

**STEPHENS HILLS PROPERTY OWNERS ASSOCIATION, INC.**  
**(SHPOA)**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**April 18, 2020**

**Board Members Present:**

Juli Fendley  
Gary Blaylock  
Rich Brazzale  
Joe Campbell  
Mike Golden  
Wes Wodahl

**Accountant:**

Teresa Eddinger

**Administrative Assistant:**

Debbie Ford

**Absent:**

Ellen Fendley, proxy to Joe Campbell

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

**APPROVAL OF MINUTES:**

Due to the Covid-19 Pandemic the March 21 regular board meeting was canceled. The Board agreed to meet at the pavilion in April (applying the social distancing guidelines mandated by federal and local governments).

Through email Mike Golden made a motion to approve the February 15, 2020 regular meeting minutes. The motion was seconded by Joe Campbell and approved by Wes Wodahl (and Rich Brazzale through proxy to Joe Campbell).

A formal vote was taken at this Board meeting with Joe Campbell making a motion to approve the February 15, 2020 regular meeting minutes. The motion was seconded by Mike Golden and approved by the Board. (Ellen Fendley's approval vote was through proxy to Joe Campbell.)

**TREASURER'S REPORT:**

The treasurer's report ending 2/29/20 was presented to the Board. The beginning bank balance was \$29,165.72, with credits of \$764.76 and expenses of \$2,279.07, leaving an ending bank balance of \$27,651.41.

The property collections report for 2/29/20 was presented for approval. The prior maintenance fees still outstanding were \$50,566.96; prior mowing fees still outstanding were \$7,575.00; current maintenance fees assessed for the 2019/2020 balance were \$21,593.35. Mowing fees assessed for 2019/2020 were \$9,250.00.

The treasurer's report ending 3/31/20 was presented to the Board. The beginning bank balance was \$27,651.41, with credits of \$2,575.59 and expenses of \$5,910.48, leaving an ending bank balance of \$24,316.52.

The property collections report for 3/31/20 was presented for approval. The prior maintenance fees still outstanding are \$49,566.96; prior mowing fees still outstanding are \$7,575.00; current maintenance fees assessed for the 2019/2020 balance are \$18,824.97. Mowing fees assessed for 2019/2020 are \$7,700.00.

The financial report was accepted by the President as submitted.

### Taxes, Annual Audit, Compilation, Auditor Requirements and Year-End Financials:

Teresa Eddinger will move forward on readying taxes now that the fiscal year has ended. President Fendley will ask the treasurer to check last year's figures for comparison and share the information with the Board.

### Certified Final Demand and Settlement Letters:

- December, 2019: Certified final demand letters were mailed to twenty eight property owners (who are in arrears for \$500.00 plus in fees); total amount due \$18,621.04. Only five responded making \$3,593.00 in payments. Two did not return forms after requesting to be put on a payment plan. It will cost approximately \$2,541.00 to take the remainder of the twenty eight owners to small claims court.
- February, 2020: Forty three certified final demand letters were mailed to members who are delinquent from current year (and going back three previous years); total amount due \$9,417.00. Due date for response was March 8, 2020. Nineteen have paid in full; total amount paid \$4,390.00. It will cost approximately \$2,500.00 to take the remainder of the forty three owners to small claims court.
- Prior maintenance fees still outstanding for the fiscal year ending on March 31, 2020 are \$49,566.96. Of this amount \$11,449.60 of bad debt will be written off after July 1, 2020. Wes Wodahl made a motion to file small claims against those from the December, 2019 list (who did not respond to the certified final demand letters) before the bad debt is written off after July 1, 2020. The motion was seconded by Mike Golden and approved unanimously by the Board.

### Monthly Payment Plan:

No property owners are on a monthly payment plan.

## **COMMITTEE REPORTS:**

### ARCHITECTURAL COMMITTEE:

#### Sub II:

- Through email the Board did not approve a request for a metal building installation that did not conform to deed restriction requirements. Wes Wodahl made a motion to approve an addition that will be added onto an existing house. The motion was seconded by Joe Campbell and approved by the Board.
- Wes Wodahl made a motion to approve plans to add stairs to an existing house. The motion was seconded by Rich Brazzale and approved by the Board.

#### Sub III:

- Through email Wes Wodahl made a motion to approve house plans. The motion was seconded by Ellen Fendley and approved by majority vote.
- Through email Wes Wodahl made a motion to approve house plans. The motion was seconded by Rich Brazzale and approved by majority vote.
- Through email Wes Wodahl made a motion to approve a fence. The motion was seconded by Rich Brazzale and approved by majority vote.
- Wes Wodahl made a motion during this meeting to approve a storage shed. The motion was seconded by Joe Campbell and approved by the Board.
- The Board denied a request by property owners to temporarily reside in an RV on their lot.

### MAINTENANCE COMMITTEE:

#### Fire and Routine Mowing:

- Fire mowing will begin on May 4.

- Mike Golden made a motion to waive mowing charges for a lot owner who maintains his own lot. Wes Wodahl seconded the motion and the Board approved by majority vote.

#### Non-Mowing Deed Restriction Letters:

- A deed restriction letter will be mailed to a property owner who has appliances piled on the property.
- A deed restriction letter will be mailed to property owners with overgrown grass surrounding their house.

#### Sub III Boat Ramp:

- Plans to add rock to holes along the bulkhead have been postponed to a later date.
- The gate was repaired (again, due to vandalism) in March.
- Wes Wodahl made a motion for the purchase and installation of a magnetic gate lock, with brackets and isolation relay, in the amount of \$1,192.64. The gate has been broken and repaired numerous times over the years by being forced open. Mike Golden seconded the motion and the Board approved.

#### Pavilion Steps:

The steps have been built and stained.

#### Parking Lot:

Board members Rich Brazzale, Mike Golden, Joe Campbell, Wes Wodahl and Gary Blaylock have replaced the rotted posts along the parking lot with PVC piping (filled with concrete). Cable will be run through the piping along the area between the playgrounds to the end of the parking area facing the pavilion.

President Fendley adjourned the meeting for a short break at 10:05 am. The meeting was called back to order at 10:15 am.

#### NOMINATING COMMITTEE:

Gary Blaylock thanked home owner Tim Ford for emailing SHPOA members to encourage them to run for the Board this year. Gary talked to several others in the community encouraging them to run for vacant positions this year.

#### LITIGATION:

##### Small Claims:

- As requested by the Board during the February regular meeting: Final letters, giving (seven) property owners another chance to satisfy their small claims judgment, were mailed. The property owners were given a thirty day grace period to respond. Writs of Execution have been postponed at this time.
- President Fendley plans to discuss legal questions with attorney Kerry Hagan, and share any new information with the Board by email, or the next meeting.

#### NEW BUSINESS:

- Due to the Covid-19 Pandemic there is no confirmed date for the annual meeting. President Fendley composed a letter that was mailed to members explaining the postponement.
- The Board agreed that only snacks (cookies/drinks) would be served at the next annual meeting.

After no further discussion Mike Golden made a motion to adjourn. The motion was seconded by Joe Campbell and approved by the Board. The meeting ended at 10:58 am.

**Next Regular Meeting – May 16, 2020 at 9 am.**