

NPEA BOARD MEETING 11-8-2021

I. CALL TO ORDER: Board Meeting was held at Randy Sadler's home. Meeting was called to order at 7 PM, and all Directors were present:

President: Randy Sadler (843-875-7440) rsadler@sc.rr.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) lcollett@charlestonleaders.org
Past Pres: Thom Nolan (843-693-7604) npeanolan@aol.com

I. MINUTES: The 9-12-2021 NPEA Board Meeting minutes and 11-8-2021 NPEA General Meeting minutes were both presented. **Motion to accept both without changes made by Randy. Seconded by Mark. Approved by unanimous voice vote.** The 11-8-2021 NPEA General meeting minutes will need to be formally approved at the next NPEA General Meeting.

II. TREASURER'S REPORT: Jennifer Roberts. (Account Manager Mike Gobin was absent from the meeting.)

1. The 9-30-2021 treasurers' report presented at the 10-18-2021 HOA Meeting is still the most current.

Historical Comparisons from a decade ago are:

Account Balances (12/31/09) ... POOL:	\$428	GENERAL:	\$8,577	RESERVE:	\$18,388
Account Balances (12/31/10) ... POOL:	\$4,495	GENERAL:	\$18,401	RESERVE:	\$18,397
Account Balances (09/30/21) ... POOL:	\$19,744	GENERAL:	\$20,250	RESERVE:	\$90,693

2. Jennifer is considering a friendly meeting with those homeowners who are in arrears in dues to find a way to collect balances. She will remind homeowners that they can stop accumulating all additional late fees by paying only the annual dues that are in arrears.

3. NPEA is not required to keep separate bank accounts for the pool and general membership (independent checking and savings accounts). Since pool accounts belong to NPEA and are managed by NPEA, it would make more sense to include the pool and general membership accounts in a single financial account. **Randy moved to have Mike Gobin develop a proposed accounting report format that combines our pool account with our general account. If the format is found acceptable by the Board, then Mike will merge the accounts on 1-1-2022. Seconded by Thom. Approved by unanimous voice vote.**

4. Mike updated our Bank of South Carolina accounts to remove the past President and Treasurer and put the new President and Treasurer on the authorized signature list.

5. An independent account review (not an audit) must be completed during January thru March 2022. The swim team accounts need to be included in this review. Last year, we used a reasonably priced CPA located in Mt. Pleasant (he charged \$400). Mike has offered to contact a local CPA (Jan Waring-Woods in Summerville) to see if she could do the review at an acceptable price. **Thom moved to allow the President to spend up to \$800 to appoint a CPA to review our books. Seconded by Randy. Approved by unanimous voice vote.** The bylaws require the reviewer to be appointed by the President.

6. The NPEA by-laws require a bond for the treasurer "in the sum as the Board may require." Board directors have bond coverage under our insurance policy, and they felt it made sense that Mike Gobin should also be bonded. **Randy moved to have the Board purchase an insurance bond for up to \$400/yr. to cover Mike Gobin. Seconded by Thom. Approved by unanimous voice vote.** Thom subsequently verified with our insurance carrier that our Account Manager is covered under our Directors and Officers policy "for any claim arising out of property management services performed solely on behalf of the organization." No additional bond purchase is required.

7. We currently pay Mike \$400/month as our Account Manager, and he is requesting an increase to \$495/month. Randy said Mike's work for NPEA would be hard to replace, and others charge more for what he does. Management companies are receiving \$550-650 per month for just managing the billing for neighborhoods the size of 125 homes. Mike is an ex-NPEA board member and a former long-time Newington resident, so he knows our covenants, bylaws, and history. He appears at Board and HOA Meetings to answer questions, and collects payments at pool signups. Board members felt they could support the increase, provided a more detailed manager's contract was signed by Mike. **Thom moved to increase Mike Gobin's salary to \$495 per month in 2022, provided Randy**

wrote a new contract and provided it to the board for review/inputs. Seconded by Randy. Approved by unanimous voice vote.

