

STEPHENS HILLS PROPERTY OWNERS' ASSOCIATION, INC.
(SHPOA)
BOARD OF DIRECTORS MEETING MINUTES
October 19, 2024

Board Members Present:

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

Admin Assistant:

Kristie Fraga (absent)

Bookkeeper:

Teresa Eddinger

President Tim Richardson called the Board meeting to order at 9:00 a.m. and established a quorum. This month's meeting was held at the clubhouse since the weather was cooler and absent Board members were not able to participate via of Zoom. Matt's proxy was given to Tim. Chris's proxy was given to Cecelia.

APPROVAL OF MINUTES:

The September 21, 2024 Minutes of Meeting are not available yet but will be finalized before the November Board meeting.

TREASURER'S REPORT:

The Treasurer's report ending 9/30/2024 was presented to the Board:

\$69,657.94 beginning bank statement balance (9/01/2024)

+\$2,576.87 deposits (posted)

<\$3,809.35> expenses (checks cleared)

=\$68,425.46 ending bank statement balance (9/30/24)

<\$800.00> uncleared checks

+\$0.00 deposits not posted

= \$67,625.46 Reconciled Balance - General Fund (as 9/30/24)

+ \$8,261.79 Assessment Fee (2021) bank balance (as of 9/30/24)

+ \$15,972.00 Assessment Fee (2023) bank balance (as of 9-30-24)

+ \$150,000.00 CDs (separate bank as of 9-30-24)

= \$233,597.46 Total SHPOA Funds (as of 9-30-24)

The property collections report for 9/30/2024 was presented for approval:

\$100,848.73 Prior Maintenance Fees Still Outstanding

\$ 30,616.50 Special Assessment Fees Still Outstanding (Assessments in 2021 and 2023)

\$ 29,093.00 Outstanding 2024 / 2025 Maintenance Fees Assessed (Assessed less Paid)

\$ 9,965.00 Prior Mowing Fees Still Outstanding

After a discussion of the minimal to no activity over the last several months in the bank accounts for Assessments, the Board approved a motion (made by Kim and seconded by Cecelia) to transfer the Assessment bank account funds to the General Account **CONDITIONED UPON** certainty that the projects for which the assessments were charged have been completed.

Before the next Board meeting, Teresa is to provide a list of property owners that have a mailing address that has resulted in mail to them in being returned. The Board will discuss other ways to obtain the correct address for these property owners.

The on-line QuickBooks has been procured and installed. An initial data transfer has been performed so that Board members can become familiar with the on-line version. Currently, users are limited to three; the maximum is five users. Teresa is to seek input from the CPA on the optimum day to “Go Live” with the on-line version (e.g. end of Quarter or Fiscal Year) and if there are any special journal entries that need to be made.

Liens: None filed this reporting period.

Monthly Payment Plans: None

Other: 1. Since the Board needs the Treasurer’s report back-up info earlier than the day before each monthly meeting, Teresa will try to send the info out within a couple of days of her receipt of the bank info. (likely by the 10th of each month).

2. Teresa will provide Kim with the depreciation schedule before the next meeting.

COMMITTEE REPORTS:

ARCHITECTURAL COMMITTEE:

Melvin Wright and Dwight Durette have volunteered to serve on the Architectural Committee. A third position is still open. Cecelia offered to contact Rich Brazzale who has offered to serve for the open position.

MAINTENANCE COMMITTEE:

Sub3 boat launch: A-1 Dirt delivered crushed concrete that also contained sandy soil and rebar. The crushed concrete was to be placed along the lake side bulkhead. The Board approved a motion by Cecelia and seconded by Kim to pay only \$300 (or approximately half) of A-1’s invoice (after failed attempts to rectify the situation with A-1). Mike volunteered to cut the exposed rebar and to place the loose soil in other locations at the boat launch.

