to approve a clearing of the area in question. He also moved to have Synergy explore the expense of adding cone guards to each headwall to catch sticks and leaves that can clog the drainage pipes. Rob seconded the motion and approval was unanimous.

Note: By instituting more stringent maintenance, the Board wanted to address immediately the issue and yet provide time to see if this maintenance schedule will rectify the problem and alleviate the need for a

more costly solution. It is the intent that if this maintenance does not rectify the issue, the proposals of more extensive work will be pursued.

C. Minutes - May 2019

The minutes were approved as read with Harry making the motion and Chip seconding.

D. Financial Review

The financial records were reviewed. The approval of the quarterly approval of the financials will occur at the next meeting.

The status of homeowner dues was reviewed. There were several previous homeowners who have moved from the community who still show balances due. Dick suggested that this was due to the transition of accounting from one owner to another and the lag by the title company in getting the dues set up for the new homeowner. The Board directed Harry and Dave to go through the list and clear these old/non-resident accounts. Synergy is following up on all current residents who are delinquent in payment.

E. New Business

i. 2604 SH Tree Down - Dispute

The Board reviewed the original request by the homeowner at 2608 South Highlands to have a tree removed that had fallen and damaged his fence and was leaning somewhat precariously against a small tree behind his fence. At the previous board meeting, the Board requested that the plot be examined to determine if the tree is on common land or the homeowner's property. After measurement, it was determined that the tree was on the homeowner's property and it was communicated to him that he was responsible for removal.

The neighbor at 2604 South Highlands contacted Synergy to request that the Board remove the tree as his neighbor had only removed the limb/s that impacted his fence and left the leaning tree. He has young children and is fearful of it toppling over and hurting them. The Board directed Dick Krebs to contact the homeowners and to tell them that the homeowner of 2608 South Highlands is responsible for his tree, not the Board, and to recommend that he take action to ensure the safety of everyone.

ii. 2549 DVD Tree & Property Lines

The homeowner at 2549 Devon Valley Drive requested checking on the downed tree to ensure that it is on common property. Dick checked the plot dimensions and measured it and the tree is on common land. The neighbors at 2553 have already hired a tree company to remove the tree.

iii. 2552 DVD Limbs Down

Dick reported that the limbs from the tree at 2552 Devon Valley Drive have been removed.

iv. 2904 GWD Limb Down & Dead Tree

The homeowner at 2552 Glenway requested that the dead tree and limbs be removed since it is on common property. Dick will review the property lines and if the tree is on common land, it will be removed.

v. 2505 DVD Drainage & Landscaping

The homeowner at 2505 Devon Valley has removed the old mulch that the previous homeowner had placed under the trees on common property adjacent to their property. The current owner requested that the HOA till the soil in that area so it would be easier to remove the grass and they would then spread the mulch and maintain the area.

The Board asked Dave Howard to review the variance that was given to the previous homeowner by a

previous Board. He pointed out that the variance was to extend to where the previous fence line had been located and that the area in question is on common property. The Board discussed the issue and made several observations:

- 1) There are a lot of tree roots on or near the surface of the trees in that area and tilling that area could result in damage and loss of the trees.
- 2) While the mulching and landscaping of an area can improve its looks, it also tends to make that adjacent property appear as a part of the homeowner's property.
- 3) In the past four years, the Board has consistently denied requests from homeowners extend fencing which would encroach on common land.

Sandy moved and Chip seconded the motion to have the area to remain in its natural state as is the majority of the common land in that area. Dick will contact the homeowner to let her know of the Board's decision. He will also notify the adjacent neighbor at 2904 Glenway that the area outside of her fence will be left fallow in the future.

vi. Trash Pick-Up

The homeowner at 2552 Devon Valley Drive has been notified that trash left on the side yard needs to be picked up.

F. Concluded Business Conducted via Electronic Media (See Agenda for full emails)

i. Landscaping

Over Labor Day weekend, volunteers (Rob Crosby, Pam Crosby, Sue Biggers, April Philpot, Chip Warterfield and Sandy Williamson) dug up the dying petunias and planted the lantana which will last into mid fall. Harry made a motion that there needs to be mulch placed around the lantana at the front entrances. The motion was seconded by Sandy. Dick will direct Elder of Total Lawn to spread the mulch in those areas

ii. GW at DVD Drainage

Dick reported that the drainage area at the corner of Glenway and Devon Valley has been completed by Doc Air.

iii. Fee Increase

Dick reported that the notices have gone out about the fee increase and so far only one resident has asked for further information, which Rob and Sandy provided. The letter of explanation has been placed on the web site.

iv. Entrance Tree Down on DVD

A tree that came down in the storm has been removed from the entrance area of Glenway and Devon Valley

v. Brush Pick-Up

The brush at the entrance area has been cleared away.