8. Experience shows NPEA should maintain a checking balance of around \$20,000 to cover typical operating requirements. Our reserve accounts now have **\$90,693** (\$66,693 in money market and \$24,000 in CDs). This reserve is kept for things such as a potential clubhouse or emergencies such as legal issues. **Thom moved to have Mike purchase 12 additional one-year CDs (at \$2,000 each) so we will have a total of 24 CDs maturing and rolling over throughout the year. Seconded by Mark. Approved by unanimous voice vote.**

9. Electronic banking. Three options were discussed:

a. **Zelle.** Zelle transfers money directly between bank accounts, so it does not require a separate account or extra steps to obtain access to funds (like Venmo). While the Bank of South Carolina is not a Zelle participant, it will accept money transfers from banks using Zelle. This option is only available to homeowners with banks using the Zelle network.

b. **Square Reader.** Mike Gobin has a square credit card reader that we can use for those wishing to use credit cards. For this option, we would likely add a flat \$5 processing fee per transaction. We will ask Mike to establish pre-set dates when this option is available for use.

c. **Website Credit Card Reader.** Thom has explored electronic payments options with Synovus Bank for the pool and HOA payments. Currently we pay no monthly bank fees. For this website option, we would need a new type of checking account and credit card processing fees. The first-year expense to change to Synovus Bank is over \$2,000, and we would need to add a fee to each person's bill to pay for this convenience (maybe \$5 on top of each payment). Larry is familiar with electronic/website payments, and he said he will provide the board with some additional options to consider with respect to electronic payments.

III. COMMITTEE REPORTS:

a. **NEWSLETTER COMMITTEE.** Emily Vick (Chairperson) 843-343-2506 emvick@hotmail.com. Nancy Bacher has agreed to help Emily with the newsletter. The fall issue was mailed on 10-01-2021. The next required issue is in March 2022, but Emily may send out a newsletter at the beginning of the year.

b. **SOCIAL COMMITTEE.** Jessica Toolin (Chairperson) 843-666-1090 jessicatoolin@gmail.com. Jessica Toolin has agreed to revive the social committee. She is starting the committee with the people who helped her with the Halloween festival (Jessie Gardner, Charlene Kegg, Brenda Wylie, Laura Sheppard). In the past, NPEA had a social committee that hosted Easter egg hunts in Plantation Circle, Christmas parties at the Newington Cafeteria, and adult get-togethers at the pool. There are many potential events this committee might pursue on behalf of Newington. **Thom moved to approve up to \$400 per event (for up to 5 events per year) for Social Committee events. Seconded by Mark. Approved by unanimous voice vote.** The Social Committee agreed to deposit any cash donations received from businesses or individuals into a NPEA account.

c. **COVENANTS COMMITTEE.** Thom Nolan (Chairperson) 843-693-7604 npeanolan@aol.com. Thom Nolan has agreed to serve as chairman of the Covenants/Architectural Review Committee. The rest of the committee includes Randy Sadler, Fred Gleffe, Mark LaVigne, and John DuBose. Thom mentioned that a purchaser of 100 King Charles wants an approval letter to build a RV storage shed before closing. Thom told them to submit plans, but NPEA would not normally approve them before the property closes. They did not like that. They may go around.

d. **POOL COMMITTEE.** Kelly Roberts (Chairperson) 843-532-5159 klaroberts1960@gmail.com. Kelly has been very involved in the pool's operation for several years and she has agreed to serve as chairperson. Rick Leinster will remain on the committee. The rest of the committee includes Victoria Merritt, Rob Gross, Sarah Gibson, and Nancy Bacher. Mark will continue as the Board's liaison with repairs/pool company. Kelly has asked that pool matters, including requests for people who want to be on the pool committee, get forwarded to the committee so existing pool committee members can have inputs for the 2022 season. The Newington Pool had 146 pool memberships in 2021. HOA members approved the NPEA Board to spend up to \$5,000 to hire a company to remove plants and overgrowth from the perimeter of the Newington Pool. Mark LaVigne will arrange for a company to cut back foliage surrounding the pool.

