

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

Board Members Present:

Tim Ford
Darrell Doyle
Glorian Drews
Michael Golden
Andrea Smith
Mary Ann York

Accountant:

Teresa Soape

Administrative Assistant:

Debbie Ford

Absent:

Juli Fendley, proxy to Mike Golden

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

APPROVAL OF MINUTES:

The President requested a motion for approval of the minutes from the March 21, 2015 regular meeting. A motion was made by Mary Ann York to approve the minutes. The motion was seconded by Darrell Doyle and approved by the Board.

TREASURER'S REPORT:

The treasurer's report for 3/31/15 was presented for approval. The beginning bank balance was \$17,568.49, with cleared deposits of \$6,568.79 and expenses of \$3,851.18, leaving an ending bank balance of \$20,286.10.

The property collections report for 3/31/15 was presented for approval. The prior maintenance fees balance was \$114,841.00; prior mowing fees balance was \$50,712.00; current maintenance fees for the 2014/2015 balance is \$31,655.00; current mowing fees for the 2014/2015 balance is \$6,530.00.

The financial report was accepted by the President as submitted.

Certified Final Demand and Settlement Letters:

The Board has agreed to focus primarily on resolving current lawsuits before moving forward on sending additional certified final demand and settlement letters to those property owners who are in arrears with their fees and dues.

Past Due Notices:

The office continues to see some past due payments being mailed in. The yearly April statements have been mailed.

Monthly Payment Plan:

Property owners who are on the monthly payment plan are current.

COMMITTEE REPORTS:

ARCHITECTURAL COMMITTEE REPORT:

Sub II, Sec 5: The property owner presented architectural plans to build a home. Juli Fendley reported that all deed restriction requirements have been met, as presented, and made a motion for approval. Darrell Doyle seconded the motion and the Board approved.

MAINTENANCE COMMITTEE REPORT:

Fire and Routine Mowing:

- Fire Mowing: Spring fire mowing has not begun due to rainy weather conditions.
- Routine Mowing: Mike Golden reported that routine mowing began on April 6th. He will keep record of when mowing has been completed; the next mowing date is scheduled for April 20th. A property owner recently requested that the mowers skip lots where there are houses. With the Board's agreement, Mr. Golden will ask the mowers to discontinue mowing roadside of lots where homes are located.

Mowing and Non-Mowing Deed Restriction Letters:

The maintenance committee plans to delay writing deed restriction letters for overgrown lots until weather conditions improve and the ground is dry enough to mow.

Downed and Dead Trees:

Due to the success of having many lots cleared, 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.

Sub III Mirror Lake Damage:

Mike Golden presented a quote from R&L Trucking and Construction to repair the Sub III Mirror Lake Dam. The work would include taking the old culvert out and replacing it at the same height. The cost for the 20' x 30' section of pipe, including delivery, is \$1,045.00; cost for dirt is \$990.00 and labor is \$1,600.00. Total cost to complete the project is \$3,635.00. R&L Construction requested a check up front for materials. Labor costs would be paid after the project has been completed. Glorian Drews made a motion to accept the quote and the request to pay for materials up front and labor costs after the job has been completed. Darrell Doyle seconded the motion and the Board approved.

Lights In and Around Swimming Pool:

Mike Golden and Tim Ford will repair the lights at the swimming pool area.

Pavilion, Restrooms and Pump House:

Tim Ford suggested to the Board that repairing the leak behind the pump house should be a number one priority. He will check with Mike Davidson to see how much he would charge to dig up the dirt surrounding the leak. He will email the Board with the information he gathers. Mr. Ford, Mike Golden and Darrell Doyle plan to inspect the valve area and pipe to see whether or not they can make the repairs. If they are unable to make the repairs, the Board agreed to hire Calvert Plumbing to make them. Plumbing repairs in the restrooms are a lower priority and will be postponed to a later date.

Light at Sub II Boat Ramp:

Tim Ford will help Mike Golden repair the light at the Sub II boat ramp.

