

STEPHENS HILLS PROPERTY OWNERS' ASSOCIATION, INC.
(SHPOA)
BOARD OF DIRECTORS MEETING MINUTES
September 16, 2023

Board Members Present:

Joe Campbell
Rich Brazzale
Chris Crowell
Ceceila Bentz
Joy DeRaimo

Admin Assistant:

Kristie Fraga

Bookkeeper:

Teresa Eddinger

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

APPROVAL OF MINUTES:

Through email, Rich Brazzale made a motion to accept the July 15, 2023, meeting minutes (with correction), a second by Cecelia Bentz and approved unanimously.

TREASURER'S REPORT:

The treasurer's report ending 08/30/2023 was presented to the Board. The beginning bank balance on 08/01/23 was \$56774.77 with credits of \$2,806.64 and expenses of \$9,532.22 leaving an ending bank balance of \$50,049.19. The combined CD balance as of 08/30/23 is \$200,640.58.

The property collections report for 08/30/2023 was presented for approval. The prior maintenance fees still outstanding are \$138,775.23; prior mowing fees still outstanding are \$10,965.00; current maintenance fees assessed for the 2023/2024 balance are \$47,466.47. Assessment fees in reserve \$5,763.76.

Teresa prepared liens for 11 more property owners. These will be filed at the courthouse on Monday. Teresa will have the rest of the liens ready to be filed at the October meeting. A motion was made by Ceceila Bentz and a 2nd from Chris Crowell that all liens going forward will have a \$30 administrative fee added to their totals.

Teresa will be contacting the CPA about our tax returns.

A check will be issued for our liability insurance and Joe will deliver it to McMurray insurance on Monday.

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

Certified Final Demand and Settlement Letters:

Liens: 68 current liens in place. We have a default judgement lien placed on [REDACTED] property that he owns in Houston, and he is currently trying to sell his property and is contesting the lien. Teresa will do some research on this and get back to the board. Follow-up, the board has agreed that he will have to hire an attorney to prove that he never owned this property.

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 concrete work at the Sub II boat ramp has been completed and looks good but needs some additional work. A motion was made by Rich Brazzale and a second by Chris Crowell to spend another \$2,600.00 to finish the work.

Mowing Deed Restriction Letters:

Non-Mowing Deed Restriction Letters:

Sub II Boat Ramp:

Sub III Boat Ramp:

ASSESSMENT COMMITTEE:

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 will put a notice on the website about the openings.

LITIGATION: None

OLD BUSINESS: We will move ahead with the moving of the playground equipment.

NEW BUSINESS: Ceceila Bentz submitted a red line copy of the current By-Laws that were last updated in May 2015. It was decided that board members should e-mail her with any comments on the yellow highlighted items.

A motion was made by Rich Brazzale and seconded by Chris Crowell to purchase a new copier for the office. Kristie will get one purchased.

A motion to adjourn was made by Cecelia Bentz and a 2nd by Chris Crowell. The meeting was adjourned at 9:55am.

Next Regular Meeting – October 21, 2023, at 9 a.m.