

Newtown Grant Master Homer Owners Association  
Board of Directors Meeting Minutes  
March 18, 2020

**Members in attendance:**

Bill McManimon; President  
Bob Shaw – Willow Creek/Eagle Trace  
Larry Schorr – Pheasant Walk  
Yan Sandler – Quail Creek  
Gary Meltzer – Estates IV  
Tobi Forman – Raven's View I  
Jim Holwood – Heather Wood I  
Scott Miller – Society Place  
Natalie Fries; Community Manager, FirstService Residential  
Sergio Miranda; Rec Manager

The meeting was called to order at 7:06pm. The meeting was held via conference call. Management is working remotely during the coronavirus outbreak.

**Approval of the Meeting Minutes** – Motion to approve the minutes from February 19, 2020 made by G. Meltzer. Seconded by Tobi Forman. Motion passes. All in favor.

**Management Report** - Natalie discussed the March management report provided to all Board Members via email with attachments.

**Financial Report** - Review of the financials as of 2/29/2020.

C&N CD that matured on 3-7-2020 was rolled over to a 12m CD at 1.1%. The Board questioned Newsletter income and the Marketing Expense on the Income Statement.

Management will contact accounting to verify the budget/budget spread for Marketing is consistent with the 2020 approved budget.

MicePort is sending checks for adverts in the newsletter via mail to be deposited. The Board suggested a list of checks received to correspond with the appropriate ad.

The Board asked about the soda machines at the pool and asked to see the agreement or contract. Management will contact King Vending.

*Motion to approve the financials as of 2/29/2020 made by Jim Holwood. Seconded by Tobi Forman. All in favor. Motion passes.*

**Old Business:**

**Pickle Ball Courts** – The Board agreed to have the Attorney review the governing documents prior to moving forward with the pickle ball court. A survey will be sent out to the community as well. Discussion was held on other amenities that residents would enjoy.

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**Clubhouse Landscaping** – Lopez Landscaping will be doing the landscaping/flowers at the Clubhouse and it will commence once the plants/flowers are ready from the nursery. Watering the flowers will cost \$50.00 per watering due to the lack of irrigation.

**Tennis Courts** – The nets were put back up on Friday, March 6<sup>th</sup>. The Board agreed to keep the tennis courts open.

**New Business:**

**Corona Virus – Procedures and Policies** – Management will be on-site 2 times a week to pick up mail and drive through the community, send weekly emails, monitor the website and Facebook and attend mandatory conference calls with the First Service Leadership Team every week.

Discussion was held on delaying the pool opening and delaying pool passes and what action should be taken if the Clubhouse was to stay closed for a longer period of time. Management to review contract with American Pools identifying closures.

The Rec Managers will continue to work together on reorganizing the attic and the basement by May 1<sup>st</sup> but the Clubhouse will remain closed.

**2019 Audit Approval** – Management will contact the Auditor regarding the interfund loan amount. Management will notify Bill McManimon when in the office to sign off on the audit and tax return.

**Roundtable Event** – The event has been cancelled until further notice.

**Newsletter Format** – Discussion held on the format of the newsletter, advertising costs and timing. Bob Shaw and Bill McManimon will contact MicePort to discuss.

The next meeting is scheduled for April 15, 2020

**Adjournment** – Motion to adjourn the meeting at 8:52 pm by Tobi Forman. Seconded by Scott Miller.

Respectfully submitted,  
Natalie Fries, AMS, CMCA, PCAM  
Community Manager