

**STEPHENS HILLS PROPERTY OWNERS ASSOCIATION, INC.**  
**(SHPOA)**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**June 20, 2020**

**Board Members Present:**

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

**Accountant:**

Teresa Eddinger

**Administrative Assistant:**

Debbie Ford

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

**APPROVAL OF MINUTES:**

Through email Joe Campbell made a motion to approve the May 23, 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 5/31/20 was presented to the Board. The beginning bank balance was \$19,777.85, with credits of \$25,116.41 and expenses of \$7,202.94, leaving an ending bank balance of \$37,691.32.

The property collections report for 5/31/20 was presented for approval. The prior maintenance fees still outstanding are \$76,387.83; prior mowing fees still outstanding are \$14,125.00; current maintenance fees assessed for the 2019/2020 balance are \$56,691.16. Mowing fees assessed for 2019/2020 were \$9,250.00.

The financial report was accepted by the President as submitted.

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

- The letter of engagement and tax file has been forwarded to the CPA.
- The Board discussed and made comparisons between 2019 versus 2020 financials.

**Certified Final Demand and Settlement Letters:**

- February, 2020: Nine certified letters were re-mailed to updated addresses giving owners until June 30<sup>th</sup> to pay back dues or be taken to small claims court.

**Liens:**

Liens will be filed against properties of all deceased members.

**COMMITTEE REPORTS:**

**ARCHITECTURAL COMMITTEE:**

Sub II: Board approval was given to a property owner who requested to build a garage on a different lot.

## MAINTENANCE COMMITTEE:

### Fire and Routine Mowing:

There was nothing new to report.

### Non-Mowing Deed Restriction Letters:

Certified final deed restriction notices will be mailed to four property owners.

### Sub II Boat Ramp:

Joe Campbell suggested tying on to the bulkhead of an owner next to the Sub II boat ramp (who is replacing his wood bulkhead with steel). SHPOA would get a better price by doing so. He will email a quote for the project to the Board.

### Sub III Boat Ramp:

The Sub III boat launch gate controller has been replaced with the latest model that includes all required safety devices. This costly replacement was necessary due to the continued damage caused to the old controller by people bypassing the card reader and forcing the gate open. The new controller has an additional locking system that is designed to prevent this from happening.

### Parking Lot:

There is nothing new to report.

President Fendley adjourned the meeting for a short break at 10:03 am. The meeting was called back to order at 10:12 am.

## NOMINATING COMMITTEE:

There was nothing new to report.

## LITIGATION:

### Small Claims:

- December 2019: The Board requested to have paperwork finalized in order to have twenty eight property owners taken to small claims court.
- Writs of Execution have been filed against two property owners.
- Abstract of Judgments will be filed in two counties against a property owner.

## OLD BUSINESS:

- President Fendley is researching options to have Internet service brought into the office.
- The newsletter, agenda and ballot was finalized and approved to print and mail.

## NEW BUSINESS:

- President Fendley requested to have the executive administrator position added to the newsletter. The position will become open at the end of September.

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, Wes Wodahl made a motion to adjourn. The motion was seconded by Rich Brazzale and approved by the Board. The meeting ended at 11:15 am.

**Next Regular Meeting – July 25, 2020 at 9 am.**