

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

Board Members Present:

Joe Campbell
Rich Brazzale
Joy DeRaimo
Tim Richardson
Cecelia Bentz

Accountant:

Teresa Eddinger

President Joe Campbell called the Board meeting to order at 9:03 a.m. and established a quorum. He also wished everyone a Happy New Year!

APPROVAL OF MINUTES:

Through email, Chris Crowell made a motion to accept the November 19, 2022, meeting minutes, there was no meeting in December, a second by Rich Brazzale and approved unanimously.

TREASURER'S REPORT:

The treasurer's report ending 11/30/2022 was presented to the Board. The beginning bank balance on 11/01/22 was \$68,864.10 with credits of \$3,972.71 and expenses of \$9,878.20 leaving an ending bank balance of \$62,958.91. The combined CD balance as of 11/30/22 is \$200,125.76.

The property collections report for 11/30/2022 was presented for approval. The prior maintenance fees still outstanding are \$72,941.48; prior mowing fees still outstanding are \$12,665.00; current maintenance fees assessed for the 2022/2023 balance are \$41,471.00. Assessment fees in reserve \$10,252.24.

The treasurer's report ending 12/31/2022 was presented to the Board. The beginning bank balance on 12/01/22 was \$62,958.91 with credits of \$1,122.26 and expenses of \$1,987.25 leaving an ending bank balance of \$62,093.92. The combined CD balance as of 12/31/22 is \$200,151.26.

The property collections report for 12/31/2022 was presented for approval. The prior maintenance fees still outstanding are \$68,591.48; prior mowing fees still outstanding are \$12,665.00; current maintenance fees assessed for the 2022/2023 balance are \$40,971.00. Assessment fees in reserve \$7,836.84.

Property taxes, (approx. \$1,200) are due by the end of the month. A check will be cut today to get these paid. A check to Tom Fink was issued for fixing a water leak.

Taxes, Annual Audit, Compilation, Auditor Requirements and Year-End Financials: Teresa has sent our info to the CPA.

Certified Final Demand and Settlement Letters: 15 certified letters have been sent to owners in Sub II, Sections 7, 8, & 9.

Liens: 49 current liens in place.

Monthly Payment Plans: None

There were no questions, and the report was accepted as submitted by President, Joe Campbell.

COMMITTEE REPORTS:

ARCHITECTURAL COMMITTEE: st [REDACTED] for a fence and the board approved, however it appears that [REDACTED] is not using the mate [REDACTED] or layout that was submitted. This will be looked into by Chris Crowell.

MAINTENANCE COMMITTEE: A urinal valve in the men's restroom that was leaking was replaced by Tom Fink. He submitted a bill for \$160 which will be paid. A motion was made by Rich Brazzale to accept a proposal from Wes Wodahl to pressure wash the pavilion, restrooms, and steps for the cost of \$500, a 2nd from Tim Richardson and passed unanimously.

Mowing Deed Restriction Letters:

Non-Mowing Deed Restriction Letters:

Sub II Boat Ramp:

Sub III Boat Ramp: Previously, Tim Richardson brought to the board the suggestion of putting in an escape sensor at the Sub III boat ramp. This will allow anyone that is inside of the gate to be able to exit without using their key card. This will also work as a backup should the gate malfunction. Tim made a motion to purchase and install the sensor at a cost of \$450, a 2nd by Cecelia Bentz and passed unanimously. Tim brought a suggestion to add some seating benches at the boat ramp. There are a few concrete slabs already in place that would work great for this project. SHPOA will purchase the benches or the bench material and do a labor party with the property owners. Tim will do a little research on the cost and possible ways to secure the benches. The vote was tabled until this info is presented.

ASSESSMENT COMMITTEE: Robert Oroczo submitted a bid to assemble the playground equipment for \$1,000. A motion was made by Rich Brazzale to accept this bid, a 2nd from Joy DeRaimo and passed unanimously.

NOMINATING COMMITTEE: There will be 3 Directors positions to fill for the upcoming year. Cecelia Bentz, Chris Crowell and Tim Richardson's terms are up. Yearly summaries were due to Kristie by the January meeting. Still waiting on the nominating committee and Secretary/Treasurer to submit their reports.

LITIGATION: Still waiting on a date to meet with the judge concerning Sub II, 7,8, and 9. Since Judge Kitchens wrote our bylaws, a judge from another county will have to make the decision

OLD BUSINESS: No old business.

NEW BUSINESS:

There was discussion about our options as far as foreclosing on some of the properties that are in arrears. Some research would have to be done to ascertain the cost involved and then if the value of the property would recoup funds due and spent.

