

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

Board Members Present:

Joe Campbell Teresa Eddinger Rich Brazzale **Admin Asst:**
Joy DeRaimo
Tim Richardson

Accountant:

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.

STEPHENS HILLS PROPERTY OWNERS' ASSOCIATION, INC.
(SHPOA)
BOARD OF DIRECTORS MEETING MINUTES
February 19, 2022

Board Members Present:

Joe Campbell Teresa Eddinger Rich Brazzale **Admin Asst:**
Joy DeRaimo
Tim Richardson
Chris Crowell

Accountant:

Kristie Fraga

Property Owner Visitor – Steve Otis

President Joe Campbell called the Board meeting to order at 8:59a.m. and established a quorum.

APPROVAL OF MINUTES:

Through email, Rich Brazzale made a motion to accept the January 15th meeting minutes, a second by Tim Richardson and approved unanimously.

TREASURER'S REPORT:

The treasurer's report ending 1/31/2022 was presented to the Board. The beginning bank balance on 01/01/21 was \$59,925.20 with credits of \$4,631.59 and expenses of \$3,703.25, leaving an ending bank balance of \$60,853.54.

The property collections report for 01/31/2022 was presented for approval. The prior maintenance fees still outstanding are \$77,034.53; prior mowing fees still outstanding are \$18,815.00; current maintenance fees assessed for the 2021/2022 balance are \$30,892.00. Assessment fees collected \$37,866.00. There are no upcoming significant expenditures.

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

Certified Final Demand and Settlement Letters: There are approximately 34 property owners who will be receiving their certified letters. The board elected to start with the most recent, past due accounts. Some property owners may be confused thinking they paid their dues when they actually paid the assessment fee.

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: There were a few architectural issues brought to the board. The first was property owner [REDACTED], Holiday Shores II Lot [REDACTED], he has submitted plans for a structure

that appears to be a metal building, which is not allowed. Chris Crowell will be following up with him this week to discuss his project. The second issue involves a residence already in the process of being built, and being a metal building on Silver Hickory Drive, which has broken many deed restrictions: 1) There were no plans submitted to the board for approval, 2) The residence is not being built by a qualified home builder, 3) It is a metal structure.

The Architectural Chair, Chris Crowell, will be drafting a letter to e-mail, as well as mail certified to stop building.

There is another property owner who has submitted plans for lot [REDACTED] in Holiday Harbor. The only issue that needs to be clarified is the building material for the outside of the residence. Chris Crowell will address this with the owner.

MAINTENANCE COMMITTEE: A quote was received for cutting down the dead trees around the clubhouse and it was \$3,000. We will need to get some additional quotes. People are still messing with gate at the boat ramp in sub II by throwing towels, shirts etc. over the sensor allowing the gate to stay open.

Mowing Deed Restriction Letters:

Non-Mowing Deed Restriction Letters:

Sub II Boat Ramp:

Sub III Boat Ramp:

ASSESSMENT COMMITTEE: The filling of the pool is approximately 75% complete. We will be getting some bids for playground equipment and sod. C & S offered to haul away the fencing around the basketball court. This fencing was taken down for access to the pool area. A motion was made by Joy DeRaimo to approve the hauling away and a 2nd by Tim Richardson, approved unanimously. We received a preliminary survey from Livingston Survey. A motion was made by Robbie Boulet and a 2nd from Rich Brazzale to approve the preliminary survey. Approved unanimously. The next step will be for TRA to come out and approve the survey and septic placements and they are scheduled to be out the week of 2/21/22. We are on the court docket for March 9th to receive the variance for the septic systems and how many lots we can beak the property in to.

NOMINATING COMMITTEE: There will be 2 open Director spots that will need to be filled at the annual meeting. The President & Vice President are also up for reelection. Current chairpersons need to get their yearly recaps together for the annual newsletter and to Kristie by the end of March. The annual meeting will be May 15th.

LITIGATION: Nothing to report

SMALL CLAIMS:

OLD BUSINESS:

NEW BUSINESS: We were served with a notice from San Jacinto County since we currently have a lien on property owned by Great Southern Mortgage, and they are suing for back taxes. This will be forwarded to our attorney to handle.

A motion to adjourn was made by Robbie Boulet and a 2nd by Tim Richardson. The meeting was adjourned at 10:25am.

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

STEPHENS HILLS PROPERTY OWNERS' ASSOCIATION, INC.
(SHPOA)
BOARD OF DIRECTORS MEETING MINUTES
March 19, 2022

Board Members Present:

Joe Campbell Teresa Eddinger Rich Brazzale **Admin Asst:**
Joy DeRaimo
Tim Richardson
Chris Crowell
Robbie Boulet

Accountant:

Kristie Fraga

President Joe Campbell called the Board meeting to order at 8:57a.m. and established a quorum.

