

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

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

**October 8, 2015**

### **Call to Order**

A regular monthly Board of Directors meeting of The New Property Owners Association of Newport, Inc. was held on October 8, 2015, beginning at approximately 4:45 p.m. Those directors in attendance were Nancy Gaudet, Margarette Chasteen, Dan Webb, Eileen Fashoro, and Earl Boykin. Carol Jones represented the association. Dan Kasprzak, NPOAN corporate attorney was also present.

Jim Bailey was absent and gave her proxy to Nancy Gaudet. Amanda Shaw was absent.

### **Minutes**

A motion was made by Earl Boykin to approve the August 26, 2015, minutes. The motion was seconded by Margarette Chasteen. The motion passed unanimously.

### **Financials**

The manager presented the September financials. A motion was made by Dan Webb to approve the financials as submitted. The motion was seconded by Earl Boykin. The motion passed unanimously.

A motion was made by Earl Boykin to approve the write-offs in the amount of \$5,117.35. The motion was seconded by Margarette Chasteen. The motion passed unanimously.

### **Discussion/Action Items**

1. A motion was made by Earl Boykin to set the 2016 assessments at \$40 per month. The motion was seconded by Margarette Chasteen. The motion pass unanimously.
2. A motion was made by Early Boykin to adopt the 2016 budget as presented. The motion was seconded by Dan Webb. The motion passed unanimously.
3. The manager requested the Board increase the amount charged for certificates of compliance to \$125 effective January 1, 2016. A motion was made by Earl Boykin to increase the charge of certificate of compliance to \$125 effective January 1, 2016. The motion was seconded by Margarette Chasteen. The motion passed unanimously.
4. A motion was made by Dan Webb to spend \$2,000 for the installation of Christmas holiday decorations at the entrances to Newport. The motion was seconded by Earl Boykin. The motion passed unanimously.
5. The manager gave an updated report on the status of acquiring the golf course. The bank has approved the loan for \$2,000,000 which would include the purchase price, paying off the association's current loan and leaving approximately \$300,000 for repairs. The formal commitment letter should be received by Monday, October 12, 2015. The manager stated

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the loan officer stated that they would need an appraisal of all association property plus the golf course and an inspection of the golf course facility by an independent inspector. The bank is also requesting the sum of \$210,000 be placed in a secured account to guarantee the payments under the loan. A motion was made by Earl Boykin to move the association funds from Smith Barney to Community Bank of Texas and deposit into a new account separate from the association's operating account with the same signatories as the operating account. The motion was seconded by Margarette Chasteen. The motioned passed unanimously.

The manager reported that after conferring with the association's accountant, the golf course would have to be purchased in the name of a separate entity since golf course's cannot get an exemption and would have to be operated as a "for profit corporation". The accountant advised that the association would be the sole stockholder of the for profit corporation and in the event there was a profit it would then be paid to the association. A motion was made by Dan Webb to form a corporation under the name of Stonebridge at Newport, Inc. for the purchase of the golf course. The motion was seconded by Margarette Chasteen. The motioned passed unanimously.

The manager reported that she had spoken with Clyde Burleson, a Houston attorney who specializes in liquor licenses. It will be necessary to form a separate LLC to apply for the liquor license. A motion was made by Margarette Chasteen to retain the law firm of Burleson and Craig to handle acquisition of the liquor license for the facility and to pay their retainer of \$2,500.00. The motion was seconded by Dan Webb. The motion passed unanimously. A motion was made by Dan Webb to form an LLC under the name of Stonebridge Beverage LLC to acquire the license.

The manager suggested that the board meet informally each week for an update on the acquisition. Meetings are scheduled for Thursday at 4 pm in the management office. These will be executive session meetings only.

6. Eileen Fashoro gave the following update on developer activities:

- The 9.6 acre tract at the corner of Country Club Drive and Golf Club has been sold to Dunhill Builders, LLC and they are in the process
- The 11 acre tract on Golf Club Drive at the canal was under contract to Lennar for a phase two of the town homes being constructed on Country Club Drive.
- A portion of the undeveloped lots in Section Eight are being purchased by Lennar and Lennar is planning to build similar homes to those in Seven Oaks South.
- The 15 acre tract between the two church sites on South Diamondhead is under contract for the development of single family homes.
- Off site detention sites for Section Eight and the 15 acre tract are planned out of the 40 acres owned by Rampart with another entity and will be located

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between the apartments located behind of fire station and the new developed area.

7. The manager reported that she had received a telephone message from Lennar regarding a waiver on the 56 lots recently purchased from Rampart. A motion was made by Earl Boykin that upon a written request, to grant a waiver of assessments during the construction period. The motion was seconded by Dan Webb. The motion passed with Eileen Fashoro abstaining.

**Manager's Update**

The manager reported the following:

- She had received an e-mail from the Centerpoint representative and the contracts for the remained street lights had been awarded and that they should be completed by the end of 2015.
- The management team is working on setting up the coupons for 2016 assessments so that they will be mailed the week before Thanksgiving.
- Storage building is completed and they are working on moving items from the rented storage to the new building. Both Dan Webb and Margarette Chasteen volunteered to assist with this.

**Executive Session**

**HOMEOWNER HEARINGS AND SPECIFIC HOMEOWNERS COLLECTION  
REPORT REDACTED**

**New Business.**

**Next Meeting.** The next meeting will be November 19, 2015, at the management office at 5:30 pm.

**Adjournment** There being no further business, upon motion made by Eileen Fashoro and seconded by Margarette Chasteen, the meeting adjourned at 7:00 pm.

Respectfully submitted,

Carol Jones,  
Community Manager

**APPROVED:**

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Margarette Chasteen, Secretary