

# NPEA HOA GENERAL MEETING AGENDA

April 15, 2024

- I. **CALL TO ORDER:** The Fall Newington Plantation Estates Association (NPEA) homeowners meeting was held at the Newington School Cafeteria on April 15, 2024. It was called to order at \_\_\_\_\_ by President Collett. All Board members were in attendance except for \_\_\_\_\_. Mike Gobin, Newington's financial manager, was unable to attend the meeting.

List of Board Directors:

President: Larry Collett (843-323-2935) [president@npeasc.com](mailto:president@npeasc.com)  
Vice-Pres: Emily Vick (843-343-2506) [vicepresident@npeasc.com](mailto:vicepresident@npeasc.com)  
Treasurer: Jennifer Roberts (843-607-8821) [treasurer@npeasc.com](mailto:treasurer@npeasc.com)  
Secretary: Kelly Roberts (843-532-5159) [secretary@npeasc.com](mailto:secretary@npeasc.com)  
At-Large: John DuBose (843-870-5338) [memberatlarge@npeasc.com](mailto:memberatlarge@npeasc.com)  
At-Large: Carolyn Gardner (843-864-4000) [memberatlarge@npeasc.com](mailto:memberatlarge@npeasc.com)  
Past Pres: Randy Sadler (843-875-7440) [pastpresident@npeasc.com](mailto:pastpresident@npeasc.com)



- II. **VISITOR:** Dr. Shane Robbins, Dorchester District Two Superintendent, has asked to speak to our homeowners regarding the upcoming Referendum and vote, which will include discussing construction and improvements to Newington Elementary School..
- III. **MINUTES:** The October 23, 2023 NPEA General Meeting minutes were approved by the Board and posted on the Newington website ([www.NPEASC.com](http://www.NPEASC.com)). See attached minutes.
- IV. **TREASURER'S REPORT:** Jennifer Roberts, Treasurer.
- A. **Report.** The most current NPEA financial report was provided (see attached).
  - B. **Financial review.** The CPA review of our books was delayed because the Newington Financial Manager was late getting the information to the CPA. The results of the CPA review will be posted on the website when it is completed.
- V. **REPORT OF THE BOARD:**
- A. **Pool Beautification Project.**
    - 1. The board approved up to \$5,000 to clean the pool area and pressure wash the pool deck and chairs (\$650), to paint the concession area walls and floor (\$2,210), and to build a removable wall to enclose the community center for events (\$963), as well as to rebuild the concession island.
    - 2. Pool Fence Maintenance. The board approved up to \$5,000 to replace a worn-out and weakened kid pool fence to bring it to an appropriate and safe height that is also taller to prevent guests from sitting on it, which has caused the fence to deteriorate (replacement estimate \$4,300).
    - 3. Three Additional Pool Maintenance Items. The board approved \$3,480.27 to replace a variable flow pump that stopped working (\$1,777.50), to replace a leaking pool valve (\$875.00), and to replace the faded plastic signs for pool rules and "No Lifeguard on Duty" with metal signage that resists fading in sunlight (\$827.77).
  - B. **Board Portal.** We are developing a digital board portal that will hold all documents relating to the association, board of directors, and general meeting information with a focus on full transparency and enhanced communications. It is a goal of the board, in developing this portal, that it will assist in the succession planning process and strategy for the replacement or passing on of leadership roles.
  - C. **Financial Oversight and Records Conversion.** Board President, Larry Collett, met with Mike Gobin, Account Manager, to discuss current financial records. During this meeting, a financial records conversion was discussed to go from general ledger to all digital, Quickbooks Online. This is in progress and will take up to 90 days to complete the full historical data conversion. Data from this conversion will also be used online in the homeowners dashboard to see historical data, HOA due balances, etc. A financial review / audit was also discussed and we are in the process of talking with third-party accounting firms to conduct this review. After the conversion is

completed, it will be discussed at that time with Mike Gobin if he will continue in the role that he serves. If it is determined that Mike Gobin will no longer continue in this role, an RFP and/or search for a third-party vendor (individual) to fill that role will begin.

- D. **Communications.** We are in the process of improving overall communications on the website with the introduction of an AI-driven chatbot that can answer most questions related to our neighborhood and association. A digital email newsletter will also be released when the next newsletter is sent. You can opt-in to the newsletter on the NPEA website.
- E. **Discussion on Possible Covenant Changes.**
  - 1. Board member, Randy Sadler, brought up for discussion the possibility of creating a fine for NPEA covenant violations. The Board discussed the pros and cons of allowing a \$25 fine for NPEA covenant violations. No decision was made. Randy will try to obtain additional information on this potential option from our attorney.
  - 2. The Board discussed the possibility of raising our existing annual HOA cap by \$50 or \$100 at some time in the future. No decision was made.

This was only a preliminary discussion of these items and Board members agreed to table further discussion until our next Board meeting.

