

STEPHENS HILLS PROPERTY OWNERS' ASSOCIATION, INC.
(SHPOA)
BOARD OF DIRECTORS MEETING MINUTES
January 15, 2022

Board Members Present:

Joe Campbell
Rich Brazzale
Joy DeRaimo
Tim Richardson

Accountant:

Teresa Eddinger

Admin Asst:

Kristie Fraga

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

APPROVAL OF MINUTES:

Through email, Robbie Boulet made a motion to approve the November 20, 2021, regular meeting minutes. The motion was seconded by Rich Brazzale and approved unanimously.

TREASURER'S REPORT:

The treasurer's report ending 11/30/2021 & 12/31/2021 was presented to the Board. The beginning bank balance on 11/01/21 was \$48,912.13 with credits of \$11,052.43 and expenses of \$4,245.84, leaving an ending bank balance of \$55,718.72.

The property collections report for 11/30/21 was presented for approval. The prior maintenance fees still outstanding are \$78,834.53; prior mowing fees still outstanding are \$18,965.00; current maintenance fees assessed for the 2021/2022 balance are \$30,605.00. Assessment fees collected \$33,680.00. There are no upcoming significant expenditures.

The beginning bank balance on 12/01/21 was \$55,718.72 with credits of \$5,747.50 and expenses of \$1,541.02, leaving an ending bank balance of \$59,925.20.

The property collections report for 12/31/21 was presented for approval. The prior maintenance fees still outstanding are \$78,734.53; prior mowing fees still outstanding are \$18,965.00; current maintenance fees assessed for the 2021/2022 balance are \$29,105.00. Assessment fees collected \$36,133.00.

The property taxes will be paid which total \$1,948.67.

The Directors Liability Policy was paid \$1,054.00.

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

Certified Final Demand and Settlement Letters: Certified final demand letters will be mailed to all property owners who haven't paid their dues, assessment fee or both. This will be the start to placing liens on the property(s). Teresa will contact sertifiedmail.com on how to replenish our account to get this mailing done.

Liens: 49 current liens in place.

Monthly Payment Plans: None

There were no questions, and the report was accepted as submitted by President, Joe Campbell.

COMMITTEE REPORTS:

ARCHITECTURAL COMMITTEE: A garage addition was approved for on Marina Drive. A letter will be sent to a homeowner on Lakeshore Dr to remind him of the deed restrictions in getting his home built in a timely manner and per the deed restrictions of 6 months, which has been exceeded.

MAINTENANCE COMMITTEE: We received a call about the gate at the Sub II Boat Ramp not working correctly. Rich Brazzale and Tim Richardson went to the gate after meeting and reported that it appeared to be a problem with the suspension again. They will make some adjustments to see if that helps, otherwise we will call Gates in Motion back out to assess the problem. Tim Richardson will be getting a quote to cut down and haul away some dead trees around the clubhouse that could potentially fall onto the clubhouse.

Mowing Deed Restriction Letters:

Non-Mowing Deed Restriction Letters:

Sub II Boat Ramp:

Sub III Boat Ramp:

ASSESSMENT COMMITTEE: We are still waiting on Livingston Survey to give us the report on the Sub III properties. For the pool, C & S has been notified that we are ready to proceed with the project of filling the pool. C & S is waiting on a part for a piece of machinery that they will need to do our project. We have received \$36,111.00 to date on the assessment fees.

NOMINATING COMMITTEE: This will be addressed at our February Board Meeting. There are a few officers whose terms are up.

LITIGATION: Nothing to report

SMALL CLAIMS:

OLD BUSINESS: Robbie Boulet was not present to give us an update on the rock for Sub II boat ramp or if he had any success in contacting some pool companies to purchase our old pool equipment.

NEW BUSINESS: A current property owner, contacted the board about a lot that they are trying to purchase and asked if the board would accept ½ of the past due amount. Amount owed is \$806.00. A motion was made by Rich Brazzale to deny the lowering of the dues, a second by Joy De Raimo and approved unanimously.

May 15th, 2022 will be the date for our Annual Meeting. More details to be discussed.

A motion to adjourn was made by Tim Richardson and a 2nd by Rich Brazzale. The meeting was adjourned at 9:40am.

Next Regular Meeting – February 19, 2022, at 9 a.m.

