

(SHPOA)
BOARD OF DIRECTORS MEETING MINUTES
March 15, 2025

Board Members Present:

Joe Campbell
Chris Crowell
Rich Brazzale
Cecelia Bentz

Bookkeeper:

Teresa Eddinger

Admin Asst:

Lisa Richardson

President Joe Campbell called the Board meeting to order at 9:04 a.m. and established a quorum. Jerry Atkinson was absent but assigned his proxy to Joe. This month's meeting was held at the Clubhouse in Sub III.

APPROVAL OF MINUTES:

Through earlier email, motions to accept Minutes from February's Board meeting, as submitted by Cecelia Bentz, were approved unanimously by the Board.

TREASURER'S REPORT:

Treasurer's Report (as of February 28, 2025)

\$38,306.86 beginning bank statement balance (02/01/25)
+3.74 plus interest (annual rate 0.15%)
<\$21,948.29> expenses (checks cleared)
+400.00 deposited
=\$16,762.31 ending bank statement balance (02/28/25)
+\$1,096.50 checks received but not deposited (as of 02/28/25)
=\$17,858.51 Reconciled Balance – General Fund (as of 02/28/25)
+\$8,529.79 Assessment Fee (2021) bank statement balance (as of 02/28/25) [no increase for month]
+\$16,222.00 Assessment Fee (2023) bank statement balance (as of 02/28/25) [no increase for month]
+\$150,000.00 CDs (separate bank as of 12/31/24)
+\$2,652.15 Vera Bank account
=\$195,262.75 Total SHPOA funds (as of 02/28/25) [\$213,709.09 at the end of January]
Petty Cash on Hand: \$80.00
=<\$18,446.34> Change in Position from January 31, 2025

Joe now has the signed Board transition letters to present to Vera Bank and Bank of SJC. Two maturing cd's will be renewed at Vera Bank.

Discussion was had regarding an owner's maintenance fee account that was in dispute. Teresa will clear it up with the owner. A correction was made as to the previous petty cash accounting: the soil and rock was delivered to Sub III boat launch. Teresa is making certain that sufficient receipts are on file for the petty cash expenses.

Liens: 89 liens are currently in place, according to Teresa. She has prepared a list showing the dates of all liens in order to track and file renewals before they lapse. The Board discussed putting a lien on a

property in Sub III ASAP (before the auction sale). Teresa has prepared and will share a 100-page list showing all properties and which lots have liens filed against them.

It was decided that Lisa Richardson, our new admin, would have “read only” access to QuickBooks in order to check account balances before issuing/activating/deactivating access cards for owners.

COMMITTEE REPORTS:

ARCHITECTURAL COMMITTEE: Tim Richardson has agreed to take Rich’s place on the ACC since Rich has been appointed to fill a vacant director seat.

NEW REQUESTS: Bill Sicola submitted his drawings and details of the house he wants to build. It was sent to Chris for approval. Chris will forward the plans to the ACC members for review and for confirmation from Melvyn Wright as to whether he is still a property owner in Holiday Shores.

MAINTENANCE COMMITTEE:

Sub II Boat Ramp: The gate has been installed but remains open for now. There is no card reader at this time, but Tim Richardson is working on installing a reader that reads cards for both Sub II and Sub III boat launches.

Sub III Boat Ramp: The gate has been installed and is now complete. However, the card reader is now having issues. The gate remains open at this time. Tim Richardson has volunteered to take the lead on getting with Access Pro to get this resolved. He will be out of town periodically so it’s unsure of what the timeline looks like to get this completed.

Other: Sub III:

All other projects including: the bulkhead, the Elm Street Pond (aka “Harvey’s Pond”) and the Mirror Lake project are put on hold as of right now. There is no word on if Brad Street will continue to work on these projects. Joe recommended that Raymond Pickney be called to finish the outstanding work needing to be done.

The washout area on the main road in Sub III still needs to be addressed. Tim put red tape around the area so that it is noticeable by others to use caution. The County Commissioner’s office has been informed of the issue several times in the past, but the problem has not been resolved on the County road.

NOMINATING COMMITTEE: Jerry will assume Tim’s director position (expiring in May of 2025) and will run for election in May. Shawn Harvey has also indicated an interest in running for a Board position. Cecelia needs bios for all candidates in order to add them to the Newsletter before the print deadline. There were discussions of possible appointments by Joe for the remaining 2 open/vacated seats. There are 3 positions open for election in May.

DR ENFORCEMENT MATTERS: Pending litigation was discussed as to whether the Board’s position should be formalized and any further action should be taken until we get a new Board in place in May.

OLD BUSINESS:

Joe felt that it was necessary to have bathrooms available for use during meetings and any other time people had access to the clubhouse or pavilion areas. Rich made a motion, Cecelia seconded, and it was unanimously approved to turn the water back on to the bathrooms and clubhouse, but the gate would stay locked for safety reasons. We will need to hire someone to clean the bathrooms monthly.

NEW BUSINESS:

Annual meeting: The Board is still discussing the upcoming date for the annual Board meeting. The date and location will be determined at the next meeting. Rich and Teresa will start working on the draft for the 2025/26 budget.

Matters to be placed on the ballot were briefly discussed. This topic will be added to the agenda for next month.

Newsletter and ballot drafting: Cecelia will revise current drafts of the 2025 / 26 Annual Newsletter and absentee ballot / proxy forms in advance of the April Board meeting.

The meeting was adjourned at 11:09 p.m.

**Next Regular Meeting – April 19, 2025, at 9 a.m.
Location TBD**