APPROVAL OF MINUTES:

Through email and after corrections, Rich Brazzale made a motion to accept the February 15th meeting minutes, a second by Tim Richardson and approved unanimously.

TREASURER'S REPORT:

The treasurer's report ending 2/28/2022 was presented to the Board. The beginning bank balance on 02/01/22 was \$60,853.54 with credits of \$2,752.46 and expenses of \$29,225.05, leaving an ending bank balance of \$34,380.95.

The property collections report for 02/28/2022 was presented for approval. The prior maintenance fees still outstanding are \$76,711.39; prior mowing fees still outstanding are \$18,765.00; current maintenance fees assessed for the 2021/2022 balance are \$29,205.00. Assessment fees collected \$39,331.00. Going forward, the assessment fees collected will be an asset line item on the balance sheet. C & S Dirt was paid \$27,250.00 for the filling of the pool. There are no upcoming significant expenditures.

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

Certified Final Demand and Settlement Letters: 42 certified letters were sent to property owners who have not paid their assessment fee and or their 2021/2022 dues. Property Owners have until April 5, 2022, to pay. If left unpaid we will be starting the process of placing liens on the property. Teresa is to e-mail the excel list of property owners receiving letters to the board members.

Liens: 47 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: The property on Silver Hickory was given conditional approval providing that the outside, 100% of the metal, of the residence is covered with hardy board, wood, brick, or similar material acceptable according to the deed restrictions. The owners agreed to this resolution. Chris Crowell sent an email, and a letter will be mailed.

Chris Crowell, property owner of Lot #151 in Sub III submitted plans for a 12' x 24' metal shed. The plans meet all deed restrictions, a motion was made by Rich Brazzale to approve the plans, a second from Joy DeRaimo and approved unanimously.

MAINTENANCE COMMITTEE: Mowing has started.

Mowing Deed Restriction Letters:

Non-Mowing Deed Restriction Letters:

Sub II Boat Ramp:

Sub III Boat Ramp: There was much discussion about the sizable mud hole at the end of the concrete as well as some holes along the bulkhead that need to be filled. A motion was made by Robbie Boulet to purchase 22 tons of rock to fill the holes. A second from Chris Crowell and approved unanimously. Robbie Boulet will get the rock ordered and Orzco will spread it for us.

ASSESSMENT COMMITTEE: The filling of the pool is complete. C & S Dirt was paid \$27,250.00. We will be getting some bids for playground equipment and sod. We will also be looking into Hydro Mulch. TRA came out and approved the property at the Sub III property for 2 lots due to the septic system requirements. We received the variance for the septic systems and to divide the land into 2 lots from the county commissioner.

NOMINATING COMMITTEE: There will be 2 open Director spots that will need to be filled at the annual meeting. The President & Vice President are also up for reelection. The annual meeting will be May 15th.

LITIGATION: Nothing to report

SMALL CLAIMS:

OLD BUSINESS: The letter from the county was turned over to our attorney and there is nothing required of us. Just notice that we are second in line if any money is collected on that particular property due to back taxes.

We submitted the survey to Susan Vaughn of Vaughn Realty and for an approximate value and listing price. Mosely Construction will give us an estimate for a steel bulkhead so this can be relayed to any potential buyers. There is additional property beyond the existing shoreline that a buyer may petition the U.S. Corps of Engineers to reclaim; however, it is our understand that such an action would take approximately one year to secure a response, and there is no guarantee that it would be allowed.

NEW BUSINESS: Joe Campbell presented the name of Cecelia Bentz for the vacancy on the board due to Pam McNair resigning, Cecelia is a property owner in Sub II. A motion was made by Joy DeRaimo to accept the nomination, a second by Tim Richardson and approved unanimously.

After the situation on Silver Hickory, Rich Brazzale made a motion to have the following wordage added to the ballot for member approval covering the deed restrictions for Subdivision III, all sections. "Metal structures, specifically storage buildings, garages, and similar structures are permissible; however, metal products, with the exception of framing and roofing, are prohibited on residences." A second by Joy DeRaimo and approved unanimously. This clarifying language will go on the ballot.

Board members are to have their committee reports, and if running for office also their bios, to Kristie by the end of March, with the preliminary newsletter going out to board members for approval the first week of April, except for the Treasurer's report. This report will be submitted as soon as the bank reconciliation for March is received.

Joe will get with Juli about borrowing the PA system. Kristie will pick up 5 cases of water and Joe and Rich will pick up ice.

A motion to adjourn was made by Tim Richardson and a 2nd by Robbie Boulet. The meeting was adjourned at 10:37am.

Next Regular Meeting – April 23, 2022, at 9 a.m.

