

Newtown Grant Master Homer Owners Association  
Board of Directors Meeting Minutes  
April 15, 2020

**Members in attendance:**

Bill McManimon; President  
Bob Shaw – Willow Creek/Eagle Trace  
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  
George Slifer; Rec Manager

The meeting was called to order at 7:04pm. The meeting was held via conference call.

**Approval of the Meeting Minutes** – Motion to approve the minutes from March 18, 2020 made by J. Holwood. Seconded by B. McManimon. 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 3/31/2020.

Discussion was held on advertisement income. Management will conference with MicePort to discuss increase in advertisements to the newsletter. The Board suggested local restaurants that are open for takeout and grocery stores. The 2019 Audit tax return has been signed. Tax deadlines have been extended due to the virus outbreak. Management to contact Softball Team Manager's about possibly refunding anyone that registered to date.

*Motion to approve the financials as of 3/31/2020 made by T. Forman. Seconded by Bob Shaw. All in favor. Motion passes.*

**Event Report** – George Slifer provided the event report for Newtown Grant. Signs have been posted on common element areas advising owners not to gather and adhere with the CDC Guidelines.

**Old Business:**

**Pickle Ball Courts** – The Board agreed to table the project and survey at this time.

**Banquet Hall Rental Agreement** – Tabled for the next meeting after the Board reviews two other agreements for comparison.

**Email Blasts** – The Board was in favor of sending out weekly email blasts to remind residents of the stay at home order pursuant to the governor.

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**Other Business:**

**HVAC Contract** – Management will solicit more proposals for HVAC Contract for the Clubhouse.

**Insurance Renewal** – Management will contact FS Insurance Team for the renewal info.

**Meetings** – Management will request ZOOM meeting for the next meeting and send out a training link prior to the next meeting.

**Security Cameras** – Management to meet with contractor recommended by alternate community managers when the CH reopens for more proposals on security at the CH.

**New Business:**

**Resident Contact Info** – The Board is in favor of posting blurb in the newsletter advising all owners to update contact info in Connect. Management will also advise CPM to do the same.

**Pool Opening Procedure** – Management will produce an article regarding the pool opening that will cover delays, dates, rules and tentative event dates for review. The article will be published in the upcoming newsletter.

The next meeting is scheduled for May 20, 2020 at 7pm.

**Adjournment** – *Motion to adjourn the meeting at 8:28 pm by B. Shaw. Seconded by T. Forman.*

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