

**Newtown Grant Master Home Owner's Association
Board of Directors Meeting Minutes
November 15, 2017**

The Master Board Meeting was called to order at 7:00 PM.

A quorum was met with seven members present. In attendance were:

Bill McManimon	Estates I
John D'Aprile	Ravens View II
Dave Cote	Ravens View I
Bob Shaw	Willow Creek/Eagle Trace
Barbara Firestone	Society Place
Rich Selah	Fawn Hallow
Jim Holwood	Heather Wood I
Yan Sandler	Quail Creek
Marianne Fein	FirstService Residential

Visitor/Public Comments

The Board met and talked with the new Recreation Manager Shannon Harbison.

Public Minutes

The board meeting minutes taken at the October 18, 2017 Board Meeting were approved after all Board members reviewed and updated attendance. **Action:** The Board of Directors agreed the Community Manager should not take the minutes due to conflict. The new Recreation Managers will record minutes when trained.

Re-Organization

The Board of Directors voted to keep Bill McManimon Master Board President for the next two years.

Financial Report

The Board reviewed, discussed and accepted September financial report. **Action:** The acceptance of the financial was motioned, then seconded with all present Board members in favor. The Board requests Tim/Staff Accountant look at why the summer months show such a large loss.

Management Report

The Manager, presented to the Board, a resident request to intern as a Recreation Manager. **Action:** The Board asked discussed and voted to not allow a resident to work in the management office, even as an intern, to prevent any conflict of interest issues.

Contract

The Board reviewed a bid from DW Smith to create drawings/plans for the new bathroom remodel. **Action:** Management to ask DW Smith to discount bid amount if possible and then accept bid.

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Rules and Regulations

The Board reviewed the rules and regulations, made some changes and asked for an update via email before finalizing.

Boy Scout Sponsorship

The Board discussed the liability issues with sponsoring the Boy Scouts and how much the paperwork and requests have changed since first sponsoring the Boy Scouts over 20 years ago.

Action: The Board voted to ask the Scouts to sign an indemnification and come to the December 20th meeting to discuss further.

New Business

The Board reviewed the two bids for 2017 financial audit and taxes. **Action:** All Board members present were in favor of asking Francis April to reduce his price by eliminating the meeting with the Board.

The Board reviewed and discussed the Click-It bid for a new workstation. **Action:** The Board approved the bid with one change to the external hard drive. It should be 1 Terabyte not USB.

The Board of Directors reviewed the 2016 Audit and the update to the Reserve amounts reflecting the 2016 Reserve Study. **Action:** The Board voted to accept the updated 2016 audit by Lorraine Grassi.

Event Report

The Board of Directors reviewed the Event Report and discussed the theatre company's refund as requested, large expenses due to Murder Mystery and large Halloween Party both in October including partial refunds to each attendee of the Murder Mystery.

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

The meeting was adjourned at 9:45 PM.

The next meeting of the Board of Directors will be December 20, 2017 at 7:00 p.m., at the Clubhouse.