

# ***THE NEW PROPERTY OWNERS ASSOCIATION OF NEWPORT, INC.***

## **Minutes of Board of Directors Meeting**

**January 24, 2018**

### **Call to Order**

A regular monthly Board of Directors meeting of The New Property Owners Association of Newport, Inc. was held on January 24, 2018, beginning at approximately 5:30 p.m. Those directors in attendance were Nancy Gaudet, Dan Webb, Buddy Brewer, Tommy Craft and Kim Davila. Carol Jones represented the association. Dan Kasprzak, NPOAN corporate attorney was also present. Jim Bailey was absent and gave his proxy to Nancy Gaudet. Eileen Fashoro was absent.

### **Election of Officers:**

A motion was made by Nancy Gaudet to nominate the existing officers, Dan Webb, President, Jim Bailey Vice President and Nancy Gaudet Treasurer to serve for another year. The motion was seconded by Buddy Brewer. The motioned passed unanimously.

A motion was made by Nancy Gaudet to nominate Kim Davila as Secretary. The motion was seconded by Buddy Brewer. The motioned passed unanimously.

### **Appointment of Committee Chairs and Co-chairs**

Nancy Gaudet was appointed Chair of the Architectural Control Committee and Eileen Fashoro was appointed Co-Chair committee.

A motion was made by Buddy Brewer to confirm the following members of the Architectural Control Committee: Eileen Fashoro and Walt Kroupa to serve two-year terms; Charles Cobb has one-year remaining on this term and Toni Handley to serve a one-year term. The motion was seconded by Nancy Gaudet. The motion passed unanimously.

Jim Bailey was appointed Chair of the Deed Restriction Committee and Kim Davila was appointed Co-Chair. Committee members are, Jerry Cossey and Wayne Cope, each to serve a one-year term.

A motion was made by Nancy Gaudet to confirm the appointment of Jerry Cossey and Wayne Cope as members of the Deed Restriction Committee.

The President appointed the following committee chairs and co-chairs:

Pool and Tennis Courts – Jim Bailey/Tommy Craft Co-chair  
Lake & River – Dan Webb/Tommy Craft  
Security – Dan Webb  
Fitness Center/Community Room – Tommy Craft/Jim Bailey  
Golf Course – Buddy Brewer/Tommy Craft

### **Election Results from January 12, 2018**

**THE NEW PROPERTY OWNERS ASSOCIATION OF NEWPORT, INC.**

Minutes of Board of Directors Meeting

January 24, 2018

There was a total of 583 votes cast, comprised of the following:

Absentee ballots for quorum only representing 284 votes  
1 Absentee ballots counted for quorum only due to incorrect signature – 1 vote  
Ballots used for quorum only – no signature or date – 2 votes  
Absentee Ballots representing 256 votes  
Ballots representing 40 votes

Candidate Results

NANCY GAUDET - 271 votes – 3-year term  
KIM DAVILA- 228 votes – 3-year term  
KIM KOWALCZYK – 48 votes  
DELONNE JOHNSON – 2 votes

A motion was made by Buddy Brewer to certify the election. The motion was seconded by Tommy Craft. The motion passed unanimously.

**Minutes**

A motion was made by Nancy Gaudet to approve the December 6, 2017 minutes. The motion was seconded by Tommy Craft. The motion passed unanimously.

**Financials**

The manager presented the December financials. A motion was made by Tommy Craft to approve the financials as submitted. The motion was seconded by Buddy Brewer. The motion passed unanimously.

A motion was made by Nancy Gaudet to designate \$78,608 representing unused 2017 funds from capital reserve and capital improvements to 2018 capital improvements. The motion was seconded by Buddy Brewer. The motion passed unanimously.

**Discussion/Action Items**

1. A motion was made by Nancy Gaudet to retain Dan Kasprzak as the association's corporate attorney for 2018. The motion was seconded by Tommy Craft. The motion passed unanimously.
2. A motion was made by Buddy Brewer to retain Ken Skrabanek, CPA to conduct the audit of the association's records and to authorize the manager to execute the engagement letter on behalf of the association. The motion was seconded by Nancy Gaudet. The motion passed unanimously.

**THE NEW PROPERTY OWNERS ASSOCIATION OF NEWPORT, INC.**

Minutes of Board of Directors Meeting

January 24, 2018

3. A motion was made by Tommy Craft to extend the landscape contract to Catalina Landscaping for 2018 with an increase to \$4,490 per month and authorized the manager to execute the contract on behalf of the association. The motion was seconded by Kim Davila. The motion passed unanimously.
4. A motion was made by Buddy Brewer to accept and approve the security contract with Harris County for 2018. The motion was seconded by Tommy Craft. The motion passed unanimously.
5. A motion was made by Tommy Craft to approve the pool contract with Sweetwater Pools for 2018 and to authorize the manager to execute the contract on behalf of the association. The motion was seconded by Buddy Brewer. The motion passed unanimously.
6. A motion was made by Nancy Gaudet to approve the bid submitted by Sweetwater Pools to re-plaster the pool. The motion was seconded by Tommy Craft. The motion passed unanimously.
7. A motion was made by Kim Davila to replace/repair the camera at the lake and river entrance gate. The motion was seconded by Tommy Craft. The motion passed unanimously.
8. A motion was made by Kim Davila to have the sand removed at the river area park to access damages to the boat ramp and existing tables by B&D Waterland, not to exceed \$15,000 in costs. The motion was seconded by Buddy Brewer. The motion passed unanimously.

**Manager's Report**

The manager reported that statements had been mailed in January and would be mailed again the beginning of February 2018.

The manager informed the board that the county had not issued permits for the LED signs.

The manager reported that the property taxes on all property owned by the association are being paid this week.

**Executive Session**

HOMEOWNER INFORMATION REDACTED

**End of Executive Session**

**Old Business.** A motion was made by Tommy Craft to ratify the board's acceptance of a roofing contract with TCB Elite LLC to replace of roof at the golf club at the cost of \$180,000 and

***THE NEW PROPERTY OWNERS ASSOCIATION OF NEWPORT, INC.***

Minutes of Board of Directors Meeting

January 24, 2018

authorization of the President to execute the contract. The motion was seconded by Nancy Gaudet. The motion passed unanimously.

**New Business.** Dan Webb stated there is a plumbing issue at the fitness center where pipes burst behind the wall. The manager will contact a plumbing company to assess the issue.

**Next Meeting.** The next meeting will be February 22, 2017.

**Adjournment** There being no further business, upon motion made by Earl Boykin and seconded by Buddy Brewer, the meeting adjourned at 7:16 pm.

Respectfully submitted,

Carol Jones,  
Community Manager

**APPROVED:**

---

Kim Davila, Secretary