- F. **Landscape Maintenance Fee Increase.** Landscaping Company, “Fresh Cuts”, proposed a maintenance schedule change which includes two additional visits to the Lee Street entrance. These additional visits would incur an increase of annual maintenance services of \$675.00. Randy made a motion to accept Fresh Cuts proposal, Jennifer 2nd the Motion All voted yes to accept.

## **VI. COMMITTEE REPORTS:**

- A. **POOL COMMITTEE.** Kelly Roberts (Chairperson) 843-532-5159  
poolcommitteechair@gmail.com. Committee members: Victoria Merritt, Jena Ferguson, Rob Gross, Sarah Gibson, Natalie Clark and Nancy Bach
  - 1. **Upcoming Pool Season.** The Pool Committee met on January 30, 2024 to establish the 2024 season which includes open/close dates and daily hours. In addition, the committee is pleased to keep pool membership rates the same for another year (2024). This decision is based on the DD2 school year which is a shorter summer.
  - 2. Please see the HOA website for pool info and pool forms.
- B. **SOCIAL COMMITTEE.** Jessica Toolin has come back to the social committee and is currently looking for additional volunteers to serve on the committee and/or volunteer at community events. Anyone interested in serving should contact Jessica Toolin.
- C. **COVENANTS COMMITTEE.** We currently have an ARC composed of some board members and some volunteers.. Boat, camper, and large trailer parking violations continue to be a problem. The Association may need to improve our covenant enforcement options to get better compliance. This is a topic the new Board is currently discussing. If anyone is interested in participating on this committee, please contact ARC Chair, Randy Sadler..
- D. **COMMUNICATIONS (NEWSLETTER) COMMITTEE.** Emily Vick. If you have any articles that you wish to submit for the next newsletter, you can contact Emily Vick at vicepresident@npeasc.com.
- E. **COMMUNITY CENTER DESIGN COMMITTEE.** This is a brand new committee that is currently looking for volunteers to serve on this committee.

## **VII. OLD BUSINESS:**

- A. **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 to spread a load of gravel and possibly get a new bike rack. Action has been deferred pending a decision on the proposed community center project. STILL OPEN.
- B. **Lee Street Entrance.** The Board has authorized up to \$1,000 to troubleshoot and fix the water service at the Lee Street entrance. The sprinkler system is operating, but the controller clock display is not readable. STILL OPEN.
- C. **NPEA Meeting Signs.** On 6-26, the Board approved the purchase of three HOA meeting signs for up to \$300.00. STILL OPEN.

**VIII. NEW BUSINESS:**

A. **Next HOA Members Meeting.** The Fall NPEA Meeting is scheduled for October 2024, at the Newington Elementary School cafeteria. The exact date will be provided in the Fall 2024 newsletter.

B. Any other new business?

IX. **MEETING ADJOURNED:** (Goal by 8:30 – We must be out by 9:00 pm)

Moved to adjourn the meeting by \_\_\_\_\_, and \_\_\_\_\_ seconded the motion. Meeting was adjourned at \_\_\_\_\_ by President Collett.

Minutes Written by: Kelly Roberts on \_\_\_\_\_.

Minutes Approved by: NPEA BOARD on \_\_\_\_\_.

SIGNED

LARRY COLLETT  
NPEA President

NEWINGTON PLANTATION ESTATES ASSOCIATION  
 FINANCIAL STATEMENT  
 March 31, 2024

INCOME	MARCH	YTD 2024
Hoa Dues	1,658.18	31,963.98
Advertising		
Interest		
Other	0	0
Pool Membership	3,410.00	3,410.00
Lessons	0	0
Guests	0	0
Rental	0	0
Concessions	0	0
<b>TOTAL INCOME</b>	<b>5,068.18</b>	<b>35,373.98</b>

EXPENSES	MARCH	YTD 2024
Bank Chgs	108.92	185.85
Concessions	0	
Donations	0	0
Electric	573.33	1,709.49
Insurance	0	0
Landscaping	0	1,325.00
Legal & Acctg	0	0
License	0	225.00
Management	495.00	1,485.00
Miscellaneous	100.00	275.00
News & Postage	68.00	136.00
Phone	156.48	469.25
Pool Service	1,181.25	4,725.00
Property Tax	0	0
Repair/Maintenance	5,171.82	5,171.82
Social Committee	388.30	388.30
Supplies	409.11	409.11
Water	105.49	333.11
Trash	86.80	260.40
Payroll	0	0
Payroll Taxes	0	0
Payroll Service	0	0

	<u>DECEMBER</u>	<u>2024 YTD</u>
<u>TOTAL EXPENSES</u>	<u>8,844.50</u>	<u>17,098.33</u>
<u>OVER/SHORT</u>	<u>-3,776.32</u>	<u>18,275.65</u>

BANK BALANCES - 3/31/2024

<u>CHECKING</u>	<u>\$39,980.76</u>
<u>SAVINGS</u>	<u>\$56,922.43</u>
<u>CD'S</u>	<u>\$48,000.00</u>
<u>TOTAL</u>	<u>\$144,903.19</u>