STEPHENS HILLS PROPERTY OWNERS' ASSOCIATION, INC.
(SHPOA)
BOARD OF DIRECTORS MEETING MINUTES
April 23, 2022

Board Members Present:

Joe Campbell Teresa Eddinger Rich Brazzale **Admin Asst:**
Joy DeRaimo
Tim Richardson
Robbie Boulet

Accountant:

Kristie Fraga

President Joe Campbell called the Board meeting to order at 9:01a.m. and established a quorum.

APPROVAL OF MINUTES:

Through email and after corrections, Rich Brazzale made a motion to accept the March 19th meeting minutes, a second by Rich Brazzale and approved unanimously.

TREASURER'S REPORT:

The treasurer's report ending 3/31/2022 was presented to the Board. The beginning bank balance on 03/01/22 was \$34,380.95 with credits of \$2,146.16 and expenses of \$2,797.51, leaving an ending bank balance of \$33,729.60.

The property collections report for 03/31/2022 was presented for approval. The prior maintenance fees still outstanding are \$51,856.48; prior mowing fees still outstanding are \$15,165.00; current maintenance fees assessed for the 2021/2022 balance are \$28,905.00. Assessment fees collected \$39,608.00. Assessment fees in reserve \$12,358.00. Robbie Boulet turned in his receipts for the rock purchased for the Sub III boat ramp, \$2,000.00. There was a discussion about clarifying the Income Statement to reflect the realistic numbers of collectable fees and dues. This will be addressed with the CPA at year end. There are no upcoming significant expenditures.

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

Certified Final Demand and Settlement Letters: 43 letters were sent, to date 3 have been returned.

Liens: 47 current liens in place. After the Annual Meeting liens will be placed on delinquent property owners for 2021 and past dues.

Monthly Payment Plans: None

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

COMMITTEE REPORTS:

ARCHITECTURAL COMMITTEE:

MAINTENANCE COMMITTEE: There is a property owner on Lake Shore Dr that has a few dead trees that are of concern due to them falling across the road as well as on the neighbor's house/property. A

letter will be sent making them aware of the situation and to take care of it. There is a house on Blanks Bend with an unfinished/deteriorating shed. A letter will be sent to them. Joe will call C & S to dig out

1

the drain by the basketball courts. He will also ask them to haul off the broken concrete tables down in the shelter area.

Mowing Deed Restriction Letters:

Non-Mowing Deed Restriction Letters:

Sub II Boat Ramp:

Sub III Boat Ramp: The rock was delivered for the Sub III boat ramp and Robert Orcozo spread the rock.

ASSESSMENT COMMITTEE: The 2 lots at the Sub III boat ramp have been listed with Vaughn realty for \$150,000 each. There have been several inquiries.

NOMINATING COMMITTEE: There will be 2 open Director spots that will need to be filled at the annual meeting. The President & Vice President are also up for reelection. The annual meeting will be May 15th.

LITIGATION: Nothing to report

SMALL CLAIMS:

OLD BUSINESS: The newsletter was approved and will be sent to the printer and then to the mailing service.

NEW BUSINESS: The properties at the boat ramp are on the market with Vaughn Realty and signs are on the property. Susan Vaughn has offered to donate 2 cases of water and cookies for the Annual Meeting.

A motion to adjourn was made by Robbie Boulet and a 2nd by Joy DeRaimo. The meeting was adjourned at 10:01am.

Next Regular Meeting – April 23, 2022, at 9 a.m.

2

STEPHENS HILLS PROPERTY OWNERS' ASSOCIATION, INC.
(SHPOA)
BOARD OF DIRECTORS MEETING MINUTES
May 14, 2022

Board Members Present:

Joe Campbell Teresa Eddinger Rich Brazzale Admin Asst:
Joy DeRaimo
Tim Richardson
Robbie Boulet

Accountant:

Kristie Fraga

President Joe Campbell called the Board meeting to order at 8:56a.m. and established a quorum.

APPROVAL OF MINUTES:

Through email and after corrections, Rich Brazzale made a motion to accept the March 19th meeting minutes, a second by Robbie Boulet and approved unanimously.

TREASURER'S REPORT:

The treasurer's report ending 4/30/2022 was presented to the Board. The beginning bank balance on 04/01/22 was \$33,729.60 with credits of \$1,419.22 and expenses of \$8,495.54, leaving an ending bank balance of \$26,653.28.

The property collections report for 04/30/2022 was presented for approval. The prior maintenance fees still outstanding are \$80,561.48; prior mowing fees still outstanding are \$15,165.00; current maintenance fees assessed for the 2022/2023 balance are \$85,300.00. Assessment fees collected \$39,876.00. Assessment fees in reserve \$12,794.00.

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

Certified Final Demand and Settlement Letters: 43 letters were sent, to date 5 have been returned.

Liens: 47 current liens in place. After the Annual Meeting liens will be placed on delinquent property owners for 2021 and past dues. These liens will be discussed at the June board meeting and sent out immediately.