vi. NHD Security Camera

Dave reported that he had trimmed limbs that were obscuring the sun receptor of the camera on North Highlands and reminded the Board that the sun receptors need to be clear to power the cameras.

vii. Pond Cable Floating

Dick reported that when the pond is very low, the power cable to the fountain is visible, but is no danger to anyone.

viii. Pond Pump Idle after Storm

The pond pump needed to have the timer reset after the electrical storm.

ix. Pond Trees

Trees on the side of the entrance by the pond had limbs that broke down in the storm and they have been removed.

x. May President's Memo

Rob sent out the President's Memo in May and received positive emails for keeping everyone informed. One homeowner questioned if they were the minutes of the meeting and Dave Howard explained that the minutes of the current meeting are not officially posted until the next meeting when they are reviewed and adopted and that the President's Memo is an effort by the President to keep the homeowners informed of the issues before the Board.

xi. Treasurer Meeting

Dave Howard and Harry Peret met this last month to review the financial accounts. Both men reported that the finances are solid. It was noted that there is an account at Sun Trust that has not had the signatures changed in over 5 years and the signees are no longer on the Board. Harry was going to check out this account. Also, there was a discussion as to a back-up procedure if Dick and Brian Krebs are unavailable to sign checks to pay bills. The Board discussed if there should be a provision for the Treasurer and/or President to be able to sign checks. No decision was made.

xii. Zavalin Passing

The passing of Mr. Zavalin was noted by the Board.

xiii. Fishing at the Pond

The sign restricting fishing was reviewed and the wording approved by the Board.

G. Adjournment

Prior to adjourning, Chip asked the Board to set a date for the fall yard sale. The Board set Saturday, October 5th as the date. Sandy reported that a neighbor had requested that the Board ask homeowners to check their homes for mildew on the vinyl siding on and on the mailboxes. Rob stated that he would include it in his President's Memo. With all business concluded, the Board adjourned.

Board Meeting
August 7, 2019
Agenda

1. Call to Order & Establish Quorum
2. Minutes from the June 26th meeting for Approval
3. Quarterly Financial Statement for Approval
4. New and Continuing Business
 - a. 2553 DVD Tree
 - b. 2573 DVD Mailbox
 - c. 2933 GWD Tree
 - d. 2945 GWD Headwall
 - e. 2961 Tree/Brush Removal
 - f. Berm Maintenance
 - g. Party at Lee/Pritchett home for Community
5. Completed Business
 - a. 101 GWD Tree Removal
 - b. 2416 DVD Tree Limb
 - c. 2925 GWD Pothole
 - d. Communications with Members
 - e. Cross Complaint
 - f. Deer at SHD Entrance
 - g. Gosling
 - h. Grass in Entrance Beds
 - i. June Memo
 - j. Mazonne Letter
 - k. Minutes Notes
 - l. Financial Notes
 - m. June Memo Notes
 - n. Traffic and Sidewalk Communications
 - o. Pond Issues

Devon Hills Homeowner's Association
Minutes
August 7, 2019

A. Call to Order & Establish Quorum

The meeting was called to order at 6:00 pm at the office of Dave Howard. Those attending were Justin Baker, Rob Crosby Hoar, Harry Perret, Mostafa Shamsuddin, Chip Warterfield and Sandy Williamson. Dave Howard, the ex-officio member, was present as well as Dick Krebs, who represents Synergy.

B. Minutes from the June 26th meeting for Approval

The minutes were approved as read, with Rob making the motion and Chip seconding.

C. Quarterly Financial Statement for Approval

The financial report for the second quarter ending 6/30/2019 was reviewed. Rob moved for approval with Justin seconding the motion. The second quarter financials were approved.

The Board also reviewed the July financial statement which will become a part of the 3rd quarter financials.

D. Continuing Business

i. 2553 DVD Tree

Rob reported a dead tree behind 2553 Devon Valley, but stated that the homeowner had not complained about it. Dick reported that he had gone to the address but had been unable to locate the tree in question. He stated that he the he will check the area again to see if he can locate the dead tree and then report his findings to the Board.

ii. 2573 DVD Mailbox

The mailbox at 2573 Devon Valley was reported to Synergy as needing maintenance. Dick reported that two letters had been sent to the homeowner, but he was waiting for the Board meeting before sending a letter indicating the levy of a fine for non-compliance. Rob stated that he had talked to the homeowner about replacing the numbers/painting the box and the homeowner stated she needed assistance. Rob volunteered to assist her and told her to get the numbers and he would assist her in remedying the situation. However, he has not heard back from the homeowner to address the task. The Board agreed that Dick would notify the homeowner that she had until the end of August to remedy the situation. If proper maintenance was not completed, then a fine of \$50.00 would be levied.

