

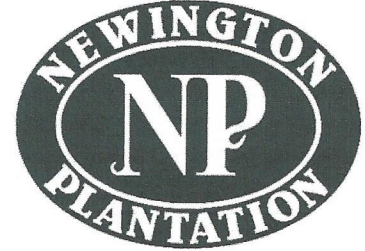
NEWINGTON PLANTATION ESTATES ASSOCIATION

BOARD MEETING MINUTES - March 6, 2023

I. CALL TO ORDER: A NPEA Board Meeting was held at President Randy Sadler's home on March 6, 2023. The meeting was called to order by the President at 7:00 pm. Attendees were seven Directors and Mike Gobin.

Directors:

President: Randy Sadler	(843-875-7440) rsadler17@gmail.com
Vice-Pres: Mark LaVigne	(843-875-9988) lavigma@aol.com
Treasurer: Jennifer Roberts	(843-607-8821) tgrlily38@gmail.com
Secretary: Kelly Roberts	(843-532-5159) klaroberts1960@gmail.com
At-Large: John DuBose	(843-870-5338) vmee@aol.com
At-Large: Larry Collett	(843-323-2935) larry@collettfoundation.org
Past Pres: Thom Nolan	(843-693-7604) npeanolan@aol.com



Invited visitor: Financial Manager: Mike Gobin, 843-475-1066 newingtonmanager@gmail.com

II. MINUTES: The 11-7-2022 NPEA Board Meeting minutes were approved by the Board via email on 11-16-2022. The minutes are posted on the Newington website.

III. TREASURER'S REPORT: Jennifer Roberts, NPEA Treasurer. Mike Gobin, Account Manager

(1) Report. Three financial reports were reviewed by the Board (*see attached*). The first statement ended December 31, 2022. This report provided the entire 12-month period of 2022, which was useful information that could provide a basic budget guide for 2023. The second statement was for the month of January 2023. After evaluating this statement, the Board directed Mike to transfer \$30,000 from checking to savings. The third statement was a special 2023 Newington Pool Summary requested by John DuBose. John wanted to know if the pool paid for itself last year. This statement showed that last year's pool operating income was \$60,858, which was slightly more than the pool season's operating expenses (\$59,438). \$29,540 was paid by NPEA for major off-season pool maintenance costs.

(2) Dues in Arrears. Mike said 83 homeowners are late for at least one or more HOA dues payments. In February, he mailed a second notice to all homeowners with delinquent HOA dues. Mike said sixteen homeowners owe more than \$1,000 in NPEA dues and late fees, and NPEA is pursuing property liens for these delinquencies.

(3) Other Items.

a. Kelly asked how much our attorney charges to write and mail a violation letter. Mike said we have typically paid our attorney about \$200 per letter. Some letters may cost more if added legal research is required. These attorney fees are tracked by household so NPEA could be reimbursed for them if a violation is confirmed by a court judgement.

b. President Sadler approved the use of CPA Brian Kurtz to perform the annual financial review of our books.

c. Mike confirmed that our HOA tax form for 2022 (Form 1120-H) has been sent to the IRS.

d. Mike said our 2023 liability insurance payment of \$4,555 (*See attached at page 6*) will be sent to Philadelphia Insurance Company tomorrow. Before we pay our 2024 insurance premium, Thom recommended that the Board should get a premium comparison from several companies.

IV. COMMITTEE REPORTS:

(1) COVENANTS COMMITTEE. Thom Nolan (Chairperson) 843-693-7604 npeanolan@aol.com.

Committee members: Randy Sadler, Fred Gleffe, Mark LaVigne, John DuBose. Committee Report.

a. **RVs/Boats.** Two items were discussed. Our covenants allow camper trailers, RVs, travel/ utility/boat trailers to be parked on a driveway for 24 hours for loading and unloading. RVs from guests may be parked on a driveway for two weeks. Thom said there are occasions when these time periods are slightly exceeded, provided there is a valid reason, and an extension is coordinated with the ARC.

b. **“No Solicitors” signs.** The Board agreed that “No Solicitating” signs at entrances would have no legal significance. Therefore, the Board felt these signs were not needed.

c. **Dogs.** Neighbors have made numerous complaints to animal control about loud dogs at 181 Thames Avenue. The Board found that the situation constitutes a significant "nuisance to the neighborhood" and violated Covenant paragraph 5. A violation letter was approved 2-6-2022 (via email by Fred Gleffe, John, Thom, Randy, Kelly, Jennifer). On 2-13-2023, Randy and John hand-delivered the violation letter to the homeowner at 181 Thames Avenue. John subsequently attended a 2-22-2023 hearing on the matter. The situation has not yet been resolved. The case was postponed until 3-22-23.