Monthly Payment Plans: None

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

COMMITTEE REPORTS:

ARCHITECTURAL COMMITTEE: Property owners on Lake Shore Drive, The Durrett's, received approval to enclose their back porch and Phil Indelicato received approval for a storage shed. A letter will be sent to both property owners.

MAINTENANCE COMMITTEE: A major pipe behind the pool shed has been repaired.

Mowing Deed Restriction Letters:

Non-Mowing Deed Restriction Letters:

1

Sub II Boat Ramp:

Sub III Boat Ramp: There was much discussion about the Sub III boat ramp gate. People who don't live here have cards, and people are messing with the sensors on the gate. We are going to have to call Gates In Motion for an assessment of the gate to see what needs to be done to repair.

ASSESSMENT COMMITTEE: The 2 lots at the boat ramp are under contract. The same individual is buying both lots. The first lot is scheduled to close on 5/20/22. After closing cost, we deposited \$132,408.21.

NOMINATING COMMITTEE:

LITIGATION: Nothing to report

SMALL CLAIMS:

OLD BUSINESS: Proxies will be counted today after the meeting. Tim Richardson, Teresa Eddinger & Kristie Fraga will be counting. Susan Vaughn delivered 2 cases of water for the Annual Meeting. Joe and Rich will bring ice. The "Rules of Order" for the Annual Meeting were discussed and it was emphasized that these would be followed.

NEW BUSINESS: No new business/

A motion to adjourn was made by Robbie Boulet and a 2nd by Joy DeRaimo. The meeting was adjourned at 9:41am.

Next Regular Meeting – June 18, 2022, at 9 a.m.

2

STEPHENS HILLS PROPERTY OWNERS' ASSOCIATION, INC.
(SHPOA)
BOARD OF DIRECTORS MEETING MINUTES
June 18, 2022

Board Members Present:

Joe Campbell Teresa Eddinger Rich Brazzale **Admin Asst:**
Joy DeRaimo
Tim Richardson
Robbie Boulet
Cecelia Bentz

Accountant:

Kristie Fraga

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

APPROVAL OF MINUTES:

Through email and after corrections, Rich Brazzale made a motion to accept the May 14th meeting minutes, a second by Robbie Boulet and approved unanimously.

TREASURER'S REPORT:

The treasurer's report ending 5/31/2022 was presented to the Board. The beginning bank balance on 05/01/22 was \$26,653.28 with credits of \$156,441.63 and expenses of \$9,375.75, leaving an ending bank balance of \$173,719.16.

The property collections report for 05/31/2022 was presented for approval. The prior maintenance fees still outstanding are \$78,561.48; prior mowing fees still outstanding are \$14,815.00; current maintenance fees assessed for the 2022/2023 balance are \$65,596.00. Assessment fees collected \$41,652.00. Assessment fees in reserve \$14,570.00.

The balance sheet will need to be adjusted to reflect the property that the POA owns as well as the recording of the sale of the Sub III boat ramp property. Teresa will make an appointment to meet face to face with the CPA instead of just sending a copy of the flash drive.

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

Certified Final Demand and Settlement Letters: 43 letters were sent, to date 6 have been returned.

Liens: 47 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: Nothing to report

MAINTENANCE COMMITTEE: The ongoing problem with the gate at the boat ramp at Sub III was discussed. We received a quote from Gates in Motion for 2 different scenarios; 1) Weld the maglock plate back and replace the card reader for \$2,806.18. 2) Install a wireless/cellular, cloud-based app system for \$5,729.18. These were tabled until Robbie Boulet and Tim Richardson can get some additional information from the company. There was a motion made by Rich Brazzale with a 2nd from

Cecelia Bentz for Tim Richardson to purchase 3 cameras with a 30-day free trial for the boat ramp area.

1

Passed unanimously. Hopefully we will be able to identify the people messing with the gate sensor causing the malfunctions.

Mowing Deed Restriction Letters:

Non-Mowing Deed Restriction Letters:

Sub II Boat Ramp:

Sub III Boat Ramp: See Maintenance Committee

ASSESSMENT COMMITTEE:

NOMINATING COMMITTEE:

LITIGATION: The attorneys in the litigation are scheduled to meet with the judge in August.

SMALL CLAIMS:

OLD BUSINESS: No old business.

NEW BUSINESS:

There are some trees on Lake Shore Drive that need to be taken down. Efforts to contact the property owner have been unsuccessful.

Rich Brazzale submitted a letter to be mailed to all property owners asking the property owners for their help in keeping the boat ramp safe and secure,

Rich Brazzale made a motion to purchase the sod for the pool/recreation area. The sod with delivery is \$1,980.00 and Orocozo Lawn Service will lay it for \$95/pallet, Tim Richardson made the 2nd and approved unanimously.