Joy DeRaimo brought up the deed restrictions that address poultry. She would like to possibly bring to the majority the option of changing the deed restrictions to allow chickens, hens only, no roosters. This would require a great deal of work as the deed restrictions would have to be changed and voted on. It

would also require restrictions on how many chickens would be allowed based on property size. SHPOA would possibly then charge for a poultry permit. All of this would have to be researched.

A motion to adjourn was made by Joy Deraimo and a 2nd by Tim Richardson. The meeting was adjourned at 10:28am. **Next Regular Meeting – February 18, 2023, at 9 a.m.**

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

Board Members Present:

Joe Campbell Teresa Eddinger Rich Brazzale
Joy DeRaimo
Tim Richardson
Cecelia Bentz
Robbie Boulet

Accountant:

Admin Assistant:

Kristie Fraga

President Joe Campbell called the Board meeting to order at 8:58 a.m. and established a quorum.

APPROVAL OF MINUTES:

Through email, Ceceila Bentz made a motion to accept the January 21, 2023, meeting minutes, there was no meeting in December, a second by Rich Brazzale and approved unanimously.

TREASURER'S REPORT:

The treasurer's report ending 01/31/2023 was presented to the Board. The beginning bank balance on 01/01/23 was \$62,093.92 with credits of \$2,760.18 and expenses of \$3,148.16 leaving an ending bank balance of \$61,705.94. The combined CD balance as of 01/31/23 is \$200,176.76.

The property collections report for 01/31/2023 was presented for approval. The prior maintenance fees still outstanding are \$68,291.48; prior mowing fees still outstanding are \$12,515.00; current maintenance fees assessed for the 2022/2023 balance are \$39,871.00. Assessment fees in reserve \$8,238.84.

Refunds for Sub II, Sections 7, 8 & 9 will be issued to the owners that paid their 2022/2023 dues. This will total approximately \$2,050.

Taxes, Annual Audit, Compilation, Auditor Requirements and Year-End Financials: Teresa has sent our info to the CPA.

Certified Final Demand and Settlement Letters: Certified letters have been sent to owners in Sub II, Sections 7, 8, & 9 for delinquencies for periods prior to the withdrawal of Holiday Harbor from SHPOA.

Liens: 49 current liens in place.

Monthly Payment Plans: None

There were no questions, and the report was accepted as submitted by President, Joe Campbell.

COMMITTEE REPORTS:

ARCHITECTURAL COMMITTEE:

MAINTENANCE COMMITTEE: The steps leading down to the new playground equipment need to be filled in with concrete. This is a safety issue and need to be fixed asap. Some of the steel grates

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from the drains to the old pool need to be removed/repared. Tim Richardson will get with Mike Montelone about strategy for getting the steps repaired. A small tankless water heater needs to be ordered for the restrooms. Tim made a motion to purchase the water heater at a cost of approximately \$300, with a second from Robbie Boulet, passed unanimously.

Mowing Deed Restriction Letters:

Non-Mowing Deed Restriction Letters:

Sub II Boat Ramp:

Sub III Boat Ramp: Tim received the exit loop for exiting the boat ramp. These will get installed soon. Tim brought up adding little pavilions (3) on the concrete slabs at the boat ramp and then adding picnic tables for the use of our owners. A motion was made by Tim Richardson to proceed with this plan at a cost of \$500 per concrete slab, totaling \$1,500.00, a second from Rich Brazzale and approved unanimously.

ASSESSMENT COMMITTEE: Rich will be ordering a sign for the playground equipment stating the ages for use.

NOMINATING COMMITTEE: There will be 3 Directors positions to fill for the upcoming year. Cecelia Bentz, Chris Crowell, and Tim Richardson's terms are up. Ceceila has not had any inquiries to these positions.

LITIGATION: None

OLD BUSINESS: . A clean copy of the Rules and Regulations will be included in the annual mailing. The new wording will be in the new Rules and Regulations that will be voted on at the Annual Meeting.

NEW BUSINESS: Teresa brought up the question of releasing past due property owners' info to potential buyers, it was decided that we would provide lot numbers and it would be up to the potential buyers to research who owns it. Teresa will get a list to Joy to post on our website.

Wording for the use of ATVs, Golf Carts, Go Karts was brought up and tabled.

Ceceila brought up the wording of discharging firearms as well as having the ability to assess fines to property owners that violate deed restrictions.

The newsletter, ballot/proxy was reviewed and a few changes will be made and resubmitted for review.