IV. UNFINISHED BUSINESS:

a. **Off-Season Pool Maintenance.** At the last Board meeting, Brian Graham suggested that once the pool season ended, the pool should be maintained by the NPEA HOA, not the pool committee. Merging accounts may make this suggestion moot.

b. **Board Decisions via Email.** E-mail decisions may be made by a majority vote of the Board provided no Board member objects. If there is an objection, the question will be deferred until the next Board meeting. No e-mail decisions have been made by the Board since the 9-12-2021 Board Meeting.

c. **Parking Lot.** Members have authorized the Board to spend "up to \$5,000" to make improvements in the NPEA pool parking area. Action has been deferred pending a decision on the proposed community building project. STILL OPEN.

d. **Luden Sign.** Thom explained how the Luden entrance sign will look. **Mark moved to approve up to \$500 to authorize Thom to purchase a new sign for the Luden entrance. Seconded by Jennifer. Approved by unanimous voice vote.**

e. **Virtual Meeting.** At the last Board meeting, members discussed the feasibility of conducting a virtual HOA meeting. This discussion was resumed at this meeting. Board members generally felt that trying to hold a live, virtual meeting was not feasible for a large HOA meeting. **Thom moved to put the Board on record as opposing a virtual HOA meeting. Seconded by Larry Collett. Approved by unanimous voice vote. ITEM CLOSED.**

f. At the last HOA meeting, a member asked to have NPEA committee minutes posted on the website. Randy agreed, and said we will begin including any committee minutes as attachments to Board minutes. That way, they would be available on the website.

V. NEW BUSINESS:

a. **WEBSITE.** Larry Collett said he would be willing to help with any technology needs including hosting the website on one of his Amazon AWS servers. Having a tech company for over nine years afforded him the opportunity build some good platforms and communication processes. He would be willing to build a site and cover the costs of running it. The Board will obtain more information on Larry's proposals.

b. **COMMUNITY CENTER PROJECT:** NPEA will need to know if there are regulations, extra costs, or anything else that will prevent the construction of a Newington clubhouse. We also need to develop project estimates. Thom agreed to serve as the point-of-contact for this project, and he will solicit preliminary professional feedback on its feasibility.

c. **Other Items?** None.

VI. MEETING ADJOURNED. John moved to adjourn the meeting, and Mark seconded the motion. Meeting was adjourned at 9:27 pm by President Sadler.

Minutes Written by: Kelly Roberts 11-8-2021

Minutes Approved by: NPEA BOARD 11-22-2021


RANDY SADLER, President, NPEA

NEWINGTON PLANTATION ESTATES ASSOCIATION
HOA GENERAL- SEPTEMBER 30, 2021

	CURRENT MONTH	9 MONTHS YTD- 2021	9 MONTHS YTD- 2020	12 MONTHS YTD- 2020
INCOME				
HOA DUES	370.00	40,450.01	55,853.07	75,603.07
ADS	0	45.00		
OTHER	0	80.92	0	0
TOTAL INCOME	370.00	40,575.93	55,853.07	75,603.07
EXPENSES				
BANK FEES	0	87.77	0	0
DONATIONS	0	0	300.00	300.00
INSURANCE	0	4,388.00	4,054.00	4,054.00
LANDSCAPING	500.00	3,775.00	3,985.54	4,785.54
LEGAL & ACCTG	0	0	260.00	260.00
MANAGEMENT FEE	800.00	4,000.00	3,200.00	4,400.00
MISC	0	0	40.89	240.89
NEWS & POSTAGE	600.30	1,040.30	220.00	1,180.37
PROPERTY TAX	0	0	0	890.14
REPAIR & MAINT	0	12,118.83	9,743.26	9,963.26
SCEG	64.28	542.84	515.40	695.13
SCPW	33.98	306.08	275.00	371.10
SIGNS	0	0	0	0
SUPPLIES	0	153.25	142.15	744.14
TOTAL EXPENSES	1,998.56	26,412.07	22,736.24	27,884.57
PROFIT/LOSS	-1,628.56	14,163.86	33,116.83	47,718.50
(TRNSF TO POOL)	0	10,000.00		10,000.00
(TRNSF TO SAVINGS)	50,000.00	50,000.00		

BANK BALANCE- CHECKING AS OF 09/30/2021 = \$20,250.77
 BANK BALANCE- SAVINGS AS OF 09/30/2021 = \$66,693.08
 12 CERTIFICATES OF DEPOSIT AS OF 09/30/2021= \$24,000.00