An issue was brought to the board's attention of a property owner on Old Hickory Road that had posted "private road" signs on his property denying access to property owners to the pond. This is a county road and was confirmed by Precinct Commissioner Mark Nettuno.

Rich Brazzale made a motion authorizing Joe Campbell to invest \$200,000.00 into interest bearing Certificates of Deposit for a 1-year term, renewing each year. These will be two (2) \$100,000.00 cd's. A 2nd from Robbie Boulet and passed unanimously. Kristie will draft a letter to the bank.

The board agreed to purchase 10 rolls of stamps, since the price of stamps are getting ready to increase and we have a mailing to do.

A motion to adjourn was made by Cecelia Bentz and a 2nd by Robbie Boulet. The meeting was adjourned at 10:05am.

Next Regular Meeting – July 16, 2022, at 9 a.m.

2

STEPHENS HILLS PROPERTY OWNERS' ASSOCIATION, INC.
(SHPOA)
BOARD OF DIRECTORS MEETING MINUTES
July 16, 2022

Board Members Present:

Joe Campbell
Rich Brazzale
Joy DeRaimo
Tim Richardson
Chris Crowell
Cecelia Bentz
Robbie Boulet

Accountant:

Teresa Eddinger

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

APPROVAL OF MINUTES:

Through email and after corrections, Rich Brazzale made a motion to accept the June 18th meeting minutes, a second by Robbie Boulet and approved unanimously.

TREASURER'S REPORT:

The treasurer's report ending 6/30/2022 was presented to the Board. The beginning bank balance on 06/01/22 was \$173,719.16 with credits of \$134,795.89 and expenses of \$5,778.60, leaving an ending bank balance of \$302,736.45.

The property collections report for 06/30/2022 was presented for approval. The prior maintenance fees still outstanding are \$78,011.48; prior mowing fees still outstanding are \$14,715.00; current maintenance fees assessed for the 2022/2023 balance are \$53,496.00. Assessment fees collected \$42,322.00. Assessment fees in reserve \$13,080.68.

We received the bills for our Shoreline fees from TRA for both boat ramps. These bills will be paid. Teresa will call to confirm what the fees are for. Certified letters will go out after July 31st for owners not paid to start the lien process. Teresa is supposed to call the accountant and arrange a meeting. Kristie and Joy will also attend this meeting.

Cecelia mentioned adding to the website the due date for the POA fees. Joy will look into adding this to the website.

Joe Campbell transferred \$200,000.00 into 2, \$100,000.00 certificates of deposit.

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

Certified Final Demand and Settlement Letters:

Liens: 47 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: Nothing to report

MAINTENANCE COMMITTEE: The sod has been paid for and laid. Robbie is overseeing the watering of the sod.

1

Tim Richardson has purchased the cameras for the boat ramp area. Gates in Motion will be repairing the gate and 2 new card readers will be installed. This will result in every property owner getting a new access card. Owners will receive 1 card. If a property owner “loses” a card a replacement card will be \$50 and the previous card deactivated. This will hopefully help cut down on the number of cards in the hands of people who aren’t owners. Property owners not current on their dues will not be given cards until all dues are paid. A letter will need to be sent to all Property Owner’s letting them know of the change and to let them know about getting a new access card. Tim will order 400 new cards.

Mowing Deed Restriction Letters:

Non-Mowing Deed Restriction Letters:

Sub II Boat Ramp:

Sub III Boat Ramp: See Maintenance Committee

ASSESSMENT COMMITTEE: Fees are still being paid. We still are waiting on the bill from Oroczo for laying the sod.

NOMINATING COMMITTEE:

LITIGATION: The attorneys in the litigation are scheduled to meet with the judge in August.

SMALL CLAIMS:

OLD BUSINESS:

NEW BUSINESS: The amendment to the deed restrictions for Sub III need to be filed with the courthouse. Joe Campbell discussed cutting down the trees at the clubhouse with Robert Orcozo. He will get a quote to cut down and haul away. Chris Crowell will get a quote as well from the company that he has used.

The trash company we are using, Pro Star, is charging \$600 per year. Robbie Boulet would like to see us utilize a new trash company for a few reasons; the cost, the wear and tear on our streets and generally not doing a good job. Robbie will get a formal quote from the company he uses. Teresa will call and cancel our service with Pro Star and get a prorated bill.

A motion to adjourn was made by Tim Richardson and a 2nd by Robbie Boulet. The meeting was adjourned at 10:10am.

Next Regular Meeting – August 20, 2022, at 9 a.m.

2

STEPHENS HILLS PROPERTY OWNERS' ASSOCIATION, INC.
(SHPOA)
BOARD OF DIRECTORS MEETING MINUTES
August 20, 2022

Board Members Present:

Joe Campbell
Rich Brazzale
Joy DeRaimo
Chris Crowell
Cecelia Bentz

Accountant:

Teresa Eddinger

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

APPROVAL OF MINUTES:

Through email and after corrections, Rich Brazzale made a motion to accept the July 16th meeting minutes, a second by Tim Richardson and approved unanimously.

