

**STEPHENS HILLS PROPERTY OWNERS' ASSOCIATION, INC.**  
**(SHPOA)**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**July 20, 2024**

**Board Members Present:**

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

**Admin Assistant:**

Kristie Fraga

**Bookkeeper:**

Teresa Eddinger

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 Tim Richardson's home due to no internet or A/C at the clubhouse. Board members were present by both zoom and in person.

**APPROVAL OF MINUTES:**

Through email, Kim Chatman made a motion to accept, with changes submitted by Cecelia Bentz, the May 18, 2024, meeting minutes, a second by Cecelia Bentz, and approved unanimously.

**TREASURER'S REPORT:**

The treasurer's report ending 6/30/2024 was presented to the Board. The beginning bank balance on 6/01/2024 was \$117,373.01 with credits of \$11,425.96 and expenses of \$7,305.91, leaving an ending bank balance of \$121,493.06. The CD balance as of 6/30/2024 is \$101,075.90.

The property collections report for 6/30/2024 was presented for approval. The prior maintenance fees still outstanding for 6/30/2024 are \$103,999.73; prior mowing fees still outstanding are \$10,115.00; current maintenance fees assessed for the 2024/2025 balance are \$39,825.50. Assessment fees in reserve are \$21,617.79.

Teresa will get with SHECO about the electric meters and where they are located, there are currently 4 that we are paying for, and report back to the board. We might be able to have 1 or 2 shut down and thus save some money.

The board decided to put \$150K into 3 different CD's with rates and terms TBD.

Tim, Teresa, and Kristie met with the CPA firm and have engaged with them to file our 2021, 2022 & 2023 tax returns at a cost of \$595 for each year. This was well within the range that the board agreed upon. Tim has signed a Letter of Engagement with the CPA firm that permits them to proceed with preparing the returns.

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

**Certified Final Demand and Settlement Letters:**

**Liens:** Teresa has 10 more liens ready to be filed. These have been given to Tim to file at the courthouse.

**Monthly Payment Plans:** None

**COMMITTEE REPORTS:**

**ARCHITECTURAL COMMITTEE:** There is currently legislation that allows residents to raise chickens if specific criteria is met by the resident. Kim is to provide such info to the Board members for

review and discussion at a future date. This will be looked into further to see how this legislation works into our deed restrictions.

Again, this month, Chris brought up the ACC and how we still need to get some residents on board.

MAINTENANCE COMMITTEE: Robbie spoke with Robert Oroczo about the downed tree at the clubhouse and he gave Robbie a price of \$1,100 to cut up and haul away and \$200 to haul away the debris at the large pond on Hickory Ridge. He will give us a quote on the boat ramp cleanup after he assesses them later this week. It was decided that a burn pile could be established at the clubhouse since we have a water source. Mike suggested we wait on the downed tree to see about possibly getting a cheaper quote. Robbie will check with Robert to see what he will charge to just cut the tree up and move down to the old basketball court area. We are still having a problem with people dumping at Sub II boat ramp. Tim has posted the signs about dumping. Hopefully they might start working. The next item discussed was the vandalism of the Sub III boat ramp gate. The gate is currently not working. Tim ordered a new breaker and will be installing it later today. Currently the gate is being left open. Tim mentioned that we have only received positive comments on the port-a-potty. The Mirror Lake Dam was discussed again, and it was decided that we need to have the pipe lowered and this is going to cost money. This time around there will need to be more direction given to the contractor. Mike is going to work on getting some other contractors to quote this project.

Sub II Boat Ramp: The pier at the Sub II boat ramp was discussed next. Tim had Smith's Boatlift Repair give us an estimate to repair the pier area at a cost of \$4,050.00. A motion was made by Mike to proceed with this repair and a 2nd from Chris. Approved unanimously. Robbie will contact Brandon Poynter and let them know that we are moving forward with this repair. Robbie will contact Smith's and get the ball rolling on completing the repair.

Sub III Boat Ramp: To upgrade the bulkheads, we are looking at anywhere from \$60 - \$100k. The bulkheads are 25+ years old and are in desperate need of repair. Mike spoke to someone with FEMA and will contact him this week about possible grant/assistance money. There is a current safety issue at the Sub III boat ramp perimeter. Mike made a motion to backfill the bulkhead and a 2<sup>nd</sup> from Kim. Approved unanimously. Robbie will order the rock from Vulcan and get it delivered. Mike will put together a scope of work on a plot map to more permanently repair the bulkhead in the near future. Mike proposed that the Board consider setting up an operating budget for the boat ramps/maintenance projects. This topic will be discussed at a future Board meeting.

ASSESSMENT COMMITTEE: Nothing to report.

NOMINATING COMMITTEE: Nothing to report

OLD BUSINESS: The raising of the annual maintenance dues was discussed. Kim did some research on surrounding communities and what they are charging. We are currently the cheapest in the area. Kim brought up a capitalization fee or possibly a launch fee as a way to generate more revenue. All of these would have to be put to the membership for approval. \$150 seems to be a number that the board members were most comfortable with. Kim made a motion for Cecelia to engage a specific attorney (selected from her research) to represent SHPOA in enforcement efforts pertaining to non-compliance with SHPOA Deed Restrictions, a 2<sup>nd</sup> from Mike, approved. Cecelia will contact the firm and set up the consultation since the logging truck issue deadline is quickly approaching.

NEW BUSINESS: Tim will renew the contract for the cell-cams at the boat ramps. Tim will also look into getting a better microphone set-up for these zoom meetings.

A motion to adjourn was made by Chris Crowell and a 2<sup>nd</sup> by Cecelia Bentz. The meeting was adjourned at 11:04 am.

**Next Regular Meeting – August 17, 2024, at 9 a.m.**