iii. 2933 GWD Tree

On July 4th the homeowner at 2933 Glenway reported a dead and broken tree behind her house and her neighbor. Dick reported that the tree is on common land, is no threat to any homeowner's fence or home; therefore, it did not need to be removed at this time. He noted that the homeowner's concern of damage to a copper bird feeder is a non-issue as the bird feeder is located on common land and not the responsibility of the HOA. Dick will communicate the Board's decision to the homeowner and kindly explain that that any personal property on common land is not the responsibility of the Board.

iv. 2945 GWD Headwall

The Board reviewed the electronic communication and the proposed solutions concerning the headwall located behind 2945 Glenway. Additionally, Dick, Rob and Sandy viewed the area on Monday afternoon prior to the meeting. They examined the retaining wall which was built by David Mosier in 2009 to help support the area of land directly above and downhill from the headwall. (The retaining wall is composed of landscaping pavers stacked three to four rows vertically on top of the headwall.)

The components of the proposal by Doc Air was examined as was the recommendation by Garman Engineering. Close examination was made of the pictures of the silt-filled headwall in February and the leaning wall. They were compared to pictures of the headwall taken after cleaning in March and again taken this morning after the heavy rain last night. It was noted that since the cleaning of the headwall, it has remained clear, even after normal to heavy rains. The Board discussed several solutions for the headwall but decided to take no repair was necessary at this time as long as there was no overflow over the headwall. The Board decided to continue to follow the monthly monitoring of all headwalls and to authorize Elder Garcia of Total Lawn to clear out debris and silt from any headwall which is discovered to have an impediment. The thrice yearly cleaning of debris from the berm will be implemented, as approved the previous meeting. The Board decided that this monitoring and cleaning would be the first step in prevention of overflows of the berms. It was determined that if the monitoring necessitates more than periodic cleaning (with the understanding that in autumn more frequent cleaning may be necessary to keep the headwalls clear), the Board would consider and initiate more intensive intervention, such as found in the Doc Air proposal and Garman recommendations, to correct the situation and protect the property of the homeowners.

v. 2961 DWD Tree/Brush Removal

The homeowner of 2961 Glenway reported that two large trees had fallen in the common area on Friday, June 23rd, which left debris in their side and back yard and debris in and over the berm.

The homeowners cleaned up a large area themselves, stacked it in the cul-de-sac making sure not to block any driveways, and scheduled pick up for Monday, the 26th, which was completed as planned. The homeowner had gotten a bid of roughly \$3,800 for total removal (cutting up, chipping and carting off property all debris) and discussed his proceeding with the clean-up and submitting a bill for reimbursement to the Board with Dick Krebs when Dick contacted him about the tree. Both Dick and Rob advised the homeowner that since the tree was on common land, it was the responsibility of the HOA to handle the cleaning of the tree material and that the Board would get bids on the clean-up in alignment with Board procedure for handling downed trees on common land. (Removal includes cutting up larger limbs and dragging them and the smaller debris up the ridge into the woods. The largest portion of the trunks are not generally cut up but left in their natural fall line.)

Dick took Golden Rule to the property to review the damage and to outline the requirements of removal, which would include cutting up and dragging the refuse up onto the ridge as well as

taking down the tree leaning on another tree and clearing out the dead branches hanging from the other trees in that area. Rob accompanied Skeen Tree Care as they surveyed the downed tree and its refuse and gave similar instructions for clean up as had Dick. Of note: both companies examined the lone tree still standing in the middle of the hollow with half of its crown missing. They recommended cleaning the broken areas from the tree and let it stand as it still appears to be a viable tree.

The two bids are as follows: Golden Rule: \$2,475.00 Skeen Tree Care: \$2,200.00
Harry moved that the lowest bid be accepted and Justin seconded the motion, which was approved. The Board authorized Dick to add this new company to our vendor list as all paperwork was in order and to set up the removal.

vi. Berm Maintenance

William Park reported that the berm between his home 133 Glenway Court, and his neighbors overflows each time it rains and it is often filled with debris. Rob assured the homeowner that it would be reviewed. Dick is going to send out the list of areas that David Mosier has identified as needing immediate repair so that the Board can ensure that this area is one of the areas targeted for repair. Justin moved to approve David Mosier's bid of \$5,760.00 for 946 ft at \$6.00 a foot. Rob seconded the motion which was approved. It was noted that this follows the plan the Board adopted in February to set aside \$5,000.00 each year in the annual budget to target sections for repair/ re-digging of the berm to the required 18 inches. This procedure will be repeated each year for areas most in need until the entire HOA berm area has been renewed.

vii. 2905 GWD

Andy Lee & Becky Griffith, residents at 2905 Glenway, want to host a community-wide party at their home and asked that the Board send out emails to notify people.