TREASURER'S REPORT:

The treasurer's report ending 7/31/2022 was presented to the Board. The beginning bank balance on 01/01/22 was \$302,736.45 with credits of \$4,985.84 and expenses of \$14,317.18 and a withdrawal of \$200,000.00 to purchase 2-\$100,000.00 CD's, leaving an ending bank balance of \$93,405.11.

The property collections report for 07/31/2022 was presented for approval. The prior maintenance fees still outstanding are \$77,471.48; prior mowing fees still outstanding are \$14,665.00; current maintenance fees assessed for the 2022/2023 balance are \$49,896.00. Assessment fees collected \$42,992.00. Assessment fees in reserve \$15,742.00.

Teresa is supposed to call the accountant and arrange a meeting. Kristie and Joy will also attend this meeting.

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

Certified Final Demand and Settlement Letters: Being sent out to all past due owners. The letter will be modified to reflect that we are filing liens, not going to small claims court.

Liens: 47 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: Property owner at 121 Mirror Lake, submitted a drawing for an addition for boat parking but we need some additional information including the dimensions and the property line markings. Chris will send an email letting them know what is still needed.

MAINTENANCE COMMITTEE: The tree service has been hired to cut down 5/6 trees around the

clubhouse as well as haul off the 2 brush piles. A motion was made to move forward with this expenditure by Cecelia Bentz with a 2nd from Rich Brazzale and approved unanimously. The total is \$3,200.00. We will issue a check.

1

A letter will be sent to all owners letting them know about the new key card readers for the Sub III boat ramp and pavillion. Cards will be available starting September 1st, and the gate will become operational on September 15th.

Mowing Deed Restriction Letters:

Non-Mowing Deed Restriction Letters:

Sub II Boat Ramp:

Sub III Boat Ramp: See Maintenance Committee

ASSESSMENT COMMITTEE: Rich Brazzale will look into new playground equipment and report back to the board.

NOMINATING COMMITTEE:

LITIGATION: Still waiting on a date to meet with the judge concerning Sub II, 7,8, and 9

SMALL CLAIMS:

OLD BUSINESS: Cecelia has worked on the revision of the rules and regulations. This will be added to the agenda for the Annual Meeting and be voted on by the owners. Some of the revisions include, taking out verbiage about the pool and basketball courts. Joy has been working on updating the website.

NEW BUSINESS: No new business.

A motion to adjourn was made by Rich Brazzale and a 2nd by Cecelia Bentz. The meeting was adjourned at 10:00am.

Next Regular Meeting – September 17, 2022, at 9 a.m.

2

STEPHENS HILLS PROPERTY OWNERS' ASSOCIATION, INC.
(SHPOA)
BOARD OF DIRECTORS MEETING MINUTES
September 17, 2022

Board Members Present:

Joe Campbell Teresa Eddinger Rich Brazzale **Admin Asst:**
Robbie Boulet
Chris Crowell
Cecelia Bentz
Tim Richardson

Accountant:

Kristie Fraga

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

APPROVAL OF MINUTES:

Through email and after corrections, Rich Brazzale made a motion to accept the August 20th meeting minutes, a second by Tim Richardson and approved unanimously.

TREASURER'S REPORT:

The treasurer's report ending 8/30/2022 was presented to the Board. The beginning bank balance on 08/01/22 was \$93,405.11 with credits of \$3,722.08 and expenses of \$7,495.83, leaving an ending bank balance of \$89,631.36.

The property collections report for 08/30/2022 was presented for approval. The prior maintenance fees still outstanding are \$77,221.48; prior mowing fees still outstanding are \$14,665.00; current maintenance fees assessed for the 2022/2023 balance are \$47,496.00. Assessment fees collected \$43,260.00. Assessment fees in reserve \$16,010.00.

Teresa is still waiting on a meeting with the accountant, who has not responded to her emails. Teresa will call this week. If we are unable to meet with her soon it might possibly be time to look into getting a new CPA.

There is still some tweaking that needs to be done on the financial statements.

The liability insurance is due by 9/29/22. A check will be issued for this expenditure.

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

Certified Final Demand and Settlement Letters: Being sent out to all past due owners. The letter will be modified to reflect that we are filing liens, not going to small claims court.

Liens: 46 current liens in place. We had a lien paid. A release of lien will be executed.

Monthly Payment Plans: None

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

COMMITTEE REPORTS:

ARCHITECTURAL COMMITTEE: Jerry Atkinson, 11 Breezy Ridge Road, submitted plans for a storage building. It is a metal Mueller Building. Chris Crowell made a motion to approve the plans, Rich Brazzale made a 2nd and approved unanimously. An approval letter will be sent.