(2) **POOL COMMITTEE.** Kelly Roberts (Chairperson) 843-532-5159 klaroberts1960@gmail.com. Committee members: Victoria Merritt, Rob Gross, Sarah Gibson, and Nancy Bacher. Mark serves as the Board’s liaison with repairs/pool company.

a. **Snack Bar.** NPEA Board has previously authorized the Pool Committee to spend up to \$1,500 for one new outdoor refrigerator for use at the pool snack bar. Kelly said it looks like this \$1,500 authorization will cover the cost of two new refrigerators. The Board agreed to amend our authorization to allow this money to be used to buy two refrigerators. Randy was concerned that we now have only one set of keys for the snack bar safe. Kelly agreed to make an extra set of keys.

b. **Pool Deck Furniture.** After discussion, Mark Lavigne made the following motion and Thom Nolan seconded it: **“The Board approves up to \$2,000 for the pool committee to purchase the following pool deck furniture: up to seven big tables, up to ten small tables, and up to two picnic tables.”** This motion was unanimously approved by a voice vote. The pool committee will try to make it through one more season with the rest of the pool furniture, and the Board will consider replacing the remaining pool furniture next year.

c. **Pool Security Cameras.** Our internet service at the pool needs to be repaired. When the service is back up, the pool committee will check the status of our pool security cameras.

d. **Pool Maintenance.** U.S Aquatics has provided NPEA with six maintenance recommendations for the 2023 season. (see attached at page 5). Randy, Mark, and Kelly have completed a preliminary review of the list and all six of the maintenance concerns look valid. After discussion, Jennifer Roberts made a motion and John DuBose seconded: **“The Board approves up to \$15,000 for the pool committee to complete the six listed recommendations. This approval will also include a seventh item which is to replace the pool fill spout with a stainless steel (or equivalent) spout as recommended by DHEC.”** This motion was unanimously approved by a voice vote.

e. **Electrical.** After discussion, Thom Nolan made the following motion and Jennifer Roberts seconded it: **“The Board approves up to \$1,750 for the pool committee to repair/replace the outdoor outlets and switches at the gazebo area and at the back fence, and to repair/replace ventilation fans in the pump room and in the bathrooms.”** This motion was unanimously approved by a voice vote.

f. **Pool Signups.** Information on 2023 Newington Pool Signups is attached at page 8.

(3) **SOCIAL COMMITTEE.** Jessica Toolin (Chairperson) 843-670-1796 jessicaltoolin@gmail.com. The Social Committee is still busy working on the calendar for the full 2023 events. They have not yet completed all the events for 2023. Scheduled so far:

a. **Easter.** A children’s Easter Egg Hunt will occur on the morning of April 8th using \$400 from HOA.

b. **Spring Shopping Event.** This shopping event will be held on April 29th from 11-3 pm. \$25 from vendors will be donated to nonprofits in the name of NPEA.

c. **Pool Opening Day.** The Social Committee would like to assist the Pool Committee with the Pool’s opening day.

d. **Other Possible Events:** Halloween Event with Parade and Movie Night, Fall Shopping Event with Santa, Christmas Parade and Movie Night, and another pool event in collaboration with the pool committee.

e. **Screen/Projector.** The committee wants to purchase a projector for the neighborhood, but they have not yet found a deal on a screen/projector combo. They are willing to sacrifice an event this year, so the funds can go to that. Charlene and her husband travel a lot, so they are not always able to borrow their screen. After discussion, Jennifer Roberts made the following motion and Thom Nolan seconded it: **“The Board approves up to \$400 for the social committee to purchase a screen/projector combo. They will not need to sacrifice an event for this year to offset this cost.”** This motion was unanimously approved by a voice vote.

(4) YARD OF THE MONTH. Kelly Roberts (Chairperson). Kelly agreed to chair this committee for 2023.