Swimming Pool Maintenance:

Tim Ford shared his research on swimming pool maintenance with the Board. Currently \$500.00 is being paid monthly to have the pool cleaned. In addition \$3,973.46 was spent this past year for chemicals bringing the average monthly cost to \$831.00 for pool maintenance. Mr. Ford met with a representative from Backyard Oasis in Livingston and requested a quote using a four month guideline to estimate monthly charges to maintain the pool. Backyard Oasis quoted \$665.00 a month, including chemicals, using the months between May and August. In addition Backyard Oasis agreed to use up any surplus chemicals SHPOA has in stock before ordering and charging additional chemicals from their store.

Mike Golden made a motion to hire Backyard Oasis on a trial basis for six months, contracting for only three months at a time. Darrell Doyle seconded the motion and the Board approved. If Backyard Oasis accepts the Board's conditions, Mr. Ford will email the Board with a starting date to begin pool maintenance.

Safety Fence Between the Pump House and Back Fence:

The Board agreed to table having a fence installed until repairs have been made to the leak behind the pump house.

NOMINATING COMMITTEE REPORT:

The Nominating Committee Chair reported that, in addition to Ellen Fendley (Sub III), Scott Carter (Sub II) will be running as a new candidate in the 2015-2016 Board election.

LEGAL COMMITTEE REPORT:

Court Action:

- Heddins Case: Darrell Doyle updated the Board on the Heddins court case.
- J. Hartman: Glorian Drews is researching background information.
- Jeff Searcy: Darrell Doyle updated the Board regarding Mr. Searcy. Sub II, Sec 1: Darrell Doyle updated the Board on this court case. Sub III, Sec 3: Darrell Doyle reported that he is still working on finding the name of the person to serve. The lots are under a company name.
- Sub II, Sec 4 and 9: There has been no response from this property owner regarding a certified final demand letter for the full amount due.
- Sub III, Sec 1: Mr. Doyle will contact the lot owner to remind of his agreement to pay the amount due.
- Sub II, Sec 2: Teresa Soape will send a certified letter to remind this lot owner of the agreement to pay the amount due on his lot.

President Tim Ford adjourned the meeting for a break at 10:43 a.m. President Ford called the meeting back to order at 10:54 a.m.

OLD BUSINESS:

Nuisance Complaints:

There are no updates to report at this meeting.

At 11:02 a.m. Mary Ann York excused herself from the meeting to attend to personal business.

Annual Meeting:

President Tim Ford announced that due to a family emergency he will be unable to attend the annual meeting. Vice-President Juli Fendley will preside over the meeting.

NEW BUSINESS:

Sold Properties:

- Sub III, Sec, 4, Lot 200: Property was purchased with a balance due of \$1,371.70 and a lien; the new owner requested previous dues be waived. Juli Fendley made a motion to accept \$400 for the previous four years and remove the lien. The new property owner would be responsible for having the lien removed and paying any fees attached to the lien removal. Via email on 3/30/15, Mike Golden seconded and the Board approved.

- Sub III, Sec 4, Lot 342: Property was purchased with a balance due of \$1,784.70 and a lien; the new owner requested previous dues be waived. Via email on 3/30/15, Darrell Doyle made a motion to accept \$400 for the last four years and remove the lien. The new property owner would be responsible for having the lien removed and paying any fees attached to the lien. Juli Fendley seconded and the Board approved.

Trash Pick-up:

On April 2, 2015, Tim Ford emailed the Board asking them to consider having a container installed at the Sub III boat ramp by ProStar Waste. Juli Fendley made a motion to have trash picked up by ProStar with an estimated cost of \$400.00 per year. Glorian Drews seconded the motion and the Board approved.

Sub III, Sec 2:

On behalf of the family of a deceased property owner, a relative requested information from the Board on how to proceed regarding ownership of the property. Legal committee chair, Darrell Doyle will call the family member to answer any questions he may be able to help with.

Glorian Drews made a motion to adjourn the meeting. Darrell Doyle seconded the motion and the Board approved. The Board meeting was adjourned at 11:50 a.m.

**NEXT MEETING: May 2, 2015 at 9:00 a.m.
(Day before annual meeting)**