1

MAINTENANCE COMMITTEE: The trees around the clubhouse were cut down and the brush piles hauled away. We will look into getting the stumps taken care of next.

Mowing Deed Restriction Letters:

Non-Mowing Deed Restriction Letters:

Sub II Boat Ramp:

Sub III Boat Ramp: The 3rd camera has been installed and should be operational by the end of the week. The gate is still not working correctly, Tim Richardson will get hold of Gates in Motion to get it working properly. We still owe them the balance on the repair, but it will not be paid until the gate is working correctly. Joe Campbell will get the lawn service company their access keys. The subject was turned to aesthetics, and more importantly, safety of the boat ramp area. A suggestion was made by Tim Richardson about contacting SHECO regarding the possibility of putting the electric wiring underground since they hang low and there is a risk of trailed boats or other tall equipment running into the wires. The burn pile was also brought up. There are owners that are dumping their yard waste and just leaving it in a pile. We are going to ask that if owners dump their rubbish, they burn it completely and responsibly. No burning of household trash is allowed. Robbie Boulet will purchase a heavy-duty trashcan and bags. The process of handing out new access keys is going smoothly.

ASSESSMENT COMMITTEE: Rich Brazzale forwarded to board members some options for playground equipment. He will check on some local companies and on the cost for assembly.

NOMINATING COMMITTEE:

LITIGATION: Still waiting on a date to meet with the judge concerning Sub II, 7,8, and 9

SMALL CLAIMS:

OLD BUSINESS: No old business.

NEW BUSINESS: No new business.

A motion to adjourn was made by Cecelia Bentz and a 2nd by Tim Richardson. The meeting was adjourned at 9:57am.

Next Regular Meeting – October 15, 2022, at 9 a.m.

2

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

Board Members Present:

Joe Campbell Teresa Eddinger Rich Brazzale **Admin Asst:**
Robbie Boulet
Joy DeRaimo
Tim Richardson

Accountant:

Kristie Fraga

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

APPROVAL OF MINUTES:

Through email, Robbie Boulet made a motion to accept the September 17, 2022, meeting minutes, a second by Rich Brazzale and approved unanimously.

TREASURER'S REPORT:

The treasurer's report ending 9/30/2022 was presented to the Board. The beginning bank balance on 09/01/22 was \$89,631.36 with credits of \$6,019.26 and expenses of \$13,459.79, leaving an ending bank balance of \$82,190.83.

The property collections report for 09/30/2022 was presented for approval. The prior maintenance fees still outstanding are \$75,991.48; prior mowing fees still outstanding are \$13,165.00; current maintenance fees assessed for the 2022/2023 balance are \$44,596.00. Assessment fees collected \$43,662.00. Assessment fees in reserve \$12,675.24.

Teresa, Kristie and Joy met with the CPA to discuss updating the financials with the assessment fees as well as how to write off some of the assets that were on the balance sheet that were connected to the pool. A new bank account will need to be opened for the assessment fees collected. Joe will get to the bank next week to get this taken care of. The CPA was to send us a letter of engagement for this year which was received and signed by Joe Campbell. Teresa will get the signed copy back to the CPA.

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

Certified Final Demand and Settlement Letters: 50 certified, final demand letters have been sent. The rest will be mailed out this next week.

Liens: 46 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: Nothing to report.

MAINTENANCE COMMITTEE: The large trash can was purchased for the sub III boat ramp. Robbie is going to build/erect something to hold the can in place. The board agreed to check the trash and take any accumulated trash to the dump. Many of the board members have dump stickers.

One more week of mowing and then Orzoco will be done for the season.

The hot water heater down at the pavilion is shot. Rich looked into pricing of a regular 50-gallon water heater with a cost of \$550 - \$600 plus installation. A tankless water heater will run around \$800 - \$1,000 plus installation. Tim Richardson stated that we could purchase the tankless water heater for around \$450. A motion was made by Tim Richardson to purchase the tankless water heater with a 2nd from Rich Brazzale and passed unanimously. Tim will look into the installation of water heater.

The steps leading down to the pavilion need another coat of stain. Rich made a motion to purchase the stain for the steps with the approximate cost of no more than \$500, Robbie with a 2nd approved unanimously. The board will supply the labor.

Mowing Deed Restriction Letters:

Non-Mowing Deed Restriction Letters:

Sub II Boat Ramp:

Sub III Boat Ramp: Tim Richardson brought up the idea of a sensor that would open the gate, when leaving the boat area. This is tabled for now.

ASSESSMENT COMMITTEE: To replace the chain link fence at the pavilion we received a quote for \$4,200 and another one for \$3,897.00. Rich met with both companies and recommended Reed Brothers Fencing. A motion was made by Rich Brazzale to approve the expenditure of \$3,897 to Reed Brothers Fencing to repair/replace the fencing at the pavilion. A 2nd from Joy De Raimo and approved unanimously. A check for the deposit of \$1,947.00 will be cut today and the balance of \$1,950.00 will be issued upon completion.