A motion to adjourn was made by Ceceila Bentz and a 2nd by Joy eRaimo. The meeting was adjourned at 10:05am. **Next Regular Meeting – March 18, 2023, at 9 a.m.**

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

Board Members Present:

Joe Campbell Teresa Eddinger Rich Brazzale
Tim Richardson
Robbie Boulet
Chris Crowell

Accountant:

Admin Assistant:

Kristie Fraga

President Joe Campbell called the Board meeting to order at 9:00 a.m. and established a quorum. Property Owner Mike Monteleone attended the meeting.

APPROVAL OF MINUTES:

Through email, Ceceila Bentz made a motion to accept the February 18, 2023, meeting minutes, a second by Rich Brazzale and approved unanimously.

TREASURER'S REPORT:

The treasurer's report ending 02/28/2023 was presented to the Board. The beginning bank balance on 02/01/23 was \$61,705.94 with credits of \$106.91 and expenses of \$3,284.88 leaving an ending bank balance of \$58,527.97. The combined CD balance as of 02/28/23 is \$200,199.80.

The property collections report for 02/28/2023 was presented for approval. The prior maintenance fees still outstanding are \$68,291.48; prior mowing fees still outstanding are \$12,515.00; current maintenance fees assessed for the 2022/2023 balance are \$38,571.00. Assessment fees in reserve \$7,238.84.

Checks to Sub II, Sections 7,8, & 9 were mailed out.

Teresa asked for a budget meeting before addressing next years proposed budget. Kristie will contact Ellen Fendley, past board member and CPA, about meeting with the board to get this accomplished.

Taxes, Annual Audit, Compilation, Auditor Requirements and Year-End Financials: Teresa has sent our info to the CPA.

Certified Final Demand and Settlement Letters: No new letters have been sent. Letters are to be sent to owners in Sub II, Section 7,8,9 that owe for past dues.

Liens: 49 current liens in place.

Monthly Payment Plans: None

There were no questions, and the report was accepted as submitted by President, Joe Campbell.

COMMITTEE REPORTS:

ARCHITECTURAL COMMITTEE: Dwight and Teresa Durrett submitted a drawing for a new shed for the golfcart. Chris reviewed the drawings, confirmed the building materials, and made a motion to approve, a 2nd from Tim Richardson and passed unanimously. A letter will be sent.

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MAINTENANCE COMMITTEE: A big thank you to property owner's Mike Monteleone and Phil Indelicato for making the picnic tables at the Sub III Boat ramp.

Mowing Deed Restriction Letters:

Non-Mowing Deed Restriction Letters:

Sub II Boat Ramp:

Sub III Boat Ramp:

ASSESSMENT COMMITTEE: Getting the stairs leading down to the playground are next to be fixed. Tim Richardson has consulted with Mike Monteleone to get a plan together n best how to fix this problem.

NOMINATING COMMITTEE: There will be 3 Directors positions to fill for the upcoming year. Cecelia Bentz, Chris Crowell, and Tim Richardson's terms are up. Ceceila has not had any inquiries to these positions.

LITIGATION: None

OLD BUSINESS: Tim Richardson brought up the enforcing of the deed restrictions, specifically the log truck. Letters being sent out are being ignored because there are no consequences in the deed restrictions. A resident asked Tim about the minutes not being posted since October 2022. Joy DeRaimo will get this corrected asap.

NEW BUSINESS: Teresa asked about any new major projects coming up that need to be considered when preparing the budget. The answer was no. However, it was noticed that we did need to reclassify some of the assessment fees from the general operating fund to the assessment fund. Mike Monteleone addressed the board with his suggestions for repairing the steps down to the playground at a cost of approximately \$3,000.00. The only challenge would be getting a concrete truck down to where it is needed. Tim and Mike Monteleone will work on a plan to get this accomplished. There is also a small issue at Mirror Lake with the dam that Mike will take a look at.

A motion to adjourn was made by Chris Crowell and a 2nd by Tim Richardson. The meeting was adjourned at 10:18am. **Next Regular Meeting – April 15, 2023, at 9 a.m.**

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STEPHENS HILLS PROPERTY OWNERS' ASSOCIATION, INC.
(SHPOA)
BOARD OF DIRECTORS MEETING MINUTES
April 15, 2023

Board Members Present:

Joe Campbell Teresa Eddinger Rich Brazzale
Tim Richardson
Robbie Boulet
Chris Crowell
Ceceila Bentz
Joy DeRaimo

Accountant:

Admin Assistant:

Kristie Fraga

President Joe Campbell called the Board meeting to order at 9:05 a.m. and established a quorum.

APPROVAL OF MINUTES:

Through email, Rich Brazzale made a motion to accept the March 18, 2023, meeting minutes, a second by Tim Richardson and approved unanimously.

