

**December 1, 2021 Meeting
Of The Board Of Directors
Newberry Station Homeowners Association, Inc.**

I. CALL TO ORDER 7:05 PM

Board Attendees: Brandon Farlander
Mario Alberto Rivera
Mark Sajbel
Michael Miller

AECC: John Oktavec

Management: Lisa Horton

II. MINUTES

Mr. Farlander moved to accept the minutes of the November 1, 2021 Board meeting. Mr. Rivera seconded the motion. Passed unanimously.

II. BUDGET

Mr. Miller noted that at the last Board meeting, the Board voted \$450 in prize money. There is no corresponding budget line item for that expense. Mr. Miller moved to add a new line item under the classification 8000 Administrative and Management for "Miscellaneous Board Expenditures" for \$2,000 and lower the amount planned for line item 6202 "Landscaping" from \$8,125.80 to \$6,125.80 (seeing as the Association spent \$0 for that line item this year). Mr. Farlander seconded; passed unanimously.

The Board had tasked Ms. Horton to correct the classification of three Reserve Items having to do with the replacement of the electrical panels in the clubhouse, which were erroneously labeled "Electric repair" and assigned to 6305 "Common Area Maintenance"; and also with erosion control measures (labeled Drainage issue) also assigned to that operating line item. Moreover, four items of tree work had also been assigned to that operating line item which should have been assigned to 6240 "Tree trim and removal". These were the subject of checks written in April and July 2021.

Mr. Miller added that the November 2021 "Sorted Accounts Payable Purchase Journal" had assigned \$2,281 to "Install Flood Lights" to 6305 "Common Area Maintenance"; this in reference to the fact that the Board authorized upgrading all street lights owned by the Association to LEDs; this is a Reserve Expense and should have been classified as such. That same Journal had also assigned \$1,475 to 6305 "Common Area Maintenance"; again this properly is classified as 6240 "Tree trim and removal". The Board tasked Ms. Horton at this meeting to assure that all

misclassifications are corrected before the closing of the books on fiscal year 2021.

III. CONTRACTS

A. TRASH

Nightengale Trucking Co. had submitted an offer to renew trash collection at a cost of \$3,052 per month for three years for service dates January 1, 2022, through December 31, 2024. Mr. Farlander moved to accept the offer; Mr. Sajbel seconded the motion. Passed unanimously.

B. POOL/CLUBHOUSE CONTRACTS

Ploutis Contracting had submitted an offer of \$6,500 to perform the following work in the pump room.

- *Remove and dispose 1/2 drywall from 2 walls – 180 sq. ft.*
- *Install R-19 insulation – 180 sq. ft.*
- *Remove and dispose 1 x 4 trim around 1 double door, 1 single door, and 2 air vents.*
- *Install PVC sheets to 2 walls – 3/8 x 180 sq. ft. PVC Sheets Note: Includes 2 panels at 2 air vents – each 3 x 4' PVC.*
- *Install new PVC trim around 1 double door, 1 single door, and 2 air vents – 1 x 4 x 67.*
- *Install new PVC base – 1 x 4 x 24'.*
- *Remove existing single door and dispose.*
- *Install new single fiberglass door – Smooth Star 36" x 80"*
- *Prepare and paint newly installed door. Exterior Side: Black gloss – 2 coats. Interior Side: White gloss – 2 coats.*

Mr. Miller moved to accept the offer to be paid out of Reserve Funds. Mr. Rivera seconded the motion. Passed unanimously.

The Board deferred until Spring (when tables and chairs are moved out of the locker rooms) any work on examining the HVAC unit in the clubhouse attic; and also replacing the three ceiling fans in the locker rooms.

Mr. Carey reported that the electrical panels have been correctly marked.

C. BENCHES

Mr. Farlander moved to buy two additional “ULTRASITE Recycled Plastic Outdoor Bench, Gray, 72 in Length” benches at a price of not to exceed \$2,400 for both (to be paid out of Reserves). Mr. Rivera seconded the motion. Passed unanimously.

D. REPAIRS TO SIDEWALKS AND ASPHALT TRAILS

Even though the work cannot be performed until Spring, the Board nonetheless tasked Ms. Horton to email the Budnik draft RFP to the Board for review and following Board review to vendors.

E. ARBORIST

Ms. Horton will solicit for the services of an arborist.

IV. CAR THEFTS

The Board will consider re-establishing a Neighborhood Watch Program; the Board tasked Ms. Horton to ascertain the costs of signs warning intruders of the existence of that Program.

The Board tasked Ms. Horton to investigate the costs of putting a solar powered camera with a motion detector at each entrance to the community, installed on the school bus stop building on Stationhouse Court and on posts at the Hamilton Road entrance off Ona Drive and on the Shannons Landing Way entrance off Newington Road. The Board also tasked Ms. Horton to contact the Board's attorney to ascertain whether there are privacy issues to installing such cameras.

V. CLOSE

Mr. Sajbel moved to close the meeting; Mr. Farlander seconded. Passed unanimously.