

STEPHENS HILLS PROPERTY OWNERS' ASSOCIATION, INC.
(SHPOA)
BOARD OF DIRECTORS MEETING MINUTES
October 21, 2023

Board Members Present:

Joe Campbell
Rich Brazzale
Ceceila Bentz
Robbie Boulet
Tim Richardson

Admin Assistant:

Kristie Fraga

Bookkeeper:

Teresa Eddinger

President Joe Campbell called the Board meeting to order at 9:02 a.m. and established a quorum.

APPROVAL OF MINUTES:

Through email, Rich Brazzale made a motion to accept the September 16, 2023, meeting minutes a second by Chris Crowell and approved unanimously.

TREASURER'S REPORT:

The treasurer's report ending 09/30/2023 was presented to the Board. The beginning bank balance on 09/01/23 was \$50,049.19 with credits of \$2,893.16 and expenses of \$20,453.83 leaving an ending bank balance of \$32,488.52. The combined CD balance as of 09/30/23 is \$200,811.50.

The property collections report for 09/30/2023 was presented for approval. The prior maintenance fees still outstanding are \$128,696.98; prior mowing fees still outstanding are \$10,965.00; current maintenance fees assessed for the 2023/2024 balance are \$31,228.37. Assessment fees in reserve \$13,266.42.

Teresa will be contacting the CPA about our tax returns.

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

Certified Final Demand and Settlement Letters:

Liens: 89 current liens in place.

Monthly Payment Plans: None

Teresa will mail out statements for those owners that have not paid their \$62.50 assessment fee and maint fees. There were no questions, and the report was accepted as submitted by President, Joe Campbell.

COMMITTEE REPORTS:

ARCHITECTURAL COMMITTEE: Nothing to report.

MAINTENANCE COMMITTEE: There are a lot of old tires to get rid of, we can take them to Wayne's Tire in Coldspring and it will cost us \$4 a tire to get rid of them or we can take to Discount Tire in Livingston and dispose of for free. There are some dead trees that need to be cut down, Robbie will get with Robert Orzoco and get a quote to cut them down.

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 fence being built by the new owners adjacent to the Sub III boat ramp was brought up because it hasn't been finished and the post look higher than the approved height. Joe will call them and see what is going on and to make sure that they are installing the rail fence as approved. Ceceila will send out a clean version of the bylaws for comments and suggestions.

NEW BUSINESS: We received a proposal for the land at the clubhouse area for a gross amount of \$112,500 less \$40,000 for demolition leaving a net appraisal of \$72,500.

Tim Richardson suggested that we look into hiring a collection specialist to work on the past due balances. He does know of a lady that does this and he will reach out to her about the cost.

Tim submitted a drawing and cost of \$2,600 to install the man gate at the Sub III boat ramp. He made a motion to move forward with this improvement, a 2nd from Ceceila Benta and passed unanimously. Tim wants suggestions as to a new sign for the front gate at the boat ramp.

A motion to adjourn was made by Tim Richardson and a 2nd by Ceceila Bentz. The meeting was adjourned at 10:06am.

Next Regular Meeting – November 18, 2023, at 9 a.m.