TREASURER'S REPORT:

The treasurer's report ending 03/31/2023 was presented to the Board. The beginning bank balance on 03/01/23 was \$58,527.97 with credits of \$6,247.15 and expenses of \$4,266.15 leaving an ending bank balance of \$60,508.97. The combined CD balance as of 03/31/23 is \$200,199.80.

The property collections report for 03/31/2023 was presented for approval. The prior maintenance fees still outstanding are \$67,341.48; prior mowing fees still outstanding are \$12,465.00; current maintenance fees assessed for the 2022/2023 balance are \$30,085.00. Assessment fees in reserve \$4,045.68.

Teresa will start placing liens on the past due property owners.

Taxes, Annual Audit, Compilation, Auditor Requirements and Year-End Financials: Teresa has sent our info to the CPA.

Certified Final Demand and Settlement Letters: No new letters have been sent; however Teresa will continue sending letters to owners that owe for past dues/assessment fees.

Liens: 48 current liens in place.

Monthly Payment Plans: None

There were no questions, and the report was accepted as submitted by President, Joe Campbell.

COMMITTEE REPORTS:

ARCHITECTURAL COMMITTEE: The only request this month was from property owner Glen Schmidt, 251 Lakeview Shores Drive, requesting approval for a new garage. After review by Chris Crowell, he made a motion to approve and was passed unanimously. A letter has been sent to the owners.

MAINTENANCE COMMITTEE: More improvements at the Sub III boat ramp with the framework to add the roofs over the picnic tables. Again, a big thank you to the property owners for pitching in to help in improving our community for all.

Robbie Boulet has cut down the metal pipes that were still left from the pool ladders. The only major item left from the pool is to dispose of or relocate the very heavy concrete table that is in that area.

Tim Richardson made a motion to proceed with the step repair at an estimated cost of \$800, a second from Rich Brazzale and approved unanimously. Tim Richardson made a motion to proceed with the repair at the Reserve Dam with a cost of approximately \$2,200.00, a second from Rich Brazzale and approved unanimously. Tim will get with Mike Monteleone and get both projects in motion. The step repairs will be paid from the assessment fund and the dam repair, which is an infrastructure expense will be paid from the general fund.

Mowing Deed Restriction Letters:

Non-Mowing Deed Restriction Letters:

Sub II Boat Ramp:

Sub III Boat Ramp: Tim Richardson brought up to the board about extending the fence out further to help prevent people from going around the fence to get into the boat ramp. He also mentioned that the barbed wire needs to be tightened along the top of the fencing.

ASSESSMENT COMMITTEE: Getting the stairs leading down to the playground are next to be fixed.

NOMINATING COMMITTEE: There will be 3 Directors positions to fill for the upcoming year. Cecelia Bentz, Chris Crowell, and Tim Richardson's terms are up. Ceceila has not had any inquiries to these positions.

LITIGATION: None

OLD BUSINESS:

NEW BUSINESS: Susan Vaughn has offered to supply cookies for our annual meeting again! The board will supply bottled water and ice.

Tim Richardson had an inquiry about a potential buyer being allowed to have 6 dogs at his residence. These are hunting dogs and would be kept outside. The board voted unanimously to not allow this, specifically due to this being in violation of the deed restrictions. Kristie will draft a letter letting them know of the board decision.

Tim Richardson brought before the board a request from a property owner to purchase 40' of one of our reserve areas. He is offering \$5,000 and the piece of land is valued at \$4,190. Tim is going to submit a formal proposal for the board to review before a decision is made.

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

Next Regular Meeting – May 20, 2023, at 9 a.m.

STEPHENS HILLS PROPERTY OWNERS' ASSOCIATION, INC.
(SHPOA)
BOARD OF DIRECTORS MEETING MINUTES
May 20, 2023

Board Members Present:

Joe Campbell
Rich Brazzale
Tim Richardson
Robbie Boulet
Chris Crowell
Joy DeRaimo

Accountant:

Teresa Eddinger

Admin Assistant:

Kristie Fraga

President Joe Campbell called the Board meeting to order at 8:59 a.m. and established a quorum.

APPROVAL OF MINUTES:

Through email, Rich Brazzale made a motion to accept the April 15, 2023, meeting minutes, a second by Robbie Boulet and approved unanimously.

TREASURER'S REPORT:

The treasurer's report ending 04/30/2023 was presented to the Board. The beginning bank balance on 04/01/23 was \$60,508.97 with credits of \$2,140.39 and expenses of \$11,634.10 leaving an ending bank balance of \$51,015.26. The combined CD balance as of 03/31/23 is \$200,249.98.