After discussion, it was noted that Board policy prohibits using community electronic communication to promote private activities of any sort. Doing so in this instance, even though it is community-wide, would set a precedent that would violate the policy. It was also noted that the liability issue could become an issue as the party is being held on personal property but sending out e-mails would imply Board participation and approval/ sponsoring of the event.

The Board stated that it was a wonderful and gracious idea and that the homeowner is to be commended for their community spirit. It was suggested that they print out fliers concerning the event and stuff them in the homeowners' mailboxes or door handles to let the community know about the party. Sandy stated she would convey this information to Becky Griffith.

viii. Fall Fellowship

Rob suggested that the annual Fall Fellowship get-together be held from 5:30 to 7:30 pm on Saturday, October 5th, the evening of the Community Yard Sale. The Board agreed to add this event to our calendar.

ix. Community Communication

The discussion communication of the Lee/Griffith party and of the Fall Fellowship led to a discussion concerning updating our electronic presence. Mostafa suggested that our community open a Facebook page with limited to our community, so that people can post info about parties, seek information about repairs or service people, advertise items for sale or give away and

generally build community. Dave said he would investigate this avenue and report back to the Board.

E. Completed Business /Electronic Communication (See Agenda for all emails)

i. 101 GWD Tree Removal

These emails concerns identifying the location of the tree referenced and adjudicated in section D. iii.2933 GWD.

ii. 2416 DVD Tree Limb

Janice Williams reported that Steve Cox removed the limb behind her house.

iii. 2925 GWD Pothole

The pothole that was in front of this area was reported to Metro and it as well as various other areas on Glenway were repaired.

iii. Communications with Members

Sheila Williams requested information on stucco repair. Rob suggested Steve Cox. Mostafa noted that queries such as this could be handled on a Facebook page.

iv. Cross Complaint

A homeowner complained to Synergy that Synergy's phone tree was too complicated and provided a barrier to contacting a live person. Dick called the person to ease the confusion. Dick sent the Board an explanation of the existing answering system in which all calls are answered within 24-48 hours.

v. Deer at SHD Entrance

A deer had been killed and was on the has beside the South Highlands entrance. The issue was reported to Synergy. Dick stated he contacted Hub Nashville to report the issue and Metro responded within two hours.

vi. Gosling

Rob reported that a gosling was developing "Angel Wing", a deformity of the wing which can be corrected. Rob contacted Middle TN Wildlife Rescue and a wildlife vet came out and splinted the wing. He came back and unwrapped the wing and reported that it was growing naturally. There was no charge for the veterinary services as this is a wildlife issue. A message was sent out to the community concerning the gosling and many homeowners responded with thanks for Rob's husbandry.

vii. Grass in Entrance Beds

The grass that was growing in the lantana was removed by Elder of Total Lawn and Sandy expressed the Board's appreciation of the action. Dick reported that he had contacted Elder about mulch and had contacted Sandy to let her work with Elder to determine what should be done.

(Note: Sandy reported that the lantana has spread enough to choke out the grass, eliminating the need for mulch at this time; and recommended that mulching the flower area of the beds be deferred until fall when the petunias are planted. The Board concurred.)

viii. June Memo

A copy of the President's Memo was posted so all could see its content.

ix. Mazonne Letter

Marc Mazonne sent an email inquiring if the President's Memo was the same as the minutes and also seeking information as to participation of the Board members in community business. Dave,

as ex-officio member and keeper of the web site, and Sandy, as secretary, both explained the difference between the Memo which is a summary sent out immediately after disseminated to keep the community apprised of current issues versus the minutes which record, as fully and accurately as possible, the events of the meeting and are not posted until after the next Board meeting when the minutes have been approved. They also explained about the dedicated volunteers which serve our community.

x. Minutes Notes

Sandy sent out the revised minutes and after feedback, resent the revised minutes. She also sent the revised version to Dave for inclusion in the minutes. Dave sent out the agenda and the financials for review.

xi. Financial Notes

These emails concerned setting up the meeting between Harry and Dave and communication on signatories on accounts, especially the Sun Trust Account.

Harry reported to the Board that he had been contacting Sun Trust for over two weeks to change/update the signature cards; but has gotten no response. He suggested giving them until the end of the week to respond. If there is no response by then, he would proceed with locating another banking firm to manage this account containing roughly \$25,000. Harry stated he would report back to the Board and seek approval of the move if it becomes necessary.

xii. Traffic and Sidewalk Communications

Dave contacted Councilman Angie Henderson concerning the need of a sidewalk from Hwy 70 south to Highway 100, accompanied by pictures of bumper-to-bumper traffic on Old Hickory. She suggested that Public Works be contacted.

xiii. Pond Issues

Harry reported that the lights were out on the pond. Dick checked the breaker, but was not able to reset the timer so he contacted Obrien for the repair.

