

**Newtown Grant Master Home Owner's Association
Board of Directors Meeting Minutes
December 21, 2016**

The Master Board Meeting was called to order at 7:07 PM.

A quorum was met with four members present, and one board member acting as a proxy for an absent member. In attendance were:

Bill McManimon	Estates I
John D'Aprile	Ravens View II
Bob Shaw	Willow Creek/Eagle Trace
David Clark	Whispering Wood
Marianne Fein	FirstService Residential
Chris Dillon	FirstService Residential

Visitor/Public Comments

David Mensah, possible new hire for the open Assistant Recreation Manager position, met with the Board members who were in attendance. The Board members asked David about himself, his past and current employment experience(s), and what makes him a suitable candidate for this position.

Public Minutes

The board meeting notes taken at the November 16, 2016 Board Meeting could not be approved yet because not enough members of the Board were in attendance for approval. **Action:** There was a request that the "Visitor/Public Comments" section be rephrased.

Financial Report

After looking over the financials, management told the Board that 2016 should end in the positive. A discussion was had about the expiring CD's and what should be done with them. **Action:** The Board decided to purchase a 16 month \$100,000 CD from Washington First Bank; they also decided to purchase two \$100,000 CD's from TruMark. The acceptance of the financials were motioned, then seconded, with all present members in favor.

Management Report

Violations

There are still three dead pine trees along Eagle Road, and management has requested the Estates IV and Eagles Pointe board presidents send out a formal violation; the property manager for Eagles Pointe, Jesse Bittencourt, has also been contacted. The violations in Eagles Pointe are a month old, and the violation in Estates IV has been ongoing since the Summer time. Eagles Pointe is ready to start fining residents.

Contracts

A discussion was had about the expiring contract of Poopie Scoopers, which ends at the end of December. **Action:** The board approved Poopie Scoopers, and a new 2018 contract has been sent in for review.

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Old Business

There was a discussion about the LED lighting bids for the outdoor recreation area lights. Trail Electric Company wrote to management to be considered for this project, and in good faith said that they would sweeten the deal to keep this job by lowering his bid by 2%. **Action:** The Board compared bids between Trail and Mars Electric and ultimately decided to go with Mars.

Another discussion was had about the pool resurfacing bids. There were five bidders for this project, and after reviewing them all, the present Board members narrowed the choices down to Premier Commercial Aquatics and McAndrew Pool. **Action:** The Board would like management to contact Premier again and get their best and final bid, with a detailed breakdown; they would also like management to ask if Premier does a leak test and if they will increase the life of their warranty.

New Business

There was a short discussion about painting the interior of the Clubhouse and Don Kaiser's bid. **Action:** The Board would like management to get Kaiser to send a bid, but broken down.

A long discussion was had about the new website and the format of the new newsletter. **Action:** The Board would like management to have Miceport change the name of the newsletter from *The Open Fan Newsletter* to *The Newtown Grant Newsletter*, to make a couple small changes, and to rethink inside ad prices. The Board came up with some prices also: \$100 for a half page ad, \$175 for a full page, \$50 per block ad, and \$85 for two block ads; they also said prices could be thought up for an inside back page ad.

Management let the present Board members know that Clemons, Richter & Reiss would be increasing their hourly rates effective in 2017.

Management also told the Board about the annual fire inspection.

A discussion was held about the lease addendum draft that was drawn up by Stefan Richter, the HOA's attorney. **Action:** The Board directed management to contact all landlords owning properties in Newtown Grant and provide them with the lease addendum. Furthermore, all landlords must include the addendum within their Newtown Grant property lease consistent with the Covenants of Newtown Grant.

There was another short discussion about the Master Rules & Regulations. **Action:** In response to a question from a resident, the Board would like management to look into the Master Rules to see if they say anything about allowing homes to only have white and/or off-white curtains that can be seen from the street.

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Management brought up the idea of closing the Clubhouse on December 28th since they will be on vacation and the holidays will come into play; they also mentioned that last year when the Clubhouse was kept open, no one came in. **Action:** The Board approved closing the Clubhouse due to it being a slow period in the year.

Event Report

Recreation management went over the up-coming events that will occur over the next three months. **Action:** The Board asked management a few questions about the events; one of the new Board members offered to teach a military-style boot class, military history classes, and possibly even run a *Tough Mudder* type of event.

The Master Board Meeting was motioned to be ended, it was seconded and was unanimously agreed upon.

The meeting was adjourned at 9:21 PM.

The next meeting of the Board of Directors will be January 18, 2017 at 7:00 p.m., at the Clubhouse.