

NPOA Board Meeting Minutes

01/21/2021

Members Attending: Jo Cooper, Mike Hardin, John Bullard, Joe Liotta, Dale Mitchell, Lynn Olmsted, Michael Cobb, Ed Heflin and Judy Gais

Guests: James McNeill, Attorney, Suzanne Tovo, Co-Chair ARB and Jimmy Paulk, General Manager

Jo Cooper opened the meeting at 5:38pm. Jo asked for approval of the December 2020 minutes. Mr. John Bullard asked to have additional numerical information included for the Treasurer Report for December. Mr. Bullard made a motion to approve the December minutes once the correction was made, Mr. Lynn Olmsted second. Motion passed pending correction to minutes.

Jo Cooper called upon Suzanne Tovo to present the ARB Report. Mrs. Tovo had three items to bring to the attention of the NPOA Board:

- 1) Lot #450 Saint Mellions Drive – Owner has requested removal of a tree which is leaning towards the home. Mrs. Tovo indicated she is aware of the desire for the residential community to retain trees. In the past, National #9 has worked with the U.S. Fish & Wildlife Service in regard to Long Leaf Pines and the Red Cockaded Woodpecker. She further stated Mr. Jim Pierce, ARB Co-Chair had reviewed the request and the ARB had denied the request. However, after further discussion with the owner, Mrs. Tovo is bringing the matter to the NPOA Board for input and decision. Board members discussed and reviewed the pictures presented by Mrs. Tovo. John Bullard made a motion to approve the removal of this tree, and Lynn Olmsted second. Mike Hardin abstained. Motion passed.
- 2) ARB Fee Increase – Mrs. Tovo informed all board members a meeting was held between Jo Cooper, Dale Mitchell, Jim Pierce and Suzanne Tovo to reiterate the ARB Co-Chairs concern about the increase in the ARB Fee. (During the latter portion of the meeting, the NPOA Board members discussed the increase in fees and agreed the decision to raise the ARB fee stands.) As indicated in previous minutes, the increased fees will begin April 1, 2021.
- 3) Lot #23 Greystone Court – Mrs. Tovo discussed the owners concern regarding the ongoing drainage issue. She indicated the ARB Co-Chairs have reached out to the prior ARB Chair, Mr. Kirk Velett, for any prior information he may have had concerning this lot and drainage. At this time, the owners have reached out to Butler Constructs.

Mr. Mike Hardin posed a question to Mrs. Tovo concerning the ARB prior approval of a three foot fence on a new home. Mrs. Tovo indicated the fence was approved as a dog fence and not a property line fence. Further questions were asked as to interpretation of the Bylaws and Covenants regarding

installation of any fences in the residential community and consistency of interpretation. Jo Cooper asked to have the item readdressed at the February NPOA Board Meeting.

Jo Cooper called upon Jimmy Paulk to present the General Manager's report. Mr. Paulk addressed the following items:

- 1) Butler Constructs team completed all NPOA jobs contracted for (Royal Dublin Drive, Fortrose Circle, Levin Links and the installation of a 2 inch drain pipe on National Drive).
- 2) Security report indicates operation is running smoothly.
- 3) Maintenance and Landscape work is currently being managed by a two man team, and results show a phenomenal job is being done.
- 4) Butler Constructs has provided a bid for replacement of current 12 inch drain pipe on Lot #36 (257 National Drive). The current drain has been scoped and at least a 100 foot section of the pipe is broken. Owner has reported a settlement of his driveway has resulted from this issue. Jo Cooper asked to have the NPOA Board members review the drain area and/or drain pipe scope video. Michael Cobb made a motion for the Board members to allow time for Board members to review and then vote electronically on project, John Bullard seconded. Motion passed. Jo indicated she will send an email within seven days to allow Board members time to review and then vote on approval to proceed and accept bid.