F. Adjournment

With all business being concluded, Rob moved for adjournment with Harry seconding the motion with the approval of all.

Board Meeting
September 18, 2019
Agenda

1. Call to Order & Establish Quorum
2. Minutes - June 26th Meeting (for Approval)
3. Financial Update (Report Only - No Action Required)
4. New & Continuing Business
 - a. Pond Lights
 - b. Berm Maintenance
 - c. 2961 Tree
 - d. 2621 Unsightly Condition
 - e. Suntrust Signature
5. Completed Business After June 26th via Email
 - a. 2553 Trees
 - b. South Highlands Entrance Trees
 - c. 2945 Berm Drainage
 - d. 112 ACR
 - e. 2573 Tree
6. Other Communications
 - a. Mike Love
 - b. Posting about Puppy hit on Old Hickory

Devon Hills Homeowner's Association Board Minutes
September 18, 2019

A. Call to Order & Establish Quorum

The meeting was called to order at 6:00 pm at the office of Dave Howard. Those attending were Rob Crosby Hoar, Harry Perret, Mostafa Shamsuddin and Sandy Williamson. A quorum was present. Dave Howard, the exofficio member, was present as well as Dick Krebs, who represents Synergy.

B. Minutes from the August meeting for Approval

The minutes were approved as read, with Mustafa making the motion and Rob seconding.

C. Financial Review

The financial report was reviewed and filed. Income and expenditures are in accordance with the norm.

D. Continuing Business

i. Pond Lights

Dick reported that Brooks will replace the LED pond lights by the end of the week. The outages have been due to power surges.

ii. Berm Maintenance

Dick walked the berms this afternoon and took pictures of the repair of the four target berm areas. The work was completed as required. Additionally, the routine maintenance of the berms has been completed.

iii. 2961 Glenway Drive Tree

Rob and Dick both inspected the status the tree removal at rear of 2961 GWD. They reported that the area was clean. The homeowner expressed concern over a dangling limb in a treetop on the common area. After inspection it was determined that the limb was no threat to property and would be left as is. He was informed that he could hire a company to remove the limb if he felt it was necessary.

iv. 2621 South Highlands—Unsightly Condition

Complaints were received about the unsightly conditions of the backyard at 2621 SHD. Dick inspected the area and pictures provide proof of the condition. This homeowner has been cited two other times for this same infraction. Dick stated that a fine of \$100 had been levied for the repeat infraction. He did inspect the area and found that the debris had been cleaned up.

Harry requested routine monitoring of the area as this homeowner has been a chronic offender. Dick responded with a commitment to bi-weekly checks on the property.

v. Suntrust Signature

The issue of the signee on the Suntrust account was addressed. At the August Board Meeting, Harry was authorized to proceed with getting the signee on the account changed. Harry learned that official Board minutes documenting the process is required by Suntrust. On August 20, 2019, Sandy Williamson made a motion via electronic media for the current signee, a past Board President, to be changed to having two signatures on the account, those of the current President and the Treasurer. The motion was seconded by Harry and approved by the Board.

Upon further investigation, it was suggested that it would be more expedient for this account to be handled as all other accounts, by the current management company, with which the Board has contracted to handle fiscal matters for the HOA. Sandy moved to withdraw the original motion authorizing Board officers as signees. The motion to resend was seconded by Harry and approved by the Board.

Harry reported via email that he and Dave had worked together to draft a motion that authorizes Synergy or any subsequent management company for the HOA to be the signee on this account and documents the establishment of the account from Board minutes in 2013. (Note that in 2013, the Board did not employ a management firm. The Board President was the fiscal authority at that time. In July 2015, the Board chose to contract with Synergy Realty Company to execute the management authority of the Board.) Dave worked with Porter Ragland, the Board President when the account was established, to sign the release document which clears the pathway for the motion for the change of signature to be implemented.

The motion was sent to all Board members with Harry moving for approval and Sandy seconding the motion. The motion was approved by the Board. Rob, as President, and Sandy, as secretary, signed the document which will be presented to Suntrust as documentation of Board approval for the change. *[The full motion is found in the addendum at the end of the minutes.]*

The documents are currently in the office of Brian Krebs of Synergy awaiting a meeting between him and the Suntrust official to complete the process. The Board will be apprized when the signature change is complete.

