

STEPHENS HILLS PROPERTY OWNERS' ASSOCIATION, INC.
(SHPOA)
BOARD OF DIRECTORS MEETING MINUTES
November 18, 2023

Board Members Present:

Joe Campbell
Rich Brazzale
Chris Crowell
Robbie Boulet
Tim Richardson

Admin Assistant:

Kristie Fraga

Bookkeeper:

Teresa Eddinger

President Joe Campbell called the Board meeting to order at 8:22 a.m. and established a quorum.

APPROVAL OF MINUTES:

Through email, Rich Brazzale made a motion to accept the October 21, 2023, meeting minutes a second by Ceceila Bentz, with additions, and approved unanimously.

TREASURER'S REPORT:

The treasurer's report ending 10/31/2023 was presented to the Board. The beginning bank balance on 10/01/23 was \$32,488.52 with credits of \$1,803.94 and expenses of \$6,235.15 leaving an ending bank balance of \$28,057.31. The combined CD balance as of 10/31/23 is \$200,976.04.

The property collections report for 10/31/2023 was presented for approval. The prior maintenance fees still outstanding are \$86,825.48; prior mowing fees still outstanding are \$10,965.00; current maintenance fees assessed for the 2023/2024 balance are \$31,128.37. Assessment fees in reserve \$15,272.06.

Taxes, Annual Audit, Compilation, Auditor Requirements and Year-End Financials: Teresa reported that the CPA didn't receive our financial info and will be resending it by Fed Ex to her on Monday.

Certified Final Demand and Settlement Letters: 37 certified letters were mailed out last month.

Liens: 89 current liens in place.

Monthly Payment Plans: None

Teresa will be sending an Excel spreadsheet to the board with all the current liens that are in place along with the owners info. Teresa will also be sending copies of the property tax bills.

COMMITTEE REPORTS:

ARCHITECTURAL COMMITTEE: Through email a shed was approved for Property Owner Willner, Lot 168.

MAINTENANCE COMMITTEE: Through email a motion was made by Robbie Boulet to have some dead trees removed by Robert Oroczko for a cost of \$1,000.00, second by Rich Brazzale and all approved. Robbie will contact Robert to proceed. Tim Richardson, through email, made a motion to add a 4' extension to the existing fence at the Sub III boat ramp, a second from Chris Crowell and approved unanimously. Robbie Boulet was contacted by Robert Oroczko about some more dead trees and made a motion to have 2 additional trees removed for a cost of \$2,000.00. A second from Rich Brazzale and approved unanimously. The water is currently turned off at the pavilion due to a leak.

Mowing Deed Restriction Letters:

Non-Mowing Deed Restriction Letters:

Sub II Boat Ramp:

Sub III Boat Ramp:

ASSESSMENT COMMITTEE: Funds will need to be transferred from the assessment fund back to the general fund when the money is available.

NOMINATING COMMITTEE: It was mentioned to the board to keep their ears open for any one expressing interest to join the board. There will be open positions for the next election. Joe Campbell, Rich Brazzale, Robbie Boulet and Joy DeRaimo positions will be open. Joy and Ceceila will work with Ellen Fendley to put a notice on the website about the openings.

LITIGATION: None

OLD BUSINESS: The owner of the property adjacent to the Sub III boat ramp was contacted about his fence not being completed. He explained to Joe that the contractor had taken the money and not finished. He will be contacting a new company to finish the project.

NEW BUSINESS: A motion was made by Robbie to cancel our December meeting, a 2nd from Rich Brazzale and passed unanimously. Ceceila and Joy along with Tim are researching the website issues and working towards a resolution. Tim Richardson reported that Lake Livingston Water wanted \$27,000 for the small piece of property that is adjacent to a reserve lot we own. Tim Richardson gave us a drawing for the layout of the new clubhouse facility. The possibility of raising the annual dues was brought up as there has not been an increase in many years yet all our cost are rising. This will be discussed in January and possibly brought up at the annual meeting.

A motion to adjourn was made by Chris Crowell and a 2nd by Robbie Boulet. The meeting was adjourned at 9:06am.

Next Regular Meeting – January 20, 2024 at 9 a.m.