

**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

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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> by Rich Brazzale. The meeting was adjourned at 10:100am.

**Next Regular Meeting – June 17, 2023, at 9 a.m.**