

THE NEW PROPERTY OWNERS ASSOCIATION OF NEWPORT, INC.

Minutes of Board of Directors Meeting

October 26, 2011

Call to Order

A regular monthly Board of Directors meeting of The New Property Owners Association of Newport, Inc. was held on October 26, 2011 beginning at approximately 5:15 p.m. Those directors in attendance were, Dennis Pilkington, Dan Kasprzak, Earl Boykin, Charley Lenderman, Sandy Hayes, Walter Thomas and Wayne Scott, Jim Carpenter and Sam Gonzalez. Carol Jones represented the association.

Walt Kroupa was absent and gave his proxy to Sandy Hayes.

Minutes

A motion was made by Dan Kasprzak to approve the minutes from the September 28, 2011 Board of Directors meeting. The motion was seconded by Jim Carpenter. The motion passed unanimously.

Financials

April financials were presented and discussed.

A Schedule setting forth current payment plans was reviewed and discussed.

A schedule setting forth \$29,786.10 in write-offs from September 1, 2011 through September 30, 2011 was presented and reviewed. A motion was made by Sandy Hayes to approve the write-off's as listed on the schedule. The motion was seconded by Jim Carpenter. The write-off schedule was unanimously approved (copy attached).

Sam Gonzalez left the meeting at 6:30 p.m. and gave his proxy to Dan Kasprzak.

Discussion/Action Items

A discussion was held regarding construction of the gazebo in the circle on Newport Boulevard. Sandy Hayes agreed to research information on metal gazebos and circulate the information to the directors for further action.

The manager presented recommended increases in fees for storage units and lake and river permits and keys. The increases are recommended because of increases in costs associated with the amenities. The recommendation was to increase the permits for lake and river access to \$10 and first key issue to \$25; storage units will increase \$10 per month on 15-25 foot units; \$15 per month for 30 and 40 foot units. The increases will go into effect for all 2012 permits and on January 1, 2012 for the storage units. The manager will send letters to all storage tenants by December 1, 2011. A motion was made by Walter Thomas to increase the fees for permits and keys to the lake and river amenities and storage fees as presented by the manager. The motion was seconded by Dennis Pilkington. The motion passed with Dan Kasprzak abstaining.

The manager presented the proposed budget for 2012 with no increase in the monthly assessments. Walter Thomas made a motion to accept the budget as presented by the manager. Jim Carpenter seconded the motion. The motion passed unanimously.

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Walter Thomas made a motion to retain the current monthly assessment of \$40 for the year 2012. Sandy Hayes seconded the motion. The motion passed unanimously.

The manager requested the Board increase the authorization to a single signature on checks from \$100 to \$500. The request was made primarily to accommodate postage and filing fees. A motion was made by Jim Carpenter to require two signatures on checks over \$500. The motion was seconded by Walter Thomas. The motion passed unanimously.

The manager reported that she had not received comments from the Association's attorney on the Document Production procedure and the Tenth Amended By-Laws. The Board agreed that once these documents are received from the attorney and distributed to the Board, to vote on adoption of the documents by e-mail.

Executive Session

HOMEOWNER HEARING INFORMATION REDACTED

Wayne Scott, Chair of the Deed Restriction Committee recommended twenty-three property owners with unresolved violations is sent to Court for resolution. The manager recommended placing one of the violations on hold. A motion was made by Dan Kasprzak to send twenty-two of the violations Court for resolution. The motion was seconded by Wayne Scott. The motion passed unanimously.

PERSONNEL INFORMATION REDACTED

End of Executive Session

Manager's Report

The manager reported:

- The ACC Guidelines as revised by both the ACC and Deed Restriction Committee are being prepared and will be distributed for review prior to the November meeting.
- The Lake and River rules are being reviewed and revised if necessary and will also be presented at the November meeting.
- The office will be closed to the public the first Wednesday of each month for data updating.
- In-house procedures for deed restriction inspections and reporting are being reviewed and updated. Over the next two months a special inspection will be completed dedicated to structural compliance such as paint and trim. It was suggested that during this inspection that fences also be reviewed.
- Accounts over \$1,000 are being reviewed for attorney action. The manager is requesting the Board authorize this by e-mail as they are reviewed. The manager will send a report on each account detailing why they should be sent to the attorney.

Committee Reports

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ACC Committee. There was no committee report.

Crime Watch. Sam Gonzalez reported that he, Dan Kasprzak and Carol Jones had met with Sheriff Garcia regarding the security contract. He felt that the meeting had a positive outcome and there is a follow-up meeting in ninety (90) days.

Capital Improvement. A discussion was held concerning capital improvement items. The Capital Improvement Committee will make a recommendation to the Board at the November meeting on the priority of items for 2012.

Offsite amenities There was no report on offsite amenities.

Old Business The manager reported that she had received the information on the street light accounts for the electric audit. She has also located and identified all of the meters in Newport. The manager is in the process of preparing a report for the board covering all of the accounts.

New Business The manager was directed to add Extra Patrol at Lake and River and park by swimming pool to November's agenda.

Next Meeting. The next Board meeting is scheduled for November 16, 2011.

Adjournment There being no further business, the meeting adjourned at 8:35 p.m.

Respectfully submitted,

Carol Jones,
Community Manager

APPROVED:

Earl Boykin, Secretary