E. Completed Business /Electronic Communication (See Agenda for all emails)

i. 2553 Devon Valley Drive

Two trees were removed at 2553 DVD by Golden Rule at a cost of \$1,225.00. The Board had approved Skeen Tree to do the removal, but they were unable to do the work. Golden Rule had the next lowest bid and was hired to complete the removal.

ii. South Highland Entrance Cherry Trees

Two Ornamental Cherries at the entrance to SHD have died and were approved for removal by Elder Garcia of Issac's Rock, the company who provides landscaping care for the common areas.

iii. 2945 Glenway Drive Berm Drainage

Dick, Rob and Sandy inspected the drain/headwall behind 2945 Glenway Drive prior to the last meeting. The Board decided that the first step in handling the drainage issue was to provide monthly maintenance and cleaning when necessary. Porter Ragsdale sent an email expressing his disagreement with the Board's decision and expressing his desire for more extensive work to be done to correct the problem. Dick talked with Porter to explain the issue and the decision.

iii. Request for ACR from 112 Glenway Court

Andrew Park of 112 Glenway Court notified the Board that he wanted to replace the retaining wall at his home. Dick sent him the ARC for him to fill out. It will be filed when it is received as replacement of existing retaining walls do not require Board approval.

iv. 2573 Devon Valley Drive Tree

The homeowner at 2573 DVD reported that a large limb fell in her yard. Rob volunteered to cut it up and have her teenage son assist in dragging the debris into the woods, he reported as accomplished. He also reported that he is working with them to improve the appearance of the mailbox, whose non repair has resulted in another letter from Synergy.

F. Other Communication

i. Mike Love

Mike Love requested information on tree removal companies. Rob provided the name of Skeen, who has done tree removal for him.

ii. Puppy

Nathan sent information to the Board about a puppy who was hit and killed in the Bellevue area in hopes of locating the owner. Regretfully, no one had any knowledge about the owner.

iii. Gosling

Rob reported the status of the gosling who had wing problems. After two visits from a vet, the wing appeared to be growing normally. Subsequently, the gosling was apparently run over and had a broken leg, which has healed. However, the gosling's wing does not appear to be growing as predicted and it will likely be flightless. Rob reported that the gosling's father has been staying at night with the gosling as the other geese fly away to their night nests.

iv. Yard Sale

The fall yard sale will be held on Saturday, October 5th.

v. Community Get Together

The fall community dinner will be held on Saturday, October 12th.

vi. Tree Replacement

The ornamental cherry trees at the entrance of each subdivision are aging and the impact of the heat and dry weather is negatively impacting them. Sandy raised the question of the viability of planting replacement cherry trees or some other variety of tree or shrub. Dick suggested that he contact Josiah Lockard, who is the master arborist for Cheekwood. He has used him to get suggestions for trees at another site Synergy manages. The Board agreed that Dick should get an estimate of the cost to have Josiah come to our community and analyze the state of our trees and make suggestions as to what trees would thrive. Dick agreed to get an estimate and to send the information out via email so that the Board could decide if Josiah's consulting fee was reasonable and affordable in this instance.

v. Annual Meeting

The date for the HOA Annual Meeting was set for February 26. Dick will check to see if the Jewish Community Center is available and if so, reserve it.

vi. Next Board Meeting

The next Board Meeting is set for October 30.

G. Adjournment

With all business being concluded, Harry-moved for adjournment with Rob seconding the motion and the meeting was adjourned.

Addendum
(RE: Suntrust Account)
Proposed Action by The Board of Directors
Devon Hills Community Association
September 10, 2019

A motion is hereby placed before the Board to make Synergy sole signatory on the Suntrust Investment Account under the existing contractual agreement governing all other funds of the Association. Thus, Synergy can only dispense or transfer funds from the account at the direction of the board, and for the stated purpose to replace the pond liner, and, for no other purpose. Should Synergy part ways with Devon Hills Community Association at some point in the future, this resolution remains in effect with any management company hired to administer the Association.

The following information is to remain part of the motion to document the purpose of the motion and its re-enforcement of prior actions of the Board.

The following are excerpts from Board Minutes and the Resolution presented to the full association membership govern the establishment and use of the Restricted Suntrust Investment Account.

Board of Directors Meeting April 20, 2013

V. Investment Plans A. The board discussed the investment plan made public at our Nov 2012 annual meeting for accumulating funds for pond liner replacement. B. A motion was made by Rick Osgood to move forward with this plan to invest yearly a minimum of \$2500-3000. The plan was seconded by Susan Curley. C. A resolution was created to be posted on the member section of our web site along with the pond history and necessary investment results. It was agreed that Porter Ragsdale would take the lead in opening an account with Suntrust Bank and after posting our intent on the web site that we would wait 30 days before investing any homeowner's funds. All directors will be advised of any investment choices before they are made. The motion was passed unanimously by all members present. This will be addressed in the email blast to go to all homeowners.