The property collections report for 04/30/2023 was presented for approval. The prior maintenance fees still outstanding are \$119,221.23; prior mowing fees still outstanding are \$12,465.00; current maintenance fees assessed for the 2023/2024 balance are \$73,048.47. Assessment fees in reserve \$4,307.72.

Teresa will start placing liens on the past due property owners.

Taxes, Annual Audit, Compilation, Auditor Requirements and Year-End Financials: Teresa has sent our info to the CPA.

Certified Final Demand and Settlement Letters: No new letters have been sent; however, Teresa will continue sending letters to owners that owe for past dues/assessment fees.

Liens: 48 current liens in place.

Monthly Payment Plans: None

There were no questions, and the report was accepted as submitted by President, Joe Campbell.

COMMITTEE REPORTS:

ARCHITECTURAL COMMITTEE: The only request this month was from property owner Amberg, requesting approval for a new garage. Chris Crowell has requested the dimensions before he approves.

MAINTENANCE COMMITTEE: Prostar Waste called about a dumpster. We have only had a trashcan from them which was destroyed in a storm and had to be fished out of the lake. Teresa will call Pro Star to start back up the service. Rich made a motion to restart the trash service with a second

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from Chris Crowell, approved unanimously. Robbie mentioned that he thinks we should look into resurfacing the tennis courts and possibly turning into a pickle ball court. We will have to get some estimates to see if this is something that the board can approve or if it will have to go to the membership for approval. Tim Richardson brought up the suggestion of selling the property that the playground, clubhouse, and pavilion are on and moving the playground and our office to the boat ramp area. Rich Brazzale made a motion to have Susan Vaughn give us an approximate value of this land and a 2nd from Robbie Boulet. Passed unanimously. Tim Richardson will work on an estimate to have a office/clubhouse erected at the Sub III boat ramp.

Mowing Deed Restriction Letters:

Non-Mowing Deed Restriction Letters:

Sub II Boat Ramp:

Sub III Boat Ramp: Tim Richardson brought up to the board about extending the fence out further to help prevent people from going around the fence to get into the boat ramp. He also mentioned that the barbed wire needs to be tightened along the top of the fencing.

ASSESSMENT COMMITTEE: Getting the stairs leading down to the playground are next to be fixed.

NOMINATING COMMITTEE: Nothing

LITIGATION: None

OLD BUSINESS:

NEW BUSINESS: Wes Wodahl was present and asked the board to waive a transfer fee from a piece of property that he is going to be purchasing. There is currently \$450 owed plus \$100 transfer fee.

\$50 is a mowing fee. The board agreed to waive the \$50 mowing fee but not the transfer fee.

Joe Campbell was approached about renting the pavilion for a meeting. A motion was made by Joy DeRaimo to rent the pavilion at a cost of \$50, a 2nd by Tim Richardson and approved unanimously. Tim Richardson brought up a reserve lot that we own on Spring Shadow that needs to be cleaned up and maintained. It is full of trash. LLWS owns a small lot back there as well that we might want to see about acquiring and then either maintain the property or sell it. Tim made a motion to get that property surveyed with a 2nd from Rich Brazzale, passed unanimously. Tim will take the lead on getting this done as well as talking to LLWS.

A motion to adjourn was made by Joy DeRaimo and a 2nd by Rich Brazzale. The meeting was adjourned at 10:10am. **Next Regular Meeting – June 17, 2023, at 9 a.m.**

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STEPHENS HILLS PROPERTY OWNERS' ASSOCIATION, INC.

(SHPOA)

BOARD OF DIRECTORS MEETING MINUTES

June 17, 2023

Board Members Present:

Joe Campbell

Rich Brazzale

Tim Richardson

Robbie Boulet

Chris Crowell

Ceceila Bentz

Admin Assistant:

Kristie Fraga

President Joe Campbell called the Board meeting to order at 9:00 a.m. and established a quorum.

Steve Otis, Property owner was present. He expressed his displeasure with some owners that are clearly in violation of the deed restrictions. The board assured him that we are taking measures to get these owners in compliance.

APPROVAL OF MINUTES:

Through email, Rich Brazzale made a motion to accept the May 20, 2023, meeting minutes, a second by Robbie Boulet and approved unanimously.

TREASURER'S REPORT:

The treasurer's report ending 05/31/2023 was presented to the Board. The beginning bank balance on 05/01/23 was \$51,015.26 with credits of \$30,442.01 and expenses of \$9,393.69 leaving an ending bank balance of \$72,063.58. The combined CD balance as of 03/31/23 is \$200,275.50.

