

**STEPHENS HILLS PROPERTY OWNERS' ASSOCIATION, INC.**  
**(SHPOA)**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**February 15, 2025**

**Board Members Present:**

Tim Richardson  
Chris Crowell  
Kim Chatman  
Matt Ball  
Mike Monteleone  
Robbie Boulet  
Cecelia Bentz

President Tim Richardson called the Board meeting to order at 9:05 a.m. and established a quorum. This month's meeting was held at the Clubhouse in Sub III.

Two guests, Jerry Atkinson and Harvey Hetzel, attended the meeting. Prior to conducting any board business, Mr. Hetzel presented two issues: one regarding evidence from a title company that certain property on Scenic Woods owned by his wife was current on maintenance fees, which was not indicated in the SHPOA books; and the second issue regarding a board-approved fence erected by his neighbor between the neighbor's property and the Hetzels' property that appears to be diverting water/run-off from the neighbor's property onto the Hetzels' property. Mr. Hetzel argued that the SHPOA board/ACC approval of this fence was improper and asked that the board at least address with the offending neighbor the matter of an apparent setback violation in the building of the fence. A considerable amount of time was spent on Mr. Hetzel's presentation of his case and some board members' responses and questions. Ultimately, it was stated that the board would need to (i) check the records for payment of fees related to the Scenic Woods property and (ii) discuss this matter with a full review of the RFA documents submitted by the neighbor and upon which the board/ACC approval was granted. Mr. Atkinson attended to observe the functioning of a board meeting as he considered running for a director's position. He added comments on the ACC process and Mr. Hetzel's requested action based upon his experiences prior to retirement from various county management roles.

**APPROVAL OF MINUTES:**

Through earlier email, motions to accept Minutes from January's Board meeting minutes, as submitted by Cecelia Bentz, were approved unanimously by the Board.

**TREASURER'S REPORT:**

This is the report was submitted to the board by SHPOA's bookkeeper prior to the Feb. meeting and prior to her resignation on 2/14/25. It has not been verified by the Treasurer.

**Treasurer's Report (as of January 31, 2025):**

\$43,969.48 beginning bank statement balance (01/01/25)  
+ 5.45 plus \$5.45 interest (annual rate 0.15%)  
  
<\$ 5,668.07> expenses (checks cleared)

=\$38,306.86 ending bank statement balance (01/31/25)  
 <\$2,449.56> uncleared checks  
 +\$ 600.00 checks received but not deposited (as of 12/31/24)  
 =\$36,457.30 Reconciled Balance - General Fund (as 01/31/25)  
 + \$8,529.79 Assessment Fee (2021) bank statement balance (as of 01/31/25) [no increase for month]  
 + \$16,222.00 Assessment Fee (2023) bank statement balance (as of 01/31/25) [no increase for month]  
 + \$150,000.00 CDs (separate bank as of 12/31/24)  
 + \$2,500.00 Vera Bank account  
 = \$213,709.09 Total SHPOA Funds (as of 01/31/25) [\$218,812.40 at the of end December]  
 = <\$ 5,103.31> Change in Position from December 31, 2024

PETTY CASH	\$1,400.00
Removal of large stumps at Sub II boat launch	\$400.00
12 tons of rock and soil delivered to Sub III boat ramp	\$920.00
Petty Cash on Hand	\$80.00

<b><u>Prior Maintenance Fees Still Outstanding</u></b>	<b><u>Balance 01/31/25</u></b>
SUB II	\$50,855.36
SUB III	\$47,488.37
<b>TOTAL</b>	<b>\$98,343.73</b>

<b><u>Assessment Fees Still Outstanding</u></b>	
2021 ASSESSMENT FEE STILL OWING	\$17,286.00
2023 ASSESSMENT FEE STILL OWING	\$12,937.50
<b>TOTAL</b>	<b>\$30,223.50</b>

<b><u>2024/2025 Maintenance Fees Assessed</u></b>	<b><u>Paid</u></b>	<b><u>Balance 01/31/25</u></b>
SUB II \$31,650.00	\$19,710.00	\$11,940.00
SUB III \$43,150.00	\$27,497.00	\$15,653.00
SUB IV \$300.00	\$100.00	\$200.00
<b>TOTAL</b>		<b>\$27,793.00</b>

<b><u>Prior Mowing Fees Still Outstanding</u></b>	<b><u>Balance 01/31/25</u></b>
SUB II	\$4,140.00
SUB III	\$5,825.00
<b>TOTAL</b>	<b>\$9,965.00</b>

Kim stated that there is still an outstanding balance for uncollected fees of approximately \$170,000. There is a need to establish which delinquent properties need to have liens filed against them and which liens need to be renewed, which is something the bookkeeper has previously done. With the resignation of our bookkeeper as of 2/14/25, we need to re-assign this task (and many others) to someone soon.