Jo Cooper informed the Board that the Covenant Amendments (DC&R) regarding any bulk service agreements voting was completed on December 15th @ 5:00pm EST. All votes were manually counted, tallied, and reviewed by Jo Cooper and Judy Gais. Further review of the ballots and vote counts in light of the present DC&R Amendment dated 4/15/2009, indicating 471 lots and Section 3.3 Voting; were addressed by the Board's attorney, Mr. James McNeill with a preliminary meeting held on January 12, 2021 at 3:30pm with John Bullard, Michael Cobb, Jo Cooper and Judy Gais. The 312 votes required for passage of the Covenant Amendments was based on 67 percent of 465 lots for which NPOA dues are assessed; 3 unbuildable lots are not included in the 465 total. Jo Cooper requested the Board to enter Executive Session for further discussion of this matter at 6:21pm.

Regular session of the NPOA Board meeting was resumed at 6:50pm.

Jo Cooper asked the Board for a motion regarding acceptance or non-acceptance of the votes received as is. Michael Cobb made a motion to accept the 313 votes, John Bullard seconded. Motion passed with Ed Heflin, Lynn Olmsted, Dale Mitchell, Joe Liotta, Mike Hardin, Michael Cobb and John Bullard for. Jo Cooper and Judy Gais opposed. Jo Cooper asked Mr. Cobb to prepare the notice to all residents on outcome of the ballot vote and acceptance of the votes. Jo Cooper also indicated the next step for the Board is to work with Mr. McNeill on the amendment prior to recording, and thus asked for two volunteers from the Board. John Bullard and Michael Cobb volunteered to work on recordation of amendments with Mr. McNeill.

Jo Cooper called upon John Bullard for the Treasurer's Report. Mr. Bullard presented the P&L Report, P&L Budget Performance Report, Balance Sheet for December, along with the A/R Aging Summary Report (as of 01/21/2021). Mr. Bullard indicated the monthly net revenue after expenses for December 2020 was \$10,922.81. The annual net revenue available as of 12/31/2020 for transfer to the Capital Reserve Account was \$66,703.95. John Bullard made a motion to move net income into the Capital Reserve Fund, Dale Mitchell second. Motion passed.

Jo Cooper called upon Joe Liotta to present the Security Report. Mr. Liotta presented the following:

- 1) Bonus checks were given to Security staff in person, and an expression of appreciation for their work was relayed to each person. (Bonus checks were also delivered to other staff in person.)
- 2) Speed bumps at the visitor entrance (front gate) are working well.

Jo Cooper called upon Mr. Ed Heflin for the Beautification and Maintenance Report. Mr. Heflin addressed the following items with the Board:

- 1) 2019 Road Analysis Report was presented to the Board for review.
- 2) Recommended Paving Report for the beginning of the year was provided. Quote for the 4380 foot work has not been obtained yet.
- 3) Greencastle and Dungarvin drainage issues needs to be reviewed for 2021. [NPOA Board members discussed the option of using a retention pond on a vacant area. More information will need to be provided for any possible solution to this issue.]
- 4) Prestonfield Drive will have new home construction soon and a review of the drive reveals the end of the street as bad and may hamper any construction or delivery trucks from accessing. More information and review will be required before any request for paving approval is made. Batten Court also will have new construction and will be reviewed.

Jo Cooper indicated these items addressed by Mr. Heflin will need to be reviewed by the new NPOA Board in March, especially in light of any expenditure approvals. At this time, the Board is preparing the financial books for audit.

Jo Cooper called upon Mr. Lynn Olmsted for information which he wanted to address in regards to Lot # 107 (180 National Drive). Mr. Olmsted informed the board of new groundwater now flowing onto this property.

Jo Cooper recommended the Board to begin consideration of retaining a water engineer with expertise and experience to review and recommend effective measures for water drainage issues as these arise at National. Jo further stated this would be a benefit to the Board, and the residents, especially in light of the continued builds which are occurring within National. Consensus of the present Board was to review and analyze the need for an engineer at the next meeting for consideration of potential contract.

Jo Cooper called upon John Bullard to share any information concerning the Nominating Committee's action thus far. Mr. Bullard indicated the committee consists of Michael Cobb, Dale Mitchell, Ed Heflin

and himself. The committee had met at Mr. Heflin's home and discussed the vacancies and potential candidates, and presentation of candidate names will be made at the February Board meeting.

A motion for adjournment was made and approved at 7:29pm EST.

Respectfully submitted,

Judy Gais, Secretary