TOTAL = \$110,943.85

NEWINGTON PLANTATION ESTATES ASSOCIATION
POOL- SEPTEMBER 30, 2021

	CURRENT MONTH	9 MONTHS YTD- 2021	9 MONTHS YTD- 2020	12 MONTHS YTD - 2020
INCOME				
MEMBERSHIP	0	48,107.50	35,646.00	35,646.00
CONCESSIONS	518.00	4,362.50	4,317.00	5,361.00
RENTAL & PARTY	350.00	3,660.00	225.00	1,725.00
GUESTS & LESSONS	24.00	448.00	560.00	560.00
TOTAL INCOME	892.00	56,578.00	40,748.00	43,292.00
EXPENSES				
ATT- PHONE	125.80	907.45	414.49	941.71
BANK FEES	0	47.20	0	0
CONCESSION SUPPLIES	0	2,268.74	2,255.65	2,255.65
CPW- WATER	312.83	1,459.07	953.87	1,183.64
INSURANCE	0	2,827.00	2,990.00	8,022.00
LICENSE	0	225.00	225.00	225.00
PAYROLL - WAGES	2,081.50	18,810.87	20,455.33	20,720.35
PAYROLL -SERVICE	143.25	1,531.37	1312.01	1,302.98
PAYROLL -TAXES	613.07	4,096.92	4,291.42	4,291.42
POOL- SERVICE	2,040.00	10,080.00	8,910.00	10,880.00
POOL- SUPPLIES	42.09	270.92	798.97	798.97
POOL- R&M	353.05	2,653.62	2,353.28	2,834.28
SGEG- ELECTRIC	654.09	4,766.64	5,267.81	7,465.92
TRASH	0	285.00	260.00	330.00
MISC	0	0	250.00	254.00
TOTAL EXPENSES	6,365.68	50,229.80	50,737.83	61,505.92
PROFIT/LOSS	-5,473.68	6,348.20	-9,989.83	-18,213.92

(TRNSF TO/FROM GENERAL) 0 10,000.00

BANK BALANCE- CHECKING AS OF 9/30/2021 = \$19,744.95

Social Committee Meeting 11/3/2021 Notes:

Halloween Events was a hit!

Next time: more food trucks, crafts without drying needed, and a microphone!

Account: open an activities account- this way we can make sure to count for all money, as well as report to HOA as needed. Fundraising/ etc.

Next event: Small Business Event

Small Business Event for a fundraiser/ way to promote small business owners in the hood

12/5/21 1-3 pm. 30 minutes to set up and take down

Food Trucks? Yes, food, dessert?

Need to make vendor application- pdf and excel?

Post to neighbors first: start 11/6 for neighborhood to decide on entering as a vendor

Open to everyone 11/13 for the public to sign up for the tables

Do we want to make a sign for the beginning of the pool road- saying to park in the school parking lot?

Table sign for those who have ordering as an offer: The Newington Plantation Social Committee is not responsible for undelivered items. Please contact your vendor for any order concerns. Thank you! *This can also be part of application*

All spots will be numbers by who signs up first, need to make sure there are no duplicates in MLM businesses.

Christmas event:

Undecided on date currently, possibly 12/23 2-4:30 pm

Have Santa, and Eric Bowland has offered to take photos of children with Santa

Find a Santa- need a volunteer

Need a nice chair for Santa to sit in

Crafts? Games?

Cookies and Cocoa with Santa- name of the event? (cookies, little debbie's and hot cocoa)

Ask Will Q to do a hayride during the event- worked great for the littles at Halloween

Parade will follow at 5 pm

Tim Lowry- can he tell Christmas stories?

Do we want to get donations for the prizes for the Yard Awards? Ask for the HOA to cover?

Yard Awards: Most Grizwald Yard

Most Classic Yard & Most Festive Yard

Followed by Charlie Brown Christmas in the Square-

?can we have a fire up there too? Kids may try to push into it!- NO!

Next meeting to discuss the Christmas Event more in detail: 11/11 7-8.