

THE NEW PROPERTY OWNERS' ASSOCIATION OF NEWPORT, INC.

Minutes of Board of Directors Meeting

August 19, 2021

Call to Order

A Board of Directors meeting of The New Property Owners Association of Newport, Inc. (the "Corporation"). was held on August 19, 2021, beginning at approximately 4:43p.m. Those directors in attendance were Kim Davila, Gerald Kelley, Nancy Gaudet, Jeff Stilwell, Rebecca Sharp, and Eileen Fashoro Carol Jones, General Manager and Dan Kasprzak, corporate counsel were also present.

Norman Outley was absent.

Minutes

A motion was made by Eileen Fashoro to approve the July 8, 2021, minutes. The motion was seconded by Jeff Stilwell. The motion passed unanimously.

Financials

The manager presented the July 2021 financials. A motion was made by Nancy Gaudet to approve the financials as submitted. The motion was seconded by Rebecca Sharp. The motion passed unanimously.

Items for Discussion/Action

1. A motion was made by Jeff Stilwell to approve the following increase in fees charged by the association to take effect September 1, 2021:

Fee for Deed Restriction Enforcement Certified Letter -increase from \$25 to \$35

Fee for Lien – increase from \$160 to \$175

Transfer fee – increase from \$150 to \$200; add \$75 for updated request

Certificate of Compliance – increase from \$125 to \$175

Refinance fee – increase from \$55 to \$75

Certified Letter Fee from \$25 to \$35

Owner record search - \$50

The motion was seconded by Rebecca Sharp. The motion passed unanimously.

2. A motion was made by Jeff Stilwell to approve and adopt revised Collection Procedures. The motion was seconded by Nancy Gaudet. The motion passed unanimously.
3. A motion was made by Rebecca Sharp to approve and adopt the revised Deed Restriction Procedures. The motion was seconded Gerald Kelley. The motion passed unanimously.
4. A motion was made by Jeff Stilwell to approve and adopt the Fence and Security Camera Guidelines. The motion was seconded by Eileen Fashoro. The motion passed unanimously.

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5. A motion was made by Jeff Stilwell to record the adopted Amenity Access Procedures. The motion was seconded by Rebecca Sharp. The motion passed unanimously
6. A motion was made by Jeff Stilwell to approve and adopt the Twelfth Amended Bylaws. The motion was seconded by Rebecca Sharp. The motion passed with one director abstaining.
7. A motion was made by Jeff Stilwell to purchase three additional pieces of equipment for the fitness center. The motion was seconded by Rebecca Sharp. The motion passed unanimously.
8. A motion was made by Nancy Gaudet to permit the merger of Newport Court Homeowner's Association into The New Property Owners Association of Newport, Inc., provided Newport Court amend certain of their restrictive covenants to coincide with those of our Association.

Manager's Report

- Received a penalty notice from IRS for failure to file 2019 Form 990. Form 990 was timely filed by certified mail "return receipt requested". I have sent response to IRS with all supporting documentation. Still receiving notices and will monitor. Tried calling number on notice with no answer.
- Pool furniture arrived and is stored to be used for next season.
- Prepared and delivered CISD Agreement for use of pool.
- Sweetwater is removing chemicals from building where pool furniture is stored.
- Arranging a meeting with Newport Swim Team to find location for swim team to have a storage building constructed to free up space in our storage building.
- New employees – Heather Louque – accounting assistant; Pam Stephens – front desk Heather is also helping Courtney with deed restriction inspections.
- Alex is working on removing dead trees at river park and other amenity areas.
- Someone stole all the outside lights and the wiring at the gazebo. I filed a police report and ordered new lights.
- We are waiting on bid from Reyes for pressure washing the admin building at Stonebridge.
- Need to replace 32 feet of fence on Newport Blvd. - \$2351.79.

ACC

In accordance with the legislative act going into effect September 1, 2021, Nancy Gaudet will no longer serve on the Architectural Control Committee. Eileen Fashoro will decide before the end of the month to either remain on the committee and resign her position as director or relinquish her

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position on the committee. The President appointed Jason Labouve to the Architectural Control Committee effective September 1, 2021, and appointed committee member Toni Handley as chair of the committee for the remainder of 2021.

Deed Restriction

Kim Davila, Chairman reported there were 221 violations last month with the bulk being miscellaneous items in public view, boats and trailers.

Security

Kim Davila reported that we have a new day deputy. She also reported that we are requesting an audit as to time spent in the contract to be followed by a meeting.

Old Business:

Employee Handbook – directors were requested to review the handbook and notify the manager of any revisions deemed necessary.

New Business:

Next Meeting: The next meeting will be a budget workshop and will be scheduled in September.

Adjournment There being no further business, upon motion made by Jeff Stilwell and seconded by Eileen Fashoro, the meeting adjourned at 7:27 pm.

Respectfully submitted,

Carol Jones,
General Manager

APPROVED:

Nancy Gaudet, Secretary