V. OLD BUSINESS:

(1) Parking Lot. Members have authorized the Board to spend “up to \$5,000” to make improvements in the unpaved NPEA pool parking area. The members wanted the pool committee to spread a new layer of gravel in the parking area and to possibly purchase a new bike rack. Action has been deferred pending a decision on the proposed community building project. STILL OPEN.

(2) Website. Larry has put together a new NPEA website. It has been up and running for a couple of months and it has been very well-received. The website now incorporates a method to make electronic payments directly to NPEA. So far, 151 Newington homeowners have used this method of payment in 2023. ITEM CLOSED.

(3) Pool Facility Improvement Project. Randy met with Gene Brislin on 3-5-2023 to discuss preliminary ideas to improve our pool facility. The planning group also includes Ed Kirsch and Mark LaVigne, who were unable to attend this meeting. Possible enhancements developed so far by Gene and Randy are listed on the pool house sketch at page 7. The planning group will meet again in a few weeks to refine and develop additional ideas.

(4) By-Law Changes. A complete set of new NPEA bylaws was overwhelmingly approved by the Board on 9-12-2022 and by members at the Fall 2022 NPEA Meeting. They were filed and recorded on 11-9-2022. On 3-14-2023, Newington resident Ben Hough asked the Board to approve a by-law amendment that would create a third elected member-at-large position and change the Past President position to a one-term advisory non-voting position. After considering this proposed amendment, on 3-16-2023 the Board voted 7-0 against it via email.

(5) Lee Street Entrance. The new reader board has been installed. Thanks go to Thom and all the other neighborhood volunteers who removed the old sign and put up the new one. Daniel Williamson has installed a wiring circuit to the sign for \$125. NPEA Board has authorized up to \$1,000 to troubleshoot and fix the water and electrical service at the Lee Street entrance. Mark will ask David Peterson to look into the sprinkler malfunction. STILL OPEN.

VI. NEW BUSINESS:

(1) Speed Limit Signs. This issue was brought up to the Board by Newington resident Kevin Carroll via email. Kevin said that in the last five years, four speed limit signs have been knocked down and then disappeared. Of the four, only two signs remain, one on King Charles Circle and one entering Newington Gardens. The missing four signs are:

1. Entering Newington from Lee, the out bound one is still there.
2. Axtell just after you cross King Charles Circle.
- 3 and 4. At the bottom of Smythe almost across from each other.

Kevin wants the Town to replace these four, and then add two more immediately at Axtell as you enter Newington and further down at Axtell before it becomes KCC. One sign needs to be located near the site of a speeding complaint by the resident at 69 King Charles Circle, and the signs at SMYTHE at KCC need replacing. With the extension of the Berlin G. Meyers Parkway, the signs are even more important than before. Thom has spoken with Kevin and Kevin has agreed to contact the Town and pursue this issue for the neighborhood.

(2) Speed Humps. Newington has requested speed humps in the past and the request has been denied because they did not meet speed warrants. If they do meet warrants, the HOA will be responsible for funding the installation of them. Kima (our Town Council rep.) has said if NPEA provides a location of where we are requesting them, she is willing to pursue another speed study to see if they meet warrants. However, Kima feels not much has changed in Newington since the last study, so it's unlikely the study results would change. Thom agreed to send a request to AWP Safety on costs and timing of a traffic study from 100 KC to 550 KC.

(3) Contracts. NPEA's financial management contract automatically renews each year and keeps the terms (job description, job responsibilities, and job reimbursement) the same as the previous year. The financial management contract can be cancelled at any time for any reason (with or without cause). NPEA's landscape maintenance contract

expires on March 31, 2023, and it does not have an auto renewal clause. In the past, when this contract has expired, we have occasionally had to continue with a contractor for a time without a written contract. Randy said auto renewal (with the right to cancel at any time with notice by either party) seems like a better way to operate. He said it's like when a lease expires and reverts to a month-to-month basis. After discussion, Larry Collett made the following motion and Thom Nolan seconded it: **"The Board agrees to renew our landscape maintenance contract with David Peterson and to add an automatic renewal clause to the landscape maintenance contract with the ability to cancel it at any time with 30-days written notice."** This motion was unanimously approved by a voice vote.

(4) Newington Newsletter. Randy said Spring newsletter articles are needed (including, at minimum, we need an article on the 2023 Newington pool signups, and on the Newington Tiger Shark signups). Board members were encouraged to forward newsletter inputs to Emily Vick at emvick@hotmail.com.

