

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

Minutes of Board of Directors Meeting

January 16, 2019

**Call to Order**

A regular monthly Board of Directors meeting of The New Property Owners Association of Newport, Inc. was held on January 16, 2019, beginning at approximately 7:25 p.m. Those directors in attendance were Dan Webb, Nancy Gaudet, Eileen Fashoro, Tommy Craft, Kim Davila, Gerald Kelley and Jerry Cossey. Also present were Carol Jones representing the association and Dan Kasprzak, NPOAN association attorney.

**Election of Officers:**

President - A motion was made by Tommy Craft to nominate Dan Webb. The motion was seconded by Jerry Cossey. The motioned passed unanimously.

Vice- President - A motion was made by Nancy Gaudet to nominate Kim Davila. The motion was seconded by Gerald Kelley. The motioned passed unanimously.

Treasurer - A motion was made by Dan Webb to nominate Nancy Gaudet. The motion was seconded by Tommy Craft. The motion passed unanimously.

Secretary - A motion was made by Nancy Gaudet to nominate Jerry Cossey. The motion was seconded by Kim Davila. The motion 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 of the Committee.

A motion was made by Tommy Craft to confirm the following members of the Architectural Control Committee: Nancy Gaudet and Toni Handley to serve two-year terms; Charles Cobb and Eileen Fashoro to serve one-year terms. The motion was seconded by Kim Davila. The motion passed unanimously.

Kim Davila was appointed Chair of the Deed Restriction Committee and Jerry Cossey was appointed Co-Chair. There are no returning committee members.

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

Pool and Tennis Courts – Tommy Craft  
Lake & River – Dan Webb/Gerald Kelley  
Security – Dan Webb  
Fitness Center/Community Room – Kim Davila

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**Election Results from January 10, 2019**

There was a total of 427 votes cast

Absentee ballots for quorum only representing 161 votes  
Ballots counted for quorum only (not signed or dated) representing 1 vote  
Absentee Ballots representing 235 votes  
Ballots representing 30 votes

Total Quorum Only – 162 votes

Candidate Results

GERALD KELLEY - 232 votes  
TOMMY CRAFT - 205 votes  
JERRY COSSEY – 171 votes  
NORMAN OUTLEY – 121 votes  
SUSAN DULLACK - 4 votes  
BUDDY BREWER - 4 votes  
JEFF LACAZE - 4 votes  
DELONNE JOHNSON - 2 votes  
BRUCE LINDSAY - 2 votes

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

The manager was directed to issue key fobs and master keys to the new directors and to add Gerald Kelley to the alarm notification list.

**Minutes**

A motion was made by Gerald Kelley to approve the November 15, 2018 minutes. The motion was seconded by Nancy Gaudet. The motion passed unanimously.

**Financials**

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

A motion was made by Nancy Gaudet to approve write-offs in the amount of \$710.39. The motion was seconded by Jerry Cossey. The motion passed unanimously.

**Items for Discussion/Action**

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A motion was made by Nancy Gaudet to retain Dan Kasprzak as general counsel and submit the \$6,000 retainer. The motion was seconded by Tommy Craft. The motion passed unanimously.

A motion was made by Tommy Craft to retain Ken Skrabanek, CPA to conduct the audit of the association's records and Stonebridge records, and to authorize the manager to execute the engagement letter on behalf of the association. The motion was seconded by Gerald Kelley. The motion passed unanimously.

A motion was made by Gerald Kelly to enter into a Security Contract with Harris County Sheriff's Department under the same terms and conditions as the 2018 contract and to authorize the President and Secretary to execute the Contract on behalf of the association. The motion was seconded by Nancy Gaudet. The motion passed unanimously.

A motion was made by Nancy Gaudet to change the signors on the Operating Account at Community Bank of Texas to the manager, Carol Jones and the current executive committee: Dan Webb, Kim Davila, Nancy Gaudet and Jerry Cossey. The motion was seconded by Gerald Kelly. The motion passed unanimously.

A motion was made by Kim Davila to open a capital improvement savings account with Community Resource Credit Union with the signors being the manager, Carol Jones and Treasurer, Nancy Gaudet. The motion was seconded by Tommy Craft. The motion passed unanimously.

A motion was made by Gerald Kelley to accept the bid from Catalina Rentaria in the amount of \$2,600 to trim the trees along the river road and remove three (3) dead trees. The motion was seconded by Tommy Craft. The motion passed unanimously.

**Manager's Report**

The manager reported:

- Statements will be mailed out monthly for at least the first quarter.
- Have requested a meeting with Commissioner Garcia and invited him to speak at the April quarterly meeting.

**Old Business**

**New Business**

The manager reported that she had received an offer from TxDot for the monument, lighting and irrigation at Newport Boulevard. A motion was made by Nancy Gaudet to accept the offer in the amount of \$29,446 and to authorize the President to execute all necessary documentation. The motion was seconded by Tommy Craft. The motion passed unanimously.

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**Next Meeting.** The next meeting will be March 6, 2019 at 6:00 pm.

**Adjournment** There being no further business, upon motion made by Eileen Fashoro and seconded by Nancy Gaudet, the meeting adjourned at 8:30 pm.

Respectfully submitted,

Carol Jones,  
Community Manager

**APPROVED:**

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Jerry Cossey, Secretary