Resolution April 22, 2013

The Devon Hills Homeowner Association met on April 22nd and discussed the creation and purchase of a private investment mutual fund. The investment fund will provide a way to set aside annually, for at least ten years, a certain amount of homeowner funds. We anticipate that the accumulated funds will be used for the replacement of the retention pond liner which has a limited life span left. We expect the cost of replacement, in ten years, to be in the neighborhood of \$60,000 and the anticipated beginning amount to be invested yearly between \$2,500 and \$3,000. It was discussed that when our SBA loan is paid off in 2015 that we could increase the yearly amount. Motion and follow up A motion was made by treasurer Richard Osgood to proceed as to the purchase of and to the funding of the initial investment with at least \$2,500 which is the minimum required to open an account. The motion was seconded by Susan Curley a board director of the homeowner's association. The motion was voted upon and the resolution was carried unanimously by all directors present. Directors present and who voted were: Dennis Petty (DHoward), Susan Curley, Porter Ragsdale and Richard Osgood. It was agreed that Suntrust Bank Private Investment Services would be our buying

agent and account holder. The board asked president Porter Ragsdale initiate this transaction and to open the account. The board asked that they be advised of the specific investment choice before it is acted upon. The board also asked that we advise again all homeowners of our intentions and wait thirty days before we activated the specific investment.

Porter Ragsdale, president Carolyn Strickland, secretary

Board of Directors Meeting May 20, 2013

VI. Existing Business A. Suntrust investment account - Porter has opened this account; attached a brokerage account to our checking account.

Consensus Opinion compiled from HOA Management Company Advisory Manuals

Money is one of the most contentious issues managed by an HOA Board. There's always an owner— or many—who'll challenge financial decisions. Whether it's how much money to collect from owners in assessments, how much money to spend on maintenance and repairs, or how much money to set aside in your reserves for those inevitable projects, actions will be put under a microscope.

The more the Board knows about how to fund (or not) your association's reserves, there will be greater confidence responding to owners who question financial wisdom. A community association management company can best address HOA reserves and other funding mechanisms to ensure compliance and continuity. They can also reveal the smartest moves you can make to ensure your HOA can pay for needed maintenance and repair projects, and even community upgrades.

Signed:

Rob Crosby Hoar, President Sandy Williamson, Secretary

Motion by Harry Perrett

Seconded by Sandy Williamson

Approved by Board on September 10, 2019

Board Meeting
October 30, 2019
Agenda

1. Call to Order & Establish Quorum
2. Minutes - Sep 18 Meeting (Approved)
3. Financial Report 3rd Quarter (Approved)
4. New & Continuing Business
 - a. Yard Sale & Pot-Luck Dinner
 - b. Pond Lighting
 - c. Security System Information
 - d. Trees
 - e. Berms
5. Concluded Business
 - a. 2908 GWD
 - b. 2552 DVD
 - c. Police called to GWD
 - d. 2920 GWD
 - e. Trash on HOA Common Ground
 - f. Notes (Annual Meeting)

Devon Hills Homeowner's Association
Board Minutes
October 30, 2019

A. Call to Order & Establish Quorum

The meeting was called to order at 6:00 pm at the office of Dave Howard. Those attending were Justin Baker, Rob Crosby Hoar, Harry Perret, Nathan Sharkey, Chip Waterfield and Sandy Williamson. Dave Howard, the ex-officio member, was present as well as Dick Krebs, who represents Synergy.

B. Approval of Minutes from the September 18, 2019

The minutes were approved as read via e-mail, with Rob making the motion and Harry seconding the motion.

C. Approval of Quarterly Financial Statement

The third quarter financial report was sent via e-mail for approval. Sandy moved for approval with Rob seconding the motion. The financial report was approved.

D. New and Continuing Business

1) Yard Sale & Pot-Luck Dinner

The Yard Sale and Pot-Luck/Gathering was moved to the first weekend in November, Saturday, November 2nd. The Garage Sale is scheduled from 8 am to noon and the Pot- Luck/Gathering is from 5-7pm. Sandy made the motion and Rob seconded the motion which was approved via e-mail by the Board. The move provided time for notification of the community and advance advertising.

Preparatory Efforts

- a) Three weeks prior to the event: E-mails to the community were sent out to notify everyone of the two events.
- b) Two weeks prior to the EVENTS: 1) Signs for advertising the Garage Sale were ordered and placed in the median on Old Hickory, 2) Posts were made to two Bellevue garage sale/yard sale web sites advertising the sale and 3) Signs advertising the Pot- Luck/Gathering were placed inside each entrance.
- c) Week of the event: 1)Garage Sale Signs will be placed at each entrance on Friday, 2) The sign advertising the location will be placed on the corner of GWD/DVD the week of the event.

Board Action

Sandy moved to establish an annual date for the Garage Sale and the Pot-Luck/Gathering as the first weekend of November. Harry seconded the motion and the Board voted for approval.

