

STEPHENS HILLS PROPERTY OWNERS ASSOCIATION, INC.
(SHPOA)
BOARD OF DIRECTORS MEETING MINUTES
May 23, 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 9:09 a.m. and established a quorum.

APPROVAL OF MINUTES:

Through email Joe Campbell made a motion to approve the April 18, 2020 regular meeting minutes. The motion was seconded by Rich Brazzale and approved by Wes Wodahl, Mike Golden (and Ellen Fendley through proxy to Joe Campbell). Gary Blaylock added his approval during the live meeting.

TREASURER'S REPORT:

The treasurer's report ending 4/30/20 was presented to the Board. The beginning bank balance was \$24,316.52, with credits of \$5,620.44 and expenses of \$10,159.11, leaving an ending bank balance of \$19,777.85.

The property collections report for 4/30/20 was presented for approval. The prior maintenance fees still outstanding are \$79,102.83; prior mowing fees still outstanding are \$14,825.00; current maintenance fees assessed for the 2019/2020 balance are \$85,391.16. There are no mowing fees assessed for 2019/2020 at this time.

The financial report was accepted by the President as submitted.

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

Teresa Eddinger emailed the CPA requesting the letter of engagement. She will forward the letter to President Fendley to sign and return. 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: *See Small Claims Submissions under Litigation.
- February, 2020: Many payments have been received from this list. Approximately nine will be re-mailed to updated addresses.
- Teresa Eddinger will contact a family member to explain steps to take with the county to record that a property owner is deceased.

Monthly Payment Plan:

No property owners are on a monthly payment plan.

COMMITTEE REPORTS:

ARCHITECTURAL COMMITTEE:

Sub III:

- The Board requested to have a letter mailed to a property owner who is not in compliance with the timeline in having a house dried in.
- Wes Wodahl answered questions to someone interested in having a business on SHPOA commercial property.
- Mr. Wodahl addressed a property owner who had a question regarding the use of a dumpster during a house renovation.

MAINTENANCE COMMITTEE:

Fire and Routine Mowing:

- Spring fire mowing has been completed.

Non-Mowing Deed Restriction Letters:

Sub II: A deed restriction letter will be mailed to a lot owner with too many dogs and an abandoned vehicle.

President Fendley adjourned the meeting for a short break at 10:14 am. The meeting was called back to order at 10:31 am.

Sub III Boat Ramp:

- Rocks that have been added to holes along the bulkhead have begun to stabilize. More rocks will be added at a later date in order to level the ground.
- The gate can no longer be repaired due to many years of vandalism and aging. Leaving the gate open has allowed the boat ramp to become over-crowded (and open to the public) and unsecured. Wes Wodahl made a motion to replace the broken motor with a new slide gate and magnetic gate lock mechanism. The motion was seconded by Gary Blaylock, as quoted. Ellen Fendley emailed her vote giving a total of three votes for the motion. Rich Brazzale, Joe Campbell and Mike Golden voted against the motion. President Fendley broke the tie vote in favor of replacing the gate motor and adding a magnetic gate lock. The motion carried.

Parking Lot:

The project to replace posts and cable along the parking lot is nearly completed. The Board is requesting volunteers to help finish filling the PVC with concrete, and reinstalling the cable through the posts. Anyone interested in volunteering should call the office and leave a message at 936/377-2529. The request will be added to the SHPOA Website as well.

Clubhouse:

The clubhouse roof has been repaired. The water and mildew damaged board room ceiling was replaced with a dropped ceiling. The lights were replaced, as well as the rug and table cloths.

NOMINATING COMMITTEE:

There are four Board positions open for election this year. Incumbents Rich Brazzale and Joe Campbell plan to run for reelection. As of this meeting there are three candidates running for the remaining two positions: Sub II – Robbie Boulet and Darrell Doyle; Sub III – Joy DeRaimo.

LITIGATION:

Small Claims:

- 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. At the April 18, 2020 meeting the Board unanimously approved having owners (who did not respond) taken to small claims court before bad debt is written off after July 1. (Small claims court is scheduled to open June 1 per standing order regarding Coronavirus Disease).
- Several property owners had been given another grace period to satisfy their small claims judgments (and did not respond). Mike Golden made a motion to move forward with Writs of Execution (properties to be determined). The motion was seconded by Wes Wodahl and approved unanimously.

NEW BUSINESS:

- The office CPU, using Windows XP, is no longer working properly and is unable to accept updated software programs. Using email, Ellen Fendley made a motion to purchase a new CPU, Microsoft package (Word, Excel, etc.) and updated version of QuickBooks. The motion was seconded by Joe Campbell and approved by a majority vote.
- The annual newsletter will be mailed on June 26th. (All articles needed by June 10th.)
- The annual meeting will be held at the pavilion on Sunday, July 26th at 1:00 p.m. Proxies must be turned in no later than 12:30 p.m. (No lunch will be provided; only drinks.)

President Fendley asked the Board to continue the rest of the meeting in executive session.

After the executive session meeting ended, and there was no further discussion in the regular meeting, Rich Brazzale made a motion to adjourn. The motion was seconded by Joe Campbell and approved by the Board. The meeting ended at 11:30 am.

Next Regular Meeting – June 20, 2020 at 9 am.