The Board approved Mike’s motion and Cecelia’s to provide the constable a card key to Sub 3 boat launch area for patrol purposes

Other Sub3: Drainage culverts across the road from “Turtle Pond” (first pond on right entering Sub 3) have collapsed. If not rectified promptly, the road exiting the subdivision may collapse and block egress out of the subdivision. Mike volunteered to contact the Commissioner about promptly rectifying this situation.

Mike and Robbie volunteered to re-assess the mowing areas (in both Subs 2 and 3) and request an updated price from the current mowing contractor.

The Board gave a conditional approval of Mike’s motion to replace the existing sign at the entry to Holiday Shores 3 subdivision. Second made by Kim. This approval was subject to all Priority 1 (potential injury) and Priority 2 (potential property damage) repair items being rectified or in-progress.

The Board gave a conditional approval of Mike's request to receive reimbursement for use of his personal tractor to place rock at the Sub 3 bulkhead. Cecelia made the motion. Robbie seconded. This approach saved SHPOA several thousand dollars. The Board's approval is subject to confirming that the By-Laws do not prohibit such type of reimbursement. [Post meeting note: The By-Laws do not prohibit].

Mike will work on lining up operators and equipment on a day rate basis for needed repairs at Mirror Lake and Harvey's Pond.

After a discussion on the current utilization of the temporary port-a-potty at Sub 3 boat launch area, the Board approved a motion (made by Kim and seconded by Cecelia) to extend the existing contract until the end of this year, and then re-assess.

The Board agreed to lock the gate to the Pavillion. Robbie and Mike are to winterize the water lines. Teresa is to investigate if removing a water meter (or turning off the water) will decrease the monthly water bill. The Pavillion is now only been used for the Annual Meeting; the Board is not aware of any interim use. Also, the area where the old pool was located has objects protruding from the ground that have the potential for someone to be injured.

Sub2 boat launch: Robbie volunteered to assess the need for adding handrails at the Sub 2 boat pier; the addition of handrails would help to prevent someone accidentally stepping off the pier and being injured (~2'-3' drop).

See note under Sub3 entry regarding updating price for current mowing contractor.

Robbie will check light pole at Sub2 launch to see why it is on 24/7 and who pays the utility bill. We will make efforts to change it to dusk-to-dawn lighting. Teresa will assist in asking the electric co-op for change.

Robbie will get signatures from the Poynters and contractor on all needed documents for the recent repairs paid by the Poynters. Upon receipt of all needed documents, SHPOA will offer \$15,000 to the Poynters as partial reimbursement. IF the Poynters refuse the money, we may suggest using the funds for a gate at the Sub2 launch.

OLD BUSINESS:

Refer to attachments: *Action Item List* and *Priority Maintenance Items*. Otherwise, addressed herein,

NEW BUSINESS:

Kristie Fraga submitted her resignation as Administrative on October 17, 2024, effectively immediately. Her time and efforts over the last several years in this role are greatly appreciated. We wish her well in her future endeavors. The job description for this role will be re-assessed and updated accordingly. A path forward for this position will be discussed at the next Board meeting. Kim volunteered to prepare a job description for the Admin position for the Board's review and feedback.

Five (5) new inoperable vehicle parking violations in Sub3 plus one (1) debris / fallen tree issue in Sub2 were addressed and will be followed up with DR violation letters to the property owners. Teresa will

generate drafts, using our new form letter, and Cecelia will work with her to finalize with the help / review of Board members who are familiar with each violation.

SHPOA needs a new phone system for official business as the current landline does not work and is not efficient. Alternatives will be researched and discussed at the next meeting.

A motion to adjourn was made by Cecelia and a seconded by Robbie. The meeting was adjourned at 12:00 pm.

Next Regular Meeting - November 16, 2024, at 9 a.m.

BOARD APPROVALS

1. Board of Directors

SIGNATURES

a. Robbie Boulet

b. Matt Ball

c. Mike Monteleone

2. Officers:

a. President - Tim Richardson

b. Vice President - Chris Crowell

c. Secretary - Cecelia Bentz

d. Treasurer - Kim Chatman
