

**STEPHENS HILLS PROPERTY OWNERS ASSOCIATION, INC.**  
**(SHPOA)**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**May 18, 2019**

**Board Members Present:**

Juli Fendley  
Gary Blaylock  
Rich Brazzale  
Joe Campbell  
Ellen Fendley

**Accountant:**

Teresa Eddinger

**Administrative Assistant:**

Debbie Ford

**Absent:**

Glorian Drews – proxy to Joe Campbell

Wes Wodahl – proxy to Rich Brazzale

President Juli Fendley called the Board meeting to order at 9:05 a.m. and established a quorum.

**APPROVAL OF MINUTES:**

Glorian Drews emailed a motion for approval of the minutes for the April 13, 2019 regular meeting. The motion was seconded by Joe Campbell. Approval was given by Rich Brazzale and Ellen Fendley; Wes Wodahl approval was made by proxy to Rich Brazzale. The minutes were approved by a majority vote.

**TREASURER'S REPORT:**

The treasurer's report ending 4/30/19 was presented to the Board. The beginning bank balance was \$20,335.25 with deposits of \$10,143.63, and expenses of \$8,057.07, leaving an ending bank balance \$22,421.81.

The property collections report for 4/30/19 was presented for approval. The prior maintenance fee balance was \$68,180.32; prior mowing fee balance was \$10,205.00; current maintenance fee for the 2019/2020 balance is \$78,100.00. There are no mowing fees assess for 2019/2020 at this time.

President Fendley requested the amount of fees to be written off after June 30, 2019.

The financial report was accepted by the President as submitted.

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

Ellen Fendley made a motion to have a flash drive mailed to the CPA. The motion was seconded by Gary Blaylock and approved by the Board.

**Certified Final Demand and Settlement Letters:**

No further certified final demand letters have been mailed.

**Liens:**

There was nothing new to report.

**Monthly Payment Plan:**

- Another property owner who has been on the payment plan paid in full; another has filed bankruptcy. Four members continue to pay on time.
- Teresa Eddinger reported that approximately \$19,000.00 was collected this past fiscal year due to the success of small claims filings, payment plans and final demand letters.

**COMMITTEE REPORTS:**

**ARCHITECTURAL COMMITTEE REPORT:**

**Sub III -**

Wes Wodahl emailed a motion to approve construction of a garage. The motion was seconded by Joe Campbell and approved by Glorian Drews, Rich Brazzale and Ellen Fendley.

**MAINTENANCE COMMITTEE REPORTS:**

**Fire and Routine Mowing:**

Rich Brazzale reported that spring fire mowing has been completed.

**Mowing and Non-Mowing Deed Restriction Letters:**

There was nothing new to report at this time.

**NOMINATING COMMITTEE REPORT:**

There was nothing new to report at this time.

**LITIGATION:**

President Fendley explained that a Citation in Delinquent Tax Suit from San Jacinto County was mailed to SHPOA. She plans to email attorney Kerry Hagan to discuss the Suit. In the same email she will request a status on the management certificate.

President Fendley called for a short break at 9:50 a.m. The meeting resumed at 10:00 a.m.

**SMALL CLAIMS SUBMISSIONS:**

There are no further court dates set at this time.

**NEW BUSINESS:**

The Board requested to have a letter written to a construction company regarding two different projects. There have been numerous complaints about lack of a portable toilet, dumpsters and broken down equipment along the roadside for several months. One house has been in this condition for over a year.

Ellen Fendley made a motion to adjourn the meeting. The motion was seconded by Gary Blaylock and approved by the Board. The meeting was adjourned at 10:48 a.m.