Rich has priced the playground equipment from Lowe's. The total cost of the equipment is \$3,000.00 and that does not include assembly. The equipment is a combination of wood and plastic.

NOMINATING COMMITTEE: There will be 3 Directors positions to fill for the upcoming year. Ceceila Bentz, Chris Crowell and Tim Richardson's terms are up.

LITIGATION: Still waiting on a date to meet with the judge concerning Sub II, 7,8, and 9

SMALL CLAIMS: Nothing to report

OLD BUSINESS: No old business.

NEW BUSINESS: Joe reminded the board to start thinking about getting their annual reports together. Tim mentioned that the pond on Hickory Ridge when the water level is low, there is a statue that is in the pond that looks a little disturbing. Gates in Motion still needs to be paid the balance owed for the new card reader, however, until they have the gate operating correctly we will not be paying them.

A motion to adjourn was made by Joy DeRaimo and a 2nd by Robbie Boulet. The meeting was adjourned at 10:10am. **Next Regular Meeting – November 19, 2022, at 9 a.m.**

STEPHENS HILLS PROPERTY OWNERS' ASSOCIATION, INC.
(SHPOA)
BOARD OF DIRECTORS MEETING MINUTES
November 19, 2022

Board Members Present:

Joe Campbell Teresa Eddinger Rich Brazzale **Admin Asst:**
Joy DeRaimo
Tim Richardson
Robbie Boulet

Accountant:

Kristie Fraga

President Joe Campbell called the Board meeting to order at 9:03 a.m. and established a quorum.

APPROVAL OF MINUTES:

Through email, Robbie Boulet made a motion to accept the October 15, 2022, meeting minutes, a second by Rich Brazzale and approved unanimously.

TREASURER'S REPORT:

The treasurer's report ending 10/31/2022 was presented to the Board. The beginning bank balance on 10/01/22 was \$82,190.83 with credits of \$5,793.20 and expenses of \$19,119.63 leaving an ending bank balance of \$68,864.40. The combined CD balance of 10/31/22 is \$200,101.10.

The property collections report for 10/31/2022 was presented for approval. The prior maintenance fees still outstanding are \$74,191.48; prior mowing fees still outstanding are \$12,915.00; current maintenance fees assessed for the 2022/2023 balance are \$42,571.00. Assessment fees in reserve \$9,716.24.

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

Certified Final Demand and Settlement Letters: 84 certified, final demand letters have been sent. We have received 20 of them returned. The rest will be mailed out this next week. Joy made a motion to send out certified letters to owners in Sub II Section 7,8, & 9 who haven't paid their dues. A second from Tim Richardson and passed unanimously.

Liens: 46 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: Gina Schafer submitted plans for a fence and the board approved unanimously. A letter will be sent. Property owner, Juan Sanchez, submitted plans for a garage. This was approved unanimously. A letter will be sent.

MAINTENANCE COMMITTEE: The steps going down to the pool are going to need some rock and dirt replaced due to being washed out. We also need to replace the electrical box at the boat ramp as the inside is starting to deteriorate. Tim will speak with Michael Golden about getting this

accomplished. The water heater at the pavilion needs replaced, and there will be some electrical work

1

needed there as well. The steps down to the pavilion have been power washed. The stain will be applied once the weather stays warm.

Mowing Deed Restriction Letters:

Non-Mowing Deed Restriction Letters:

Sub II Boat Ramp:

Sub III Boat Ramp:

ASSESSMENT COMMITTEE: Playground equipment is due to be delivered the Friday after Thanksgiving. Rich put the equipment on his credit card, and we will reimburse him after the delivery. Robert is going to look into assembling for us. Chris also has a guy that can be recommended if needed.

NOMINATING COMMITTEE: There will be 3 Directors positions to fill for the upcoming year. Ceceila Bentz, Chris Crowell and Tim Richardson's terms are up. Yearly summaries are due to Kristie by the January meeting.

LITIGATION: Still waiting on a date to meet with the judge concerning Sub II, 7,8, and 9

SMALL CLAIMS: Nothing to report

OLD BUSINESS: No old business.

NEW BUSINESS: There was much discussion about the enforcing of the deed restrictions. There have been complaints about a semi-truck being parked in the subdivision, trash piled up at homes and vehicle barns being used for storage with unappealing effects on the neighborhood. These are all issues that will need to be addressed at our annual meeting along with consequences of not adhering to the restrictions.

A motion to adjourn was made by Robbie Boulet and a 2nd by Tim Richardson. The meeting was adjourned at 9:58am. **Next Regular Meeting – January 21, 2023, at 9 a.m.**

2

