

# NPEA Board Meeting

Newington Plantation Estates Association (NPEA) Board of Directors meeting was held via a virtual video link on December 4, 2025. It was called to order at 8:00 pm.

Board members in Attendance:

Larry Collett, President

Ed Kirsh, Vice-President

Justin Goethe, Secretary

Jennifer Roberts, Treasurer

Carolyn Gardner, Member-At-Large

John DuBose, Member-At-Large

Randy Sadler, Past President

## Notes

### Land Acquisition and Community Development

- The church land purchase in front of Flowertown is progressing smoothly with no current obstacles.
- The Summerville Methodist Church's purchase and multi-purpose room plan** is advancing well, confirmed by Larry Collett and supported by updates from Robert Pratt and Greg Cook (07:02)
  - The church has secured funds and aims to build the multi-purpose room before their sanctuary.
  - A hearing is expected since the land remains county property, with potential community input.
  - Randy Sadler shared that part of the land may be donated to the town for a park, enhancing neighborhood amenities.
- The timeline for church construction is long-term, possibly up to 10 years**, indicating no immediate changes to the neighborhood environment (07:49)
  - This long timeline minimizes immediate impact on local resources or traffic.
  - Larry emphasized the importance of ensuring donated land is designated specifically as a park.

### Financial Status and Dues Collection

- The HOA currently holds **\$38,000 in savings** with ongoing challenges in dues collection and payment processing (09:41)
- Jennifer Lea Roberts reported \$38,000 in savings, nearly \$9,000 in the pool account, and about \$8,800 in the general account, with 48 members having paid dues so far** (09:41)

- There is a technical issue in QuickBooks preventing pay-now buttons on over 500 invoices, causing manual toggling per street.
- Jennifer suggested processing payments street by street and is managing this despite limited personal time.
- She actively encourages early payments via Facebook and email despite some negative feedback from residents.
- **There are about 22 members behind on dues, with some owing as much as \$8,000 to \$10,000 due to accumulated late fees (13:42)**
  - Jennifer stressed willingness to initiate liens on delinquent accounts once covenant votes pass.
  - Late fees accrue at **\$5 per month** starting February 1st, with a payment deadline of January 31st.
  - The board aims for consistent enforcement, including lien filings through magistrate courts.
  - Jennifer highlighted challenges with foreclosed properties and unresponsive owners complicating collections.
- **The dues collection policy is firm: no waivers on late fees unless verified, and partial payments can freeze late fees (22:44)**
  - Jennifer has negotiated partial payments to stop fee accumulation while balancing fairness.
  - Justin Goethe requested formal documentation of the dues collection and lien process to reduce disputes.
  - Jennifer's approach balances firmness with community listening, which has improved payment rates over her terms.

### **Landscaping and Maintenance Budgeting**

- The board agreed that all landscaping and maintenance costs covered by contractor David should be paid entirely from the HOA account.
- **Larry Collett proposed keeping all of David's charges under HOA since he maintains common areas, not just the pool, which Jennifer and Randy agreed with (27:29)**
  - Splitting invoices between pool and HOA accounts would complicate accounting.
  - Extra work specific to the pool (e.g., storm prep) can be invoiced separately if needed.
  - This approach simplifies budgeting and clarifies responsibility for landscaping expenses.

### **Street Sign Repairs and Vendor Selection**

- The board plans to refurbish 41 community street signs, balancing cost, quality, and timely completion.

- **Randy Sadler highlighted the need to repaint and repair 41 street signs that are chipped, leaning, or damaged (30:37)**
  - Mark Bacher, a trusted local vendor, was proposed to handle the repairs
  - The board favors Mark's quality and familiarity but discussed the possibility of bidding to ensure fairness.
  - Larry Collett will first consult Mark for availability and pricing before deciding on a bidding process.
  - The board emphasized volunteer limitations and prefers a quick, reliable solution over prolonged procurement.

### **Meeting Procedures and Governance**

- The board is improving meeting formalities and documentation to ensure clarity and compliance.
- **Justin Goethe will coordinate meeting scheduling and logistics, including public notices, for upcoming in-person quarterly meetings starting in March (36:50)**
  - Randy Sadler confirmed meetings will be quarterly: December, March, and June.
  - The board agreed to review meeting rules and procedures, including Robert's Rules of Order, at the next meeting to standardize conduct.
- **Minutes management is being tightened, with Justin tasked to collect, review, sign, and circulate minutes for approval before posting (38:24)**
  - Some past minutes lack proper signatures, which are required for validity.
  - Justin will retrieve unsigned minutes from the website, get them signed, and work with Larry for reposting.
  - The board agreed that minutes must be signed by either the president or secretary before publication.

## **Action items**

### **Carolyn Gardner**

- Consider offering hard copies of covenants and bylaws to residents without Facebook access (02:20)

### **Jennifer Lea Roberts**

- Continue managing dues collection including manual QuickBooks toggling, follow up with residents ready to pay, and communicate about invoices and payment options (09:40)

### **Larry Collett**

- Monitor progress and update board on church land purchase and park donation; discuss further details with Greg Cook and others involved (04:55)
- Contact landscaping contractor David to confirm billing procedures; keep landscaping expenses consolidated under HOA account (28:50)

- Contact Mark Bacher about the street signs repair and repainting quote (31:50)

**Randy Sadler & Larry Collett**

- Coordinate on street signs refurbishment plan after hearing back from Mark (32:50)

**Justin Goethe**

- Verify quorum for meetings, coordinate notice and location for upcoming general meeting before elections, and send minutes for this meeting to board (03:10)
- Download unsigned minutes from last year, sign them, and send to Larry for posting on HOA website (39:00)

**Entire Board**

- Review proposed covenant changes and prepare for voting early January (35:00)

**Larry Collett & Board**

- Plan a session to educate members on meeting procedures and Robert's Rules of Order at next meeting (40:30)

Meeting adjourned at 8:58 by President Collett.

Minutes written by: Justin Goethe on 12-04-2025.

Minutes approved by: NPEA BOARD on 12/5/2025.

SIGNED BY .



Justin Goethe  
Secretary