Kim noted that the cost of an annual audit of the SHPOA books was quoted as \$20,000, an annual review as \$10k-15k, preparation of the needed financials for the annual meeting at \$395, and that he would inquire as to the cost of a statement from a CPA that a review of the financials was in compliance with requirements. The board acknowledged the need for a change in the bylaws to reflect a requirement for the annual review and statement only. Mike recommended that SHPOA find a new CPA after the end of this fiscal year and the annual meeting.

Tim told the board that Lisa Richardson had, at the board's request, performed a review of lot ownership and mailing addresses from county records and put together a master spreadsheet with the newly gathered information. Much of the ownership/address info was different from what the

bookkeeper had been relying on in QuickBooks. The new information now needs to be melded into QuickBooks.

Kim noted that his calculations of approximately \$6,200 in routine SHPOA expenses on an annual basis breaks down to approximately \$97/lot (over 754 privately-owned lots in SHPOA). With an annual maintenance fee of \$100/lot – and an actual collection rate of approximately 60% there is a shortfall to cover these routine expenses, not to mention unexpected expenses and larger capital improvement needs. Kim suggested raising the annual maintenance fee to \$150/lot. Discussion ensued as to whether the time was right for that increase given the funds on hand from previous lot sales and the potential for the sale of the pavilion/pool/clubhouse area. No decision was made.

Kim noted that 2 cd's at \$50k each were up for expiration in March and made a motion to roll them into 3-month cd's and re-evaluate investing them into longer-term vehicles after the annual meeting and some better idea as to upcoming expenses and income. Mike seconded the motion and the board unanimously approved the measure.

**Liens:** It was stated by Tim that a property in Sub III that owes SHPOA +\$1,000 (discussed at the January meeting) may have already been sold at a tax sale. This emphasized the need for timely lien filing. Discussion was had regarding the need for foreclosing some of the liens rather than waiting for a property sale to recoup the delinquent fees. There was general approval of the concept of foreclosing grossly overdue, unsightly, and/or re-salable properties in the future. Cecelia will ask the attorneys who are currently handling certain matters for SHPOA to provide a quote for legal fees and expenses associated with handling POA lien foreclosures.

## **COMMITTEE REPORTS:**

**ARCHITECTURAL COMMITTEE:** Correction from January minutes: Tim is working to add needed forms to the SHPOA website to be used by property owners when submitting a request for ACC approval. (January minutes indicated that the forms were completed and they were already online.) Tim and Chris continue to work on adding the needed forms to the website and ability to upload sketches, etc. into the request for approval (RFA) tab. Chris inquired who would be sending out future approvals for the ACC. Lisa Richardson will handle that administrative function moving forward.

Chris will get the ACC to meet in person to go over the process and forms. Robbie questioned whether Melvyn Wright had moved out of the subdivision. There may be a need for a 3<sup>rd</sup> person/replacement on the ACC. Robbie or Chris will check with Melvin.

## **MAINTENANCE COMMITTEE:**

**Sub II Boat Ramp:** Collection of signed paperwork required for the repairs and upgrading of the paving and gate installation is complete. The check for \$15,000 (for partial reimbursement of expenses associated with the 2 phases of work performed at the launch) was cut from the general fund, pending further research on whether special assessment funds are more appropriate for this work.

Tim is working toward installing the equipment needed for using the same access card currently being used for Sub III. The gate is currently being left open until the card access system is up and running.

**Sub III Boat Ramp:** The gate continues to be inoperable. Tim's research resulted in a \$6,700 bid to upgrade existing gate, but it is so heavy, the concern is it will just continue to break and be an ongoing expense. To replace the gate, Tim received 2 bids: Gilroy for \$9,400 for a new gate on a chain system;

and a company out of Willis for \$10,800 for a new iron gate which would ride on the existing rail, seems to have a better outlook for longevity, and looks more attractive. These quotes do not include the card access system, but Tim stated that some upgrades to the existing system should be minimal and will be applicable to the gate in Sub II as well. Tim moved that we go with the \$10,800 bid; Mike seconded the motion and the board agreed unanimously.

