

**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 2<sup>nd</sup> 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.

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. [REDACTED] & [REDACTED] 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 2<sup>nd</sup> by Tim Richardson. The meeting was adjourned at 9:59am.

**Next Regular Meeting – August 19, 2023, at 9 a.m.**