

STEPHENS HILLS PROPERTY OWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
July 18, 2015

Board Members Present:

Tim Ford
Glorian Drews
Ellen Fendley
Juli Fendley
Michael Golden

Accountant:

Teresa Soape

Administrative Assistant:

Debbie Ford

Absent:

Scott Carter, no proxy was given
Mary Ann York, proxy to Juli Fendley

President Tim Ford called the Board meeting to order at 9:00 a.m. and established a quorum.

APPROVAL OF MINUTES:

President Ford requested a motion for approval of the minutes from the June 20, 2015 regular meeting. A motion was made by Glorian Drews to approve the minutes. The motion was seconded by Mike Golden and approved by the Board.

TREASURER'S REPORT:

The treasurer's report for 6/30/15 was presented for approval. The beginning bank balance was \$41,567.31 with deposits of \$7,754.02, and expenses of \$8,825.19, leaving an ending bank balance of \$40,496.14.

The property collections report for 6/30/15 was presented for approval. The prior maintenance fees balance was \$105,381.00; prior mowing fees balance was \$49,152.00; current maintenance fees for the 2015/2016 balance is \$40,750.00; mowing fees for the 2015/2016 year are \$2,160.00.

There was general discussion among Board members on clarifying line items. Ellen Fendley suggested budgeting out expenses monthly for better tracking.

The financial report was accepted by the President as submitted.

Certified Final Demand and Settlement Letters:

- Sub III, Sec 2: A previous owner for a lot in this section contacted the Board to let them know that she has re-established ownership. The Board requested that a current balance due statement be sent to the owner and to include a letter explaining that the lot is overgrown and needs to be mowed. The owner has until July 31st to comply.

Past Due Notices:

Past due notices for balances due on July 1st are scheduled to be mailed on August 1st.

Monthly Payment Plan:

Sub II, Sec 3: In June the Board requested to have a final demand letter sent to a property owner, and the balance due has since been paid in full.

COMMITTEE REPORTS:

ARCHITECTURAL COMMITTEE REPORT:

- Sub III, Sec 1: A new property owner made a second request to have a pre-fabricated home placed on a lot. Juli Fendley reiterated to the property owner that pre-fabricated homes are against SHPOA deed restrictions.

President Tim Ford had to step away from the meeting unexpectedly to meet with a contractor outside. Vice-President Juli Fendley adjourned the meeting for a break at 9:35 a.m. Vice-President Fendley called the meeting back to order at 9:50 a.m.

MAINTENANCE COMMITTEE REPORT:

Fire and Routine Mowing:

- Fire Mowing: Spring fire mowing has been completed in Sub III and parts of Sub II. Mowing will continue until Sub II has been completed on the west side of Highway 156.
- Routine Mowing: Routine mowing is continuing on schedule and subdivisions look good.

Mowing and Non-Mowing Deed Restriction Letters:

- Mowing: Letters will continue to be mailed to those owners who are not complying with the deed restrictions by keeping their lots mowed. Many lot owners have complied after receiving the letters.
- Non-Mowing: Deed restriction letters were mailed for non-mowing violations and most of the owners have complied. Second notices have been mailed to those who have not complied.

Downed and Dead Trees:

The maintenance committee will continue sending deed restriction letters to property owners who have dead/fallen trees that may pose a hazard, make lot(s) look unsightly, and/or prevent fire mowing. Many lots continue to be cleared, or are in the process of being cleared.

Lights In and Around Swimming Pool:

- The project to replace lights inside the swimming pool has been put on hold until further research is completed. Tim Ford reported that one light fixture alone would cost \$600.00.
- Mike Golden plans to install an LED flood light on the outside of the pump house.

Plumbing Repairs:

Repairs have been completed to all of the toilets in both restrooms and one shower stall in the ladies room. Mike Davidson was hired to make the repairs, and included a year's warranty for the work. The total amount paid for the project was \$190.00; allotment for the project was set at \$600.00.

Swimming Pool Maintenance:

- Leak Behind Pump House: Mike Davidson was hired to make the repairs to the leak behind the pump house. Total cost to repair the leak came to \$200.00 that includes a one year warranty.
- Backyard Oasis reported that the skimmers are leaking and causing the pump not to create a vacuum to clean the swimming pool. Tim Ford said that Lee Jones (Backyard Oasis) gave an estimated cost of \$640.00 to repair the leaks by re-caulking the areas. Glorian Drews made a motion to have the leaks repaired at a cost not to exceed \$800.00. Mike Golden seconded the motion and the Board approved.
- Tim Ford reported that two steps inside the swimming pool are broken and could cause injuries to those using them. The steps are concreted into the wall of the pool therefore the water level would have to be dropped in order to make the repairs. The Board agreed to wait until the fall

to make repairs, rather than during the swimming season, and asked Mr. Ford to get an estimate on the cost to repair the stairs. In the meantime the Board recommended having a caution sign placed at the steps. A further recommendation was made to place a ladder over the existing steps.

Safety Fence Between the Pump House and Back Fence:

The Board agreed that, for safety reasons, a small fence should be installed between the pump house and back fence. The areas beside and behind the pump house could pose a safety hazard, especially for young children. The fence would include a gate in order to have access for repairs and for the mowers. Mr. Ford said that there are funds in the budget for this project. He plans to ask Mike Davidson for an estimate on installation of the fence.