(5) HOA Meeting. The Board agreed to schedule the Spring 2023 NPEA meeting during the month of May. The tentative dates are May 8 or May 15, at the NES Cafeteria. Randy will contact DD2 for cafeteria availability.

VII. MEETING ADJOURNED:

John moved to adjourn the meeting, and Mark seconded the motion. The motion was unanimously approved by a voice vote and the meeting was adjourned at 8:55PM by President Sadler.

Minutes Written by: Kelly Roberts on March 6, 2023.

Minutes Approved by: NPEA BOARD on March 17, 2023.



Randy Sadler, NPEA President

1. Recommendations from U.S.Aquatics for Newington Pool maintenance for 2023 Season

①

Flow meter not installed on main pool, as per DHEC regulations. Furnish and install Blue and White analog flow meter.

Cost \$790.00 Approval _____

②

Main pool motor has significant bearing noise at time of inspection. Replace in off season to include new mechanical seal

Cost \$2,410.00 (Electrical costs may be additional)

-Asking Pool Company for lead time if needs replacing during season

③

Replace cartridge filter elements for the 2023 season. Two sets of four needed.

Cost \$690 each set = \$1,380.00 Approval _____

④

Rainbow stick feeder not connected on main pool. Repair.

Cost \$275.00 Approval _____

⑤

Replumb suction side of wading pool pump. Replace two Jandy valves and add High Temp union to pump

Cost \$870.00 Approval _____

⑥

Diving board standard has significant rust and visible crack.

5120.00 Approval _____

Property Manager Items: Daniel should be able to complete these tasks

Electrical on pergola should be addressed. Outlets switches and wires hanging on fence.

No lights or ventilation in pump room

Significant mold and drywall damage noted in all three rooms, including chemical room on outside of building.

Ventilation fan falling in bathroom. Repair / Replace



A Member of the Tokio Marine Group

One Bala Plaza, Suite 100
Bala Cynwyd, Pennsylvania 19004
610.617.7900 Fax 610.617.7940
PHLY.com

Philadelphia Indemnity Insurance Company
A Stock Company (Nonparticipating)
COMMON POLICY DECLARATIONS

Policy Number: PHPK2515175

Named Insured and Mailing Address:

Newington Plantation Estates
Association, Inc.
PO Box 654
Summerville, SC 29484-0654

Producer: 107365

Weisburger Insurance Brokerage, A Div
1096 Black Rush Cir
Mt Pleasant, SC 29466

Policy Period From: 03/23/2023 **To:** 03/23/2024

(843)971-0036

at 12:01 A.M. Standard Time at your mailing
address shown above.

Business Description: Homeowners Association

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS
POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS
INDICATED. THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.

	PREMIUM
Commercial Property Coverage Part	1,083.00
Commercial General Liability Coverage Part	3,326.00
Commercial Crime Coverage Part	146.00
Commercial Inland Marine Coverage Part	
Commercial Auto Coverage Part	
Businessowners	
Workers Compensation	
Total	\$ 4,555.00
Total Includes Federal Terrorism Risk Insurance Act Coverage	27.00

COMMERCIAL GENERAL LIABILITY COVERAGE PART DECLARATIONS

Policy Number: PHPK2515175

Agent # 107365

See Supplemental Schedule

LIMITS OF INSURANCE

\$ 2,000,000	General Aggregate Limit (Other Than Products – Completed Operations)
\$ 2,000,000	Products/Completed Operations Aggregate Limit
\$ 1,000,000	Personal and Advertising Injury Limit (Any One Person or Organization)
\$ 1,000,000	Each Occurrence Limit
\$ 100,000	Rented To You Limit (Any One Premises)
\$ 5,000	Medical Expense Limit (Any One Person)

