

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

**Minutes of Board of Directors Meeting**

**January 27, 2021**

**Call to Order**

A Board of Directors meeting of Stonebridge at Newport, Inc. (the "Corporation"). was held on January 27, 2021, beginning at approximately 5:15 p.m. Those directors in attendance were Gerald Kelley, Nancy Gaudet, Norman Outley, and Jeff Stilwell. Carol Jones, General Manager and Dan Kasprzak, corporate counsel were also present.

Eileen Fashoro was absent and gave her proxy to Nancy Gaudet.  
Rebecca Sharp was absent.

The meeting was closed to the public because of recommendation by Harris County Health Department and officials due to COVID-19.

**Election Results**

The manager presented the election results. A motion was made by Jeff Stilwell to ratify the election. The motion was seconded by Norman Outley. The motion passed unanimously.

**Election of Officers**

A motion was made by Norman Outley to close nomination and to appoint the existing slate of officers to serve for 2021. The motion was seconded by Jeff Stilwell. The motion passed unanimously. The officers are:

President	Kim Davila
Vice President	Gerald Kelley
Secretary	Nancy Gaudet
Treasurer	Rebecca Sharp

**Appointment of Committee Chairs and Members**

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

Architectural Control – Nancy Gaudet, Chair  
Eileen Fashoro, Co-Chair

Deed Restriction - Kim Davila, Chair  
Jeff Stilwell, Co-Chair

Pool and Tennis Court - Rebecca Sharp, Chair  
Kim Davila, Co-Chair

Lake, River, Storage & Stables – Gerald Kelley, Chair  
Norman Outley, Co-Chair

Fitness Center & Community Room – Nancy Gaudet, Chair

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Security - Kim Davila, Chair  
Jeff Stilwell, Co-chair

A motion was made by Jeff Stilwell to ratify the following members and terms of the Architectural Control Committee:

Nancy Gaudet – two-year term  
Eileen Fashoro – developer appointed director (auto 1 year term)  
Dan Webb – two-year term  
Toni Handley – two-year term  
Charles Cobb – one-year term

The manager reported there are a couple of residents interested in serving on the Deed Restriction Committee. She will contact them. Deed Restriction meetings will be held the third Tuesday of each month at 4:00 pm beginning in February.

**Minutes**

A motion was made by Nancy Gaudet to approve the January 7, 2021 minutes. The motion was seconded by Norman Outley. The motion passed unanimously.

**Financials**

There was no financial report as it remained unchanged from the January 7, 2021 meeting.

A motion was made by Jeff Stilwell to remove Mike Duke as a signor on the Operating Account and add Nancy Gaudet. The motion was seconded by Norman Outley. The motion passed unanimously.

**Items for Discussion/Action**

1. A motion was made by Nancy Gaudet to retain Dan Kasprzak as the association's corporate counsel for 2021 and pay the requested \$6,000 retainer. The motion was seconded by Norman Outley. The motion passed unanimously.
2. A motion was made by Jeff Stilwell to accept the security contract with Harris County for 2021 and authorize the President and Secretary to execute the contract. The motion was seconded by Norman Outley. The motion passed unanimously.
3. A motion was made by Gerald Kelley to accept the contract with Sweetwater Pools for 2021 and authorize the Manager to execute the contract on behalf of the association. The motion was seconded by Nancy Gaudet. The motion passed unanimously.
4. A motion was made by Nancy Gaudet to open a money market account for the benefit of Villas at Newport Community Association as their reserve account with the manager and NPOA Treasurer as signors on the account and provided no withdraws be made from the

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account without Villas at Newport board approval. The motion was seconded by Jeff Stilwell. The motion passed unanimously.

5. A motion was made by Nancy Gaudet to award American Paving LLC the contract to resurface the parking lot at Stonebridge Golf Club. The motion was seconded by Jeff Stilwell. The motion passed unanimously. A motion was then made by Nancy Gaudet for the manager to authorize and oversee Phase I of the contract provided the amount for Phase I does not exceed \$125,000. The motion was seconded by Jeff Stilwell. The motion passed unanimously.
6. A motion was made by Jeff Stilwell to provide the Community Room for a blood drive, hosted by Lisa Smith and entitled "Newport Heroes" in connection with Gulf Coast Regional Blood Drive Center. The motion was seconded by Norman Outley. The motion passed unanimously. The manager was directed to work with Ms. Smith on the dates.

**Manager's Report**

- Manager was successful in having NPOA removed as guarantor for equipment lease with Toro for Stonebridge.
- Statements were mailed in January and will also be mailed in February and March.

**ACC**

Nancy Gaudet reported the committee has been very busy with both new home starts and home improvement requests. She further reported that Gehan Builders should be replacing the perimeter fencing in the new section at the corner of Port O'Call and North Diamondhead.

**Deed Restriction**

There was no deed restriction report.

**Security**

Kim Davila reported that she will be meeting with the two new deputies in the contract. The manager was directed to request Traffic Enforcement return to our community.

**Old Business:**

**New Business:**

There was a discussion regarding an apparent drainage issue on Golf Club Drive where the new section is being developed. The manager will research the issue and report back to the board.

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There was discussion regarding constructing a dog park. The manager was directed to perform some due diligence on insurance and contacting companies who construct such parks.

**Adjournment** There being no further business, upon motion made by Jeff Stilwell and seconded by Nancy Gaudet, the meeting adjourned at 6:45 pm.

Respectfully submitted,

Carol Jones,  
General Manager

**APPROVED:**

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Nancy Gaudet, Secretary