The property collections report for 05/31/2023 was presented for approval. The prior maintenance fees still outstanding are \$115,736.23; prior mowing fees still outstanding are \$11,865.00; current maintenance fees assessed for the 2023/2024 balance are \$47,466.47. Assessment fees in reserve \$5,103.46.

A check for \$154 will be mailed to Pro Star Waste to start back up the trash service at the Sub III boat ramp. A check for \$400 was issued to Jeff Currie for plumbing work at the pavilion.

The Board agreed to credit the account of Skylar Ellis for \$50 for a mowing fee that was missed by us upon his purchasing of the property.

Taxes, Annual Audit, Compilation, Auditor Requirements and Year-End Financials: Teresa has sent our info to the CPA.

Certified Final Demand and Settlement Letters: No new letters have been sent; however, Teresa will continue sending letters to owners that owe for past dues/assessment fees.

Liens: 49 current liens in place.

Monthly Payment Plans: None

There were no questions, and the report was accepted as submitted by President, Joe Campbell.

COMMITTEE REPORTS:

ARCHITECTURAL COMMITTEE: There have been 2 requests for fences. One from Melvin and Lisa Wright on Holiday Lane and the other from Kheng Sek on Hickory Ridge Drive. Both have been

approved and a formal letter will be sent. The request for a garage from Owner Amberg on Lake Shore Drive has been approved and a letter will be sent. There was another request for a garage from Owner Burks, Chris still needs some additional information.

MAINTENANCE COMMITTEE: Jeff Currie snaked the lines at the pavilion and cleared the clog. It took him approximately 4 hours. The stairs leading to the playground need to be fixed. Tim will get with Mike Monteleone to find a solution and Robbie Boulet will also contact someone about looking at the stairs. We need to get the Sub II Boat Ramp drainage fixed. There are metal grates in the playground area that need to be taken care of for safety reasons. Gates in Motion need to be called about the pavilion gate, it is currently stuck open.

Mowing Deed Restriction Letters:

Non-Mowing Deed Restriction Letters:

Sub II Boat Ramp:

Sub III Boat Ramp:

ASSESSMENT COMMITTEE:

NOMINATING COMMITTEE: Nothing

LITIGATION: None

OLD BUSINESS:

NEW BUSINESS: Tim Richardson brought up the anonymous letter that was received citing multiple deed restriction violations, including the specific restrictions being violated. These will be addressed. Tim also mentioned the issue at the boat ramp with a few owners including [REDACTED]. We are having the gate tampered with, and have a video to prove it, and Tim tried approaching the person but was met with defiance and backed away from the situation. We were also made aware of owners loaning their gate cards to other owners that have not paid their dues. These are violations that the board must decide consequences for since there are none stated in any of the By-Laws, Deed Restrictions or Rules & Regulations.

Tim will be taking measurements to move the playground equipment to the Sub III boat ramp area. We will need to check with the insurance company about having the playground equipment near the water. Joe will go to insurance company and check on this and report back next month.

A motion to adjourn was made by Chris Crowell and a 2nd by Ceceila Bentz. The meeting was adjourned at 10:20am. **Next Regular Meeting – July 15, 2023, at 9 a.m.**

STEPHENS HILLS PROPERTY OWNERS' ASSOCIATION, INC.
(SHPOA)
BOARD OF DIRECTORS MEETING MINUTES
July 15, 2023

Board Members Present:

Joe Campbell
Rich Brazzale

Tim Richardson
Robbie Boulet

Chris Crowell
Ceceila Bentz
Joy DeRaimo

Admin Assistant:

Kristie Fraga

Bookkeeper:

Teresa Eddinger

President Joe Campbell called the Board meeting to order at 8:56 a.m. and established a quorum.

APPROVAL OF MINUTES:

Through email, Rich Brazzale made a motion to accept the June 17, 2023, meeting minutes, a second by Chris Crowell and approved unanimously.

TREASURER'S REPORT:

The treasurer's report ending 06/30/2023 was presented to the Board. The beginning bank balance on 06/01/23 was \$72,063.58 with credits of \$8,265.02 and expenses of \$6489.00 leaving an ending bank balance of \$73,839.60. The combined CD balance as of 06/30/23 is \$200,300.20.

The property collections report for 06/30/2023 was presented for approval. The prior maintenance fees still outstanding are \$113,118.23; prior mowing fees still outstanding are \$11,515.00; current maintenance fees assessed for the 2023/2024 balance are \$47,466.47. Assessment fees in reserve \$5,367.38.