FORM OF BUSINESS: ASSOCIATION

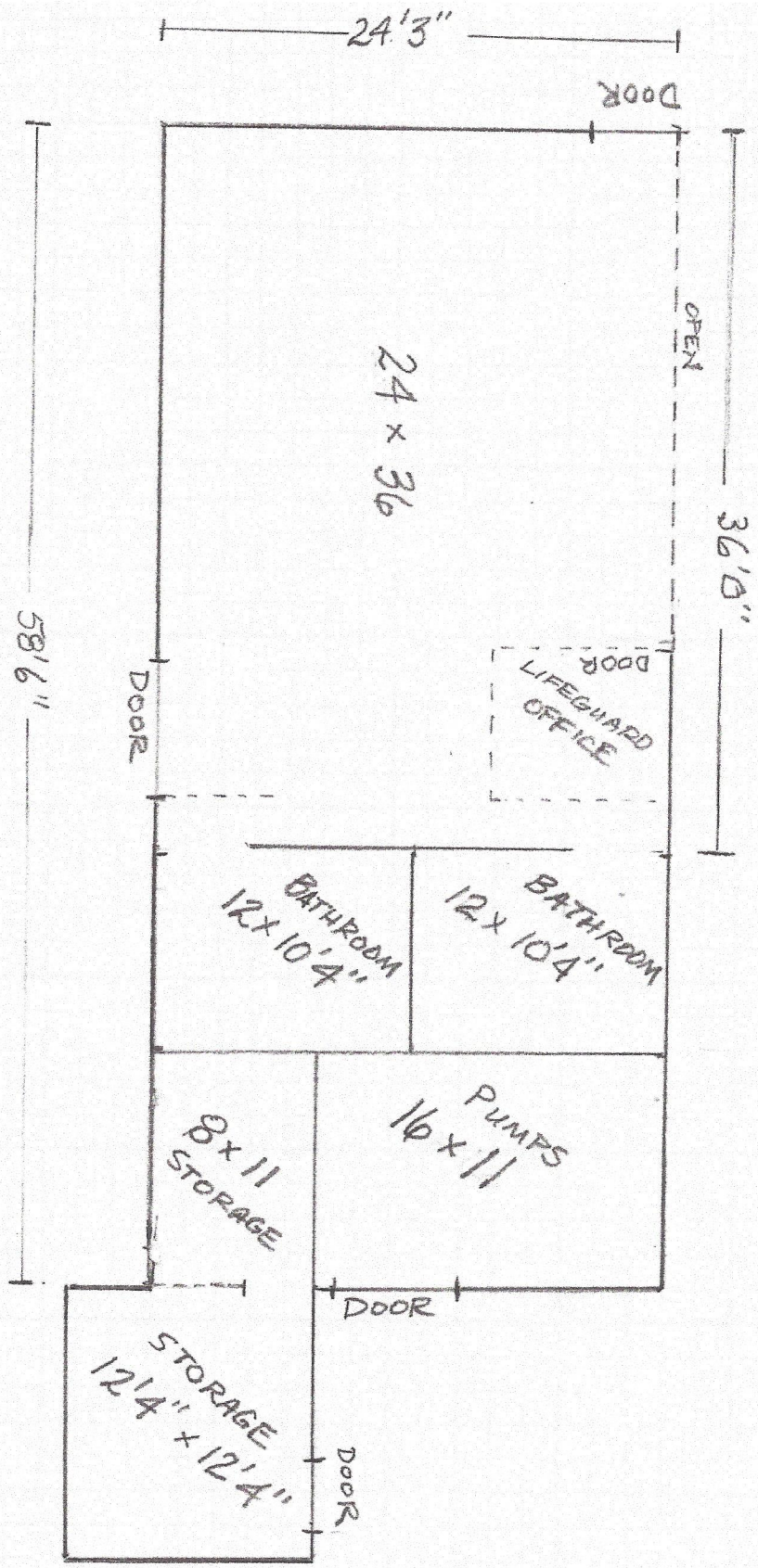
Business Description: Homeowners Association

Location of All Premises You Own, Rent or Occupy:

SEE SCHEDULE ATTACHED

\$ 250,224 BUILDING

POOL HOUSE



Possible Enhancements:

- Enclose, insulate, and air condition main area & bathrooms.
- Remove lifeguard office and totally renovate bathrooms.
- Enlarge main area by adding ten to 25 feet on left side creating larger main area.
- Build lifeguard shed (10'x12' or 12'x12') on left fence line (\$5k to \$8k).
- Create a snack bar area with a counter, a sink, cabinets, and a refrigerator.
- Install a sliding triple panel wall that opens to a temporary covered kiddie pool.
- Install aluminum bleachers.