Driveway and Parking Area:

Limestone will be ordered and spread onto the driveway and parking areas at the office and swimming pool area at a later date.

NOMINATING COMMITTEE REPORT:

There was no news to report from the nominating committee.

LEGAL COMMITTEE REPORT:

Court Action:

- Heddins Case: Legal Committee Chair, Glorian Drews gave an update to the Board regarding the Heddins case.
- J. Hartman: Ms. Drews is continuing to research for information for this case.
- Jeff Searcy: A representative for Mr. Searcy asked if the Board would agree to accept \$1,500.00 for payment of back dues. Juli Fendley made a motion for Jeff Searcy to pay \$1,500.00 in back dues; and for Stephen Watson to pay \$500.00 in back dues for a lot he purchased from Mr. Searcy five years ago. If payments are made within ten days of receiving the Board's decision, the suit in small claims court will be dropped. Mike Golden seconded the motion and the Board approved.
- Sub II, Sec 1: The lot owners paid the total amount due of \$890.90.
- Sub III, Sec 3: Ms. Drews is continuing to work on finding the name of the person to serve and will probably re-file in small claims court.
- Sub II, Sec 4 and 9: There has been no response from a property owner regarding a certified final demand letter for the full amount due.
- Sub II, Sec 2: There has been no response to a certified letter to remind a lot owner of the agreement he made with the Board to pay the amount due on lots purchased at a tax sale.

President Tim Ford adjourned the meeting for a break at 11:00 a.m., and called the meeting back to order at 11:15 a.m.

OLD BUSINESS:

Nuisance Complaints:

Glorian Drews reported that Constable Alvin Wyatt gave an update on several of the nuisances that were filed. He has seen a small amount of activity at some of the sites, but asked the Board to report back to him if nothing further has been completed. He is also looking for a better address on one of the nuisances. Juli Fendley asked what step would be taken next. Ms. Drews said Constable Wyatt sends a letter to the property owners then turns the nuisances over to the county to either have property cleared or torn down.

Restriction Violation - Establishing a Business:

Sub III, Sec 4: Property owners responded to a letter written by the Board that explained deed restrictions regarding advertising a home as a vacation rental. The home owners responded by informing the Board "...that all associated evidence of our property being advertised as a vacation rental has been removed." Juli Fendley requested to have another letter sent thanking the property owners, but to include a document of understanding to be signed confirming that they understand the house cannot be rented as a vacation site. Glorian Drews will draft a letter and document and send them to Tim Ford to sign.

Pump House, Storage Room and Roof Clean-Up:

Mike Davidson hauled heavy metal items that were rusted and broken to the scrap yard and SHPOA received \$50.00 for the metal. Mr. Davidson cleared and hauled off heavy trash items from the roofs of both storage rooms, inside the storage rooms, and inside and outside of the pump house. The Board had agreed during the June 20, 2015 meeting, to pay a maximum of \$150.00 for the project. Total charges to complete the job came to \$100.00.

New Signs:

- Tim Ford will install a "No Trespassing" sign at the entrance to the driveway at the Sub II boat ramp.
- Tim Ford shared a quote to have four private community signs made that would replace those that are damaged and illegible. The signs would be placed at each main entrance into the SHPOA subdivisions. The cost for the signs totals \$214.45. Juli Fendley made a motion to have the signs made. Ellen Fendley seconded the motion and the Board approved.

Property Tax Appeal:

Tim Ford and Glorian Drews addressed the appraisal district regarding the new valuation of the Sub III ramp and adjoining reserve property. The new appraised value was accepted and is in the best interest of the Association.

NEW BUSINESS:

Request to Lower Fees:

Sub III, Sec 1: A property owner in good standing was unaware of past due fees for a lot he purchased and requested leniency from paying the total amount due. The owner paid all previous taxes on the lot. Juli Fendley made a motion for the lot owner to pay \$200.00 for the two previous years plus \$100.00 for the current. The motion was seconded by Glorian Drews and approved by the Board.

Picnic Table - Pool Area:

Debbie Ford discovered that the metal brackets were broken on one of the picnic tables under the metal canopy creating a safety hazard. Tim Ford and Mike Golden immediately purchased a replacement table for later Board approval. Glorian Drews made a motion to approve the purchase of a wooden picnic table at a cost of \$97.41. The motion was seconded by Juli Fendley and approved by the Board.

Payment Plan:

Sub III, Sec 2: A lot owner has requested to be put on the monthly payment plan. Juli Fendley made a motion to have the lot owner pay \$100.00 down and \$54.90 a month for eighteen months until the balance has been paid off. Ellen Fendley seconded the motion and the Board approved.

Additional Reports:

- Glorian Drews announced that Mark Netuno had the county to clear debris from a ditch in Sub II along Lakeshore Drive.
- Sub III, Sec 3: A property has been added to the next tax sale list.
- Glorian Drews plans to look into weight limit signs for the SHPOA subdivision streets.
- Debbie Ford will check into the cost for obtaining a notary license. There would be no cost to SHPOA members to use the notary services; a small fee would be charged to non-members.
- Juli Fendley plans to organize a barbeque cook-off to coincide with the annual meeting next year. Ms. Fendley will research the idea and share her findings with the Board for consideration.

Juli Fendley made a motion to adjourn the meeting. Mike Golden seconded the motion and the Board approved. The Board meeting was adjourned at 12:15 p.m.

NEXT MEETING: August 15, 2015