



HOA Board Special Meeting Agenda

12/18/2023

1. Call to Order – time 5:30 PM
2. Roll Call: NMP HOA Board: Barry Vickery, Bill Connell, Marion Mahaffey, Donna Harvey, Mary Ann Anziano, Connie Perkins
3. Roll Call: NMP Residents: Gail Drudge, Robin Connell, Ron & Patty Weese, Darrell & Joni Fry, Rebecca Stout, David & Vickie White, Kim Marks, Merle Milburn, Henry King, Valerie Soukup, Billy Harvey, Greg Irvin, Roger & Melanie Hellman, Barbara & Dave Robbins, Nina Hale, Greg Perkins, Carol & Brian Johnson
 - a. NEW Business – Mary Ann informed everyone that Colby (In the Shade) will be starting a new business that offers handyman work.
 - b. Marion reminded everyone that if they wanted to participate in the group gift for the mail carrier it needed to be submitted to her by 12/21.
 - c. Board discuss and vote to appoint Bill Connell as Treasurer – motion was made, seconded and passed with a unanimous vote.
 - d. Board to discuss and vote to appoint Dave Robbins as Vice President – motion was made, seconded and passed with a unanimous vote.
 - e. 2024 Budget review and discussion Bill explaining 2024 budget.

PLEASE REFERENCE ATTACHED BUDGET SHEET

- Landscaping is the most expensive – 65% budget – 71.50 per house.
 - Maintenance cost 16% of budget
 - The cost includes 5950.00 for removing brush overgrowth and repairing.
 - Jackson EMC represents 7.6% of total budget.
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- Contingency Fund - \$2400.00 or 4% of the total budget – will stay untouched
- Matt Richardson is supposed to fix road
- Minor expenses – new checks, gate cell service – go daddy web hosting; insurance for the clubhouse; clubhouse furnishing; miscellaneous expenses – cleaning; office supplies and miscellaneous items
- Revenue; \$1200 HOA dues, \$55.00 given to Bill by Melanie, which is used for helping with food needed to residents due to sickness, deaths etc.

Open floor for community questions –

- i. Billy Harvey asked if contingency same as reserved – yes
- ii. Goal is to have as much money as possible to put in the contingency fund
- iii. Barry spoke to Public Development at the county concerning the City requiring us bring the detention pond up to code. Due to new regulations forthcoming it was suggested we make the necessary repairs before we are forced to. Bill received 4 quotes to have the pond repaired, cleaned and a new gate installed for equipment access.
- iv. David White mentioned the \$6100,00 was considered contingency funds, the board determined it wasn't as the December landscape and electrical invoices would have been paid from those funds either way.
- v. Everything explained tonight on the budget has been reviewed by the attorney.
- vi. Barry is having the Director of the Roads Department with the county evaluate our road by the new homes to determine what needs to be done to repair them. Once this occurs he will obtain a quote for the work.
- vii. Bill Connell explained what the developer should do.

- viii. Barry said he will discuss in the springtime the most economical way to visually enhance the common area between the two newly built homes, perhaps a community donation/workday.
- ix. Bill Connell explained that the board approached the budget preparation with the mindset of not raising the HOA dues for 2024.
- x. Mary Ann explained the difference between a detention and retention pond. A Detention pond is designed to slow water flow downstream whereas a retention pond is design to retain water (Estates pond is a retention pond).
- f. Board to vote on acceptance of 2024 budget: Motion was made, seconded and passed with a unanimous vote.
- g. Board to vote on raising the initiation fee for new homeowners: – Motion was made, seconded and passed with a unanimous vote.
- h. Board to vote on fee adjustment: Motion was made, seconded and passed with a unanimous vote.
- i. A ballot for a community vote on items f, g and h will be distributed to the community for a community vote. Ballots to be returned by 6pm on 12/21/23.
- j. A reading of the votes will occur at the clubhouse at 6:30 on 12/21/23

4. Adjourn at 6:22

Signature of Northminster of HOA Secretary Constance Perkins

NORTHMINSTER PLACE HOA
2024 BUDGET SUMMARY

	PROJECTED	ACTUAL	REMAINING
2024 TOTAL FUNDS	\$ 61,445.26	\$ 6,455.00	\$ 54,990.26
EXPENSES			
CITY OF JEFFERSON -WATER	\$ 691.80	\$ -	\$ 691.80
JACKSON EMC - ELECTRIC	\$ 4,621.92	\$ (42.41)	\$ 4,664.33
LANDSCAPING - OVERALL	\$ 40,037.00	\$ -	\$ 40,037.00
BANK OZK BANKING FEES	\$ 26.00	\$ -	\$ 26.00
GATE CELL SERVICE	\$ 98.88	\$ -	\$ 98.88
GO DADDY WEB HOSTING	\$ 149.20	\$ -	\$ 149.20
CLUBHOUSE FURNISHINGS AND SUPPLIES	\$ 435.84	\$ -	\$ 435.84
CLUBHOUSE, GATE, & COMMON AREAS INSURANCE	\$ 1,540.98	\$ -	\$ 1,540.98
MAINTENANCE COSTS - Gate & Pond, Tree removal in common areas, etc.	\$ 9,572.02	\$ -	\$ 9,572.02
MISCELLANEOUS EXPENSES - OFFICE, CLUBHOUSE, GATE, COMMON AREA	\$ 1,800.00	\$ -	\$ 1,800.00
CONTINGENCY FUND CONTRIBUTION	\$ 2,400.00	\$ -	\$ 2,400.00
TOTAL EXPENSES	\$ 61,373.64	\$ (42.41)	\$ 61,416.05
SUMMARY			
TOTAL INCOME	\$ 61,445.26	\$ 6,455.00	\$ 54,990.26
TOTAL EXPENSES	\$ 61,373.64	\$ (42.41)	\$ 61,416.05
REMAINDER	\$ 71.62	\$ 6,497.41	\$ (6,425.79)