Problems to Address:

- Sewage smell from bathrooms.
- Ventilation in Storage Rooms (Musty, moldy).
- Deck issues (uneven areas, ground subsidence).
- Draining ditch needs to be cleaned. (Gene will check)
- Verify setback & flood requirements (Gene will check)

2023 Newington Pool Sign-ups

FROM: The Newington Pool Committee

MAR 06 2023

2023 Pool season info:

Pool sign-ups:

Sunday April 2nd 4-6

Thursday April 6th 6-8

Saturday April 29th 10AM- 12PM

Additional sign up at HOA General meeting in May

We will continue to accept memberships daily when the pool opens. The attendants will have membership forms available or you can download from npeasc.com website.

We are very pleased to keep Pool membership rates the same and are listed below:

Newington resident (must be current on HOA dues)

Family \$265.00

Couple \$215.00

Single \$190.00

Non-Resident

Family \$350.00

Couple \$290.00

Single \$265.00

First time members 60.00 Registration fee

Check and cash payment accepted.

Opening / Free swim day 27 May 10-6

Pool opens daily for the season on

2 June @ noon

Starting cash balance

Checking	\$ 26,338.52
Savings	\$ 46,715.92
CD's	\$ 44,000.00
TOTAL	\$ 117,054.44

NEWINGTON PLANTATION ESTATES ASSOCIATION
FINANCIAL STATEMENT
December 31, 2022

INCOME	DECEMBER	YTD 2022
Hoa Dues	\$ 23,632.30	\$ 60,486.66
Late Fees	\$	
Advertising	\$	
Interest	\$ 18.27	\$ 32.80
Other	\$ 110.28	\$ 860.28
Pool Membership	\$ 0	\$ 48,328.00
Lessons	\$ 0	\$ 183.00
Rental	\$ 0	\$ 6,855.00
Concessions	\$ 0	\$ 5,492.18
TOTAL INCOME	\$ 23,760.85	\$ 122,237.92

EXPENSES	MONTH	YTD 2022
Bank Fees	\$ 0	\$ 20.00
Concession	\$ 0	\$ 2,774.10
Donations	\$ 0	\$ 1,580.00
Electric	\$ 834.51	\$ 8,434.80
Insurance	\$ 0	\$ 7,110.00
Landscaping	\$ 515.00	\$ 9,975.00
Legal + Acctg	\$ 400.00	\$ 3,524.49
License	\$ 0	\$ 225.00

Starting cash balance

Checking	\$ 44,606.43
Savings	\$ 44,734.19
CD's	\$ 46,000.00
TOTAL	\$ 135,340.62

NEWINGTON PLANTATION ESTATES ASSOCIATION
FINANCIAL STATEMENT
January 31, 2023

<u>INCOME</u>	<u>January</u>	<u>YTD 2023</u>
Hoa Dues	\$ 20,814.18	\$ 20,814.18
Late Fees	\$	
Advertising	\$	
Interest	\$	
Other	\$ 145.80	\$ 145.80
Pool Membership	\$ 0	\$ 0
Lessons	\$ 0	\$ 0
Rental	\$ 0	\$ 0
Concessions	\$ 0	\$ 0
TOTAL INCOME	\$ 20,959.98	\$ 20,959.98

<u>EXPENSES</u>	<u>MONTH</u>	<u>YTD 2023</u>
Bank Fees	\$ 0	\$ 0
Concession	\$ 0	\$ 0
Donations	\$ 0	\$ 0
Electric	\$ 723.13	\$ 723.13
Insurance	\$ 0	\$ 0
Landscaping	\$ 930.00	\$ 930.00
Legal + Acctg	\$ 340.00	\$ 340.00
License	\$ 0	\$ 0

2023 Newington Pool Summary

INCOME

Membership	\$48,328.00
Lessons	\$183.00
Rental	\$6,855.00
Concessions	\$5,492.18
Total	\$60,858.18

EXPENSES

Electric	\$7,594.00
Concession	\$2,774.10
WC Insurance	\$2,565.00
License	\$225.00
Phone	\$1,071.75
Pool Service	\$8,840.25
Water	\$3,039.40
Payroll	\$26,271.92
Payroll Taxes	\$5,143.46
Payroll Service	\$1,037.51
Trash	\$876.60
Total	\$59,438.99

Over/Short \$1,419.19

* * * Also had major leak repair>>>

\$6,285
\$7,800.00
\$11,500.00
\$3,955.00
\$29,540.00

Crystal Pool
Crystal
Coastal
US Aquatics start up
Total Repairs