Teresa will be sending out final invoices followed by certified letters then liens will be filed. We have 2 outstanding checks from refunds to owners in Holiday Harbor, Sections 7,8,9.

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

Certified Final Demand and Settlement Letters:

Liens: 55 current liens in place.

Monthly Payment Plans: None

There were no questions, and the report was accepted as submitted by President, Joe Campbell.

COMMITTEE REPORTS:

ARCHITECTURAL COMMITTEE: Chris Crowell reported the only items up for approval is a 12x24

storage shed for Eddie Burks. Chris made a motion to approve with a 2nd from Robbie Boulet and passed unanimously.

MAINTENANCE COMMITTEE: We are still waiting on Pro Star to bring the trash can for the sub III boat ramp. Tim will call and follow up with them. Robbie received an estimate of \$5,580 to repair the stairs leading to the playground.

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Mowing Deed Restriction Letters:

Non-Mowing Deed Restriction Letters:

Sub II Boat Ramp: We will get estimates for the repairs. So long as the are under \$15,000

Sub III Boat Ramp:

ASSESSMENT COMMITTEE:

NOMINATING COMMITTEE: Nothing

LITIGATION: None

OLD BUSINESS: Tim Richardson reported that he has still not heard back from LLWS about their small piece of property.

NEW BUSINESS: Joe reported that he has a gentleman that will be out next week to look at the clubhouse property to get an appraisal. Tim suggested that we get approval from the owners to sell the property first, then spend the money to get the surveys and appraisals. For now, we will get the appraisal and then decide how to move forward. Tim will get an estimate to move the playground as well as the cost for fencing in the playground area. Tim will also get with Gates in Motion about how to deactivate cards for owners that have not paid their dues. Tim also reported that Gates In Motion wanted approximately \$4,000 to program the system to track card numbers. Tim will do some research on getting something cheaper. There will be letters sent to 3 property owners for unregistered, inoperable vehicles and [REDACTED] for the logging truck since it exceeds the 1-ton limit. The board voted no to updating Quickbooks. It is not needed at this time.

A motion to adjourn was made by Rich Brazzale and a 2nd by Tim Richardson. The meeting was adjourned at 9:59am. **Next Regular Meeting – August 19, 2023, at 9 a.m.**

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STEPHENS HILLS PROPERTY OWNERS' ASSOCIATION, INC.
(SHPOA)
BOARD OF DIRECTORS MEETING MINUTES
August 19, 2023

Board Members Present:

Joe Campbell
Rich Brazzale

Tim Richardson
Robbie Boulet

Chris Crowell
Ceceila Bentz
Joy DeRaimo

Admin Assistant:

Kristie Fraga

Bookkeeper:

Teresa Eddinger

President Joe Campbell called the Board meeting to order at 8:55 a.m. and established a quorum.

APPROVAL OF MINUTES:

Through email, Rich Brazzale made a motion to accept the July 15, 2023, meeting minutes, a second by Chris Crowell and approved unanimously.

TREASURER'S REPORT:

The treasurer's report ending 07/31/2023 was presented to the Board. The beginning bank balance on 07/01/23 was \$73,839.60 with credits of \$6509.05 and expenses of \$23,573.88 leaving an ending bank balance of \$56,774.77. The combined CD balance as of 07/31/23 is \$200,470.32.

The property collections report for 07/31/2023 was presented for approval. The prior maintenance fees still outstanding are \$110,502.23; prior mowing fees still outstanding are \$11,015.00; current maintenance fees assessed for the 2023/2024 balance are \$47,466.47. Assessment fees in reserve \$5,498.55.

Teresa sent out past due notices. Teresa will be sending out certified letters. At the next board meeting Teresa will bring the liens to be filed.

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.

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: We are still waiting on Pro Star to bring the trash can for the sub III boat ramp. Teresa will follow up and have them contact Tim Richardson. They have received and cashed our check but still no service.

The air conditioner in the clubhouse has died. Robbie will purchase a new one and get it installed.

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.

LITIGATION: None

OLD BUSINESS: There was much discussion about the moving of the playground from the pavilion area to the Boat Ramp in Sub III. It was decided to relocate the equipment due to the deteriorating conditions where it is currently located. A letter was sent to [REDACTED] concerning his logging truck and the violation of our deed restrictions. The [REDACTED] contacted Joe and told him that they asked the President, at that time, if he would be allowed to have his log truck in the subdivision and was told “yes”. Joe contacted the past President and was told that he wasn’t given a yes or no but the reply was that [REDACTED] didn’t see a problem with it. This owner has parked the truck without interference for 3 ½ years. Taking this into consideration, the board discussed possible considerations for the owner and agreed to uphold and enforce the deed restrictions but to give the owner 1 year to remedy the situation. A letter will be sent outlining these terms. It was unanimously agreed that the board must enforce the deed restrictions and the owners expect that of the board.

