

STEPHENS HILLS PROPERTY OWNERS ASSOCIATION, INC.
(SHPOA)
BOARD OF DIRECTORS MEETING MINUTES
July 25, 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 9:10 a.m. and established a quorum.

APPROVAL OF MINUTES:

Through email Joe Campbell made a motion to approve the June 20, 2020 regular meeting minutes. The motion was seconded by Wes Wodahl and approved by Rich Brazzale, 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 6/30/20 was presented to the Board. The beginning bank balance was \$37,691.32, with credits of \$15,720.17 and expenses of \$18,634.31, leaving an ending bank balance of \$34,777.18.

The property collections report for 6/30/20 was presented for approval. The prior maintenance fees still outstanding are \$75,987.83; prior mowing fees still outstanding are \$14,025.00; current maintenance fees assessed for the 2019/2020 balance are \$42,995.16. 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 taxes are not due for completion until October.

Certified Final Demand and Settlement Letters:

- February 2020: Of the nine (re-mailed) certified letters several payments have been received. Two owners asked to be on a payment plan. The Board requested to have small claims filed against the sixteen remaining owners on the list.
- A new property owner made a request to waive previous dues. He agreed to pay current plus past three years on dues. Through email Joe Campbell made a motion to waive \$293.24 and accept the agreement to pay a total of \$400.00 in dues. The motion was seconded by Wes Wodahl and approved by a majority vote.

Liens:

Liens will be filed against properties of all deceased members. The Board approved to have two current liens released after dues were paid in full.

COMMITTEE REPORTS:

ARCHITECTURAL COMMITTEE:

Sub III: Wes Wodahl made a motion to have a metal storage shed placed on a lot in Sub III. The motion was seconded by Joe Campbell and approved by a majority vote.

MAINTENANCE COMMITTEE:

Fire and Routine Mowing:

The Board requested to have four deed restriction letters mailed for mowing violations.

Non-Mowing Deed Restriction Letters:

- Of four certified final demand deed restriction notices one member has begun clearing lots; one has started completing work on a house; one has completed clearing lots and one has until the end of July to comply.
- A deed restriction letter will be written regarding an RV sitting partially on the road.

President Fendley adjourned the meeting for a short break at 9:52 am. The meeting was called back to order at 10:05 am.

Sub II Boat Ramp:

Via 6/28/20 email Wes Wodahl made a motion to approve installation of approximately 26 linear feet of galvanized steel bulkhead using 8 gauge galvanized steel, 12' to 8' sheet piling with new tie back system and standard black iron cap at a cost of \$5,590.00 (plus dirt). Backfill installation is included but cost of dirt is not. Dirt will be invoiced at cost upon completion. The motion was seconded by Joe Campbell approved by Mike Golden, Rich Brazzale and Ellen Fendley. The project is now underway.

Sub III Boat Ramp:

There are reports that the Sub III boat launch gate is continuing to be sabotaged. There is no obvious damage to the new motor and magnetic lock. **NOTE:** Anyone caught tampering with the gate will be fined and/or prosecuted.

Parking Lot:

The project to finish cementing and capping and cabling posts along the clubhouse parking lot will be finished once the weather cools.

NOMINATING COMMITTEE:

There is nothing new to report.

LITIGATION:

Small Claims:

- December 2019: The Board requested to have paperwork finalized on twenty-eight property owners to be taken to small claims court.
- Constable Alvin Wyatt requested to meet with Board members on July 8. The meeting was to discuss procedures for processing Writs of Execution. Joe Campbell will have a meeting with the SHPOA attorney requesting advice if the Board should want to proceed with any Writs of Execution.

OLD BUSINESS:

- President Fendley will continue research on the best way to bring internet service to the SHPOA office.
- There have been three responses from people who are interested in the administrative assistant position. Interview questions will be finalized and dates for interviews will be scheduled for August 1.

NEW BUSINESS:

- Responsibilities for the administrative assistant have grown and changed over the years. President Fendley requested to have the current job description updated for Board approval.
- A cancellation letter went out to members to cancel the August 26 Annual Board Meeting due to the Covid 19 Virus. The mailout also included a proxy/ballot for the following business that would normally have been conducted during the Annual Meeting:
 - Approve 2019 Annual Meeting Minutes
 - Approve 2020-2021 Budget
 - Election of President

Proxies for the above business are due on August 21 by 5 p.m. In addition, the Board extended the due date for proxies (for the election of officers) to August 21 by 5 p.m. All proxies will be counted on August 22 at 11 a.m. after the regular Board meeting. The annual director's meeting time will be determined after the proxy counts are completed.

Gary Blaylock made a motion for the meeting to adjourn. The motion was seconded by Joe Campbell and approved by the Board. The meeting ended at 11:06 am.

Next Regular Meeting – August 22, 2020 at 9 a.m.