Other: Sub III:

Bulkhead, etc.: Mike stated that the dirt pile, sand pile, gavel, and select fill have been delivered and will be spread and filled into the needed areas to reinforce the boat launch-area bulkhead by Brad Street LLC. Delays have been due to contractor illness and weather conditions. All of this and repairs at Harvey's Pond (filling in the backside of the berm) and Mirror Lake (re-installing a drainage pipe) will be done on a T&M basis by Brad Street's crew within the approved "not to exceed price" of \$12,500 (approved by the Board in Nov. of 2024), of which Mike has tracked \$3,400 as being paid through December. Mike plans to solicit volunteers from the neighborhood to assist in spreading the dirt and placing the rocks already there if the contractor is not able to get it done soon.

The major washout in the main road into Sub III is getting worse. It was agreed that a letter needs to be sent to the county commissioner to address the matter before the road gives out.

Tim is leading the effort to get the electric company to turn off power to the poles and remove the poles near the boat launch. He will follow up on installation of solar lighting at Sub II and III boat launches as a money saving measure and to make the Sub III launch safer (due to sagging power lines).

Mike made a motion, seconded by Chris and unanimously approved that water will be turned off to the clubhouse. Kim will take the lead on getting this done.

NOMINATING COMMITTEE: Matt Ball, the Chair of this committee, asked what the deadline is for candidates for director positions on the 2025/26 board. There is a March 15<sup>th</sup> deadline for submission of names and bio's for candidates wishing to run for positions as director in order to get those names and bio's printed in the Newsletter. Write-in candidates are allowed, so it seems that a candidate may add his or her name at any time prior to live voting. There was discussion regarding the lack of clarity in the Bylaws regarding the term of the President. Cecelia will ask for SHPOA's attorney to give the board guidance.

DR ENFORCEMENT MATTERS: Kim mentioned 2 violations related to Sub III properties in disrepair and/or with abandoned vehicles. He is to draft violation letters for each and submit them to Cecelia for completion and transmittal via certified mail.

**OLD BUSINESS:**

Town Hall Meeting: Signs for the meeting have been printed. The agenda is being worked on, but the need and specifics for a pavilion in Sub III will certainly be on the agenda. Property owners in attendance will be asked to sign in, give their email address and any alternate mailing address, and note any matter they want to raise for discussion. Each such topic would be given 5 minutes. If there is a good turnout, the board might consider ordering some snacks from the Bullet Grill next door.

Admin: As stated earlier, Lisa Richardson has completed a spreadsheet of owners and addresses for all of Holiday Shores. Kim made a motion, seconded by Mike and approved unanimously by the board to

begin paying Lisa the previously-approved monthly rate for administrative help and for any special projects she undertakes at the board's request.

### **NEW BUSINESS:**

Annual meeting: Matters to be placed on the ballot were briefly discussed. Amending the DR's and Bylaws was discussed and Kim made a motion, seconded by Matt and unanimously approved by all board members present (Chris was no longer at the meeting) that amendments to these documents would not be put on the ballot for this year's meeting. Mike brought up a concern about the proxy language and Cecelia will review it and submit changes to the board at or before the next meeting.

Newsletter and ballot drafting: Cecelia needs all reports for the Newsletter by 3/15 in order to get it finalized, printed, and mailed in a timely fashion. The absentee ballot, proxy statements and specific language for all non-election ballot matters will need to be finalized by then, as well. Cecelia will need timely submissions and comments in order to meet this deadline.

Management company: Mike contacted an HOA management company out of Conroe, DTA, and some of the board members heard the presentation of their proposed services via a Zoom meeting earlier this month. It appeared that the basic charge of \$1,885/month would cover services such as billing and collection of annual fees, website management, and administrative duties, with the possible addition of DR violation notices and ACC inspections. Mike made a motion, seconded by Tim and unanimously approved by the board (Chris was no longer in attendance) that the company be contacted for review of their contract for services and for follow-up clarification on what services are included in the base monthly charge.

Kim has investigated upgrading the liability insurance for the board. Cecelia made a motion, seconded by Kim, and approved unanimously by the board (Chris was no longer in attendance) for the upgrade to be made to the existing policy.

A motion to adjourn was made by Cecelia, seconded by Kim, and unanimously approved at 1:20 p.m.

**Next Regular Meeting – March 15, 2025, at 9 a.m.  
Location TBD**

**NOTE:** Subsequent to the February meeting, but prior to the completion of these minutes, five (5) of the directors resigned their positions on the board: Kim Chatman, Robbie Boulet, Tim Richardson, Matt Ball and Mike Monteleone. All action items assigned to the exiting members must be absorbed by other members. Meanwhile, three (3) of the vacancies have been filled by Joe Campbell (former Board member and President), Rich Brazzale (former Board member and VP, to be effective when he completes current work on the ACC), and Jerry Atkinson.