Any property owners currently in possession of an active boat access card and not current on their dues will have their cards deactivated. Kristie will get that list to Tim.

Tim Richardson brought up the man gate at Sub III boat ramp again and will proceed with getting pricing for a card reader and the cost to install.

NEW BUSINESS: In 2020 the members approved \$35,000 to fix the Sub II boat ramp. The boat ramp has been repaired and the actual cost was \$20,000. This will amount to \$62.50 per owner for a special assessment. A motion was made by Chris Crowell to bill the owners for \$62.50 with a second from Rich Brazzale and approved unanimously. Rich will draft a letter for the members including 4 issues; the moving of the playground equipment, the upcoming proposal of selling the clubhouse/pavilion land, the special assessment amount for the repairing of Sub II boat ramp and the duty of the board to uphold and enforce the deed restrictions.

A motion to adjourn was made by Cecelia Bentz and a 2nd by Chris Crowell. The meeting was adjourned at 10:16am. **Next Regular Meeting – September 16, 2023, at 9 a.m.**

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.

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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.**

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:

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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.**

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 Oroczo 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 Oroczo 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.

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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.**

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STEPHENS HILLS PROPERTY OWNERS' ASSOCIATION, INC.
ANNUAL MEETING MINUTES
May 21, 2023

Board Members Present:

Joe Campbell Kristie Fraga Rich Brazzale
Tim Richardson
Robbie Boulet
Joy DeRaimo
Cecelia Bentz

Administrative Assistant:

Bookkeeper:
Teresa Eddinger

President Campbell called the Annual Board Meeting to order at 2:120 p.m. Joe Campbell opened the meeting with a prayer followed by the Pledge of Allegiance, he welcomed everyone and thanked them for being at the meeting. A quorum was established. He introduced the Board members and thanked them for the work they do for SHPOA. He thanked Susan Vaughn for the cookies and Wes Wodhal for pressure watching the pavilion. Joe informed the guests of the improvements that have been made including the playground area, the new card reader and cameras at the Sub III boat ramp, as well as new picnic tables. Joe thanked Mike Monteleone, Phil Indelicato, Sydney Smith, Glenn Smith and Harvey Hetzel for all their work in constructing the covers over the picnic tables. Joe then went into details about upcoming projects including a new hot water heater for the restrooms at the pavilion.

TREASURER'S REPORT/BUDGET REPORT:

President Campbell called for questions regarding the treasurer's report. President Campbell told the guests that currently have 49 liens, 6 default judgements with additional 9 liens being filed next week. Joe asked for any questions on the budget and with no questions or comments Joe called for a motion to accept the budget. A motion was made by Scott Carter with a second from Charline Smith and passed unanimously.

PRESIDENT'S REPORT:

Refer to the newsletter for the president's report.

COMMITTEE REPORTS:

Refer to the newsletter for committee reports.

ELECTION OF DIRECTORS FOR 2023-2024:

President Campbell introduced the people running for the board. All were incumbents, Tim Richardson, Director, Chris Crowell, Director and Cecilia Bentz, Director.

A motion was made by Juli Fendley to accept all incumbents, a second by Mike Golden and passed unanimously. President Campbell explained the next round of voting was for the revised Rules and Regulations. Juli Fendley expressed her displeasure with the rule of only allowing 1 gate access key per owner. Tim Richardson explained how the new gate card reader and camera system are working. This passed with 121 yes votes and 13 no votes. The next vote was for amending the SHPOA bylaws to delete all reference to Sub II, Sections 7,8, and 9. A brief explanation of why this was happening was given by Joe. He explained this was a formality only. This passed with 90 yes votes and 7 no votes.

NEW BUSINESS:**NOMINATE AND ELECT BOARD PRESIDENT:**

Rich Brazzale made a motion to elect Joe Campbell as President with a second by Juli Fendley. The motion was approved by a majority vote of the members.

OTHER BUSINESS:

Steve Otis expressed that SHPOA needs to follow up with proceeds from the tax sales that have been taken place. Steve Otis also put forth that something be done with the property that the clubhouse and pavilion are on. Joe told him that we are currently in the process of having the property evaluated.

After no further business came up for discussion, a motion was made by Wes Wodahl to adjourn the meeting. The motion was seconded by Charline Smith and approved by the members. The meeting was adjourned at 3:09 p.m.