Rob organized the efforts for the Pot-Luck/Gathering: He and Dave will set up the tables at 4:30 and Rob will get the fire pit started. Rob will bring paper towels and Chip will bring

paper products. Sandy will bring the paper plates, utensils, trash bags, makings for "s'mores", the hot dogs and buns and the sticks for roasting. Harry volunteered to help with the set-up.

2) Pond Lighting

Rock City replaced the lights and the pond lights are now working. Harry will check to see if the timer requires resetting after the time change so that the lights come at dark. He will contact Dick if resetting the timer is required.

3) Security System Information

Dick Krebs sent out information to the Board about legal issues concerning security systems. Dave will write up the guidelines for our security system to have on file for review.

The North Highlands camera, which had not been capturing night pictures, was adjusted by the technicians from Flock and is now working properly.

4) Trees

Bonnie Smith gave the Association a Dogwood tree that Rob will plant on the corner of DVD/DWD when the Knock-out Roses are moved. Dick will contact Elder to have him move and replant the shrubs so that Rob can get the dogwood planted.

Sandy and Dick met with Josiah Lockard, the arborist from Cheekwood, on October 17th to discuss the aging trees at the entrances of the community and the willows to be planted around the pond.

Josiah sent a proposal for a systematic replacement of the entrance trees as well as the for the willow trees and the shrubs.

The Board reviewed the proposal for purchase and planting of the 3 willow trees for \$900 as well as the price of the 3 trees plus enhancements from Flower Mart/Bower and Branch for \$639. (The price includes a 3-year guarantee.) Dick was asked to get a price from Elder for the pick-up and planting of the trees so the Board could compare the prices from the two vendors and choose the best service for the best price. Dick said he would send the information out as soon as Elder gave him the price. The Board agreed to make a decision as soon as all the information was provided. And authorize implementation.

The Board agreed to plant needlepoint hollies in the gap created by the removal of the cedar trees using volunteers.

The Board reviewed Josiah's proposal for the entrance trees and agreed to do further study of the issue as well as to bring this issue to the Annual Meeting in February for further review by the community.

5) Berms

The work on the repair of the berms has been completed, all 946 ft.

Charlotte Dvorak on South Highlands requested review of the berms in her area and Dick check them out and sent the pictures to the Board. The berm appears to be in good shape.

E. Completed Business /Electronic Communication (See Agenda for all emails)

1) 2945 GWD

Several Board members made inspections of the headwall behind 2945 GWD in anticipation of the heavy rains on October 28, 30 and 31. Some leaves were found but no blockage was present. Dick Krebs inspected the area after the first line of heavy rains and found the headwall to be working fine.

2) 2908 GWD

A reminder letter was sent to 2908 GWD to have the homeowner move the trash can out of sight.

3) 2552 DVD

A complaint from the neighbor at 2552 DVD over the brightness of the outside lights was reported. Dick stated that there had been other complaints from these same neighbors and it appears to be a personal conflict. However, he stated that he would go and inspect the area for any disruptive lights; and no problem was detected.

4) Police called to GWD

The police were called to investigate an apparent suicide on the early hours of October 2nd which occurred on the common ground behind Glenway Court.

5) 2920 GWD

Kristin Husat at 2920 filed an ARC to authorize the removal of a faulty hot tub, repair the deck and install a screened porch which is similar to her neighbors' homes. The motion for approval was made by Justin and seconded by Sandy, which was approved via e-mail.

6) Trash on HOA Common Ground

Bonnie Smith reported a dump site between the apartment complex and the common ground off DVD. Rob and Dick both inspected the area and found no debris.

7) Notes (Annual Meeting)

Dick Krebs scheduled the Annual Homeowners' meeting at the Jewish Community Center for February 26, 2020, at 6:00.

8) Next Board Meeting

The next meeting is scheduled for December 11, 2019.

9) Local Devon Community Facebook Site

Nathan shared with the Board that a neighbor has set up a Facebook page for the Devon Valley Community. The Board was appreciative of the information and discussed that this was not an official Board site in which the posts are approved by the Board but a site in which community members can post general information.

F. Adjournment

With all business being concluded, Justin moved for adjournment with Nathan seconding the motion and the meeting was adjourned.

Board Meeting
November 18, 2019
Agenda

1. Call to Order & Establish Quorum
2. Minutes - October 30 Meeting
3. Financial Update related to the following topics
4. New & Continuing Business
 - a. Willow Trees
 - b. Shrubs d) Trees
5. Concluded Business
 - a. Pond Lighting Schedule
 - b. 2544 DVD
 - c. Nancy Cross
 - d. Late Fee
 - e. Heron
 - f. Car on Roadside
 - g. Ragsdale Drainage Issue