

**STEPHENS HILLS PROPERTY OWNERS' ASSOCIATION, INC.**  
**(SHPOA)**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**October 15, 2022**

**Board Members Present:**

Joe Campbell  
Rich Brazzale  
Robbie Boulet  
Joy DeRaimo  
Tim Richardson

**Accountant:**

Teresa Eddinger

**Admin Asst:**

Kristie Fraga

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

**APPROVAL OF MINUTES:**

Through email, Robbie Boulet made a motion to accept the September 17, 2022, meeting minutes, a second by Rich Brazzale and approved unanimously.

**TREASURER'S REPORT:**

The treasurer's report ending 9/30/2022 was presented to the Board. The beginning bank balance on 09/01/22 was \$89,631.36 with credits of \$6,019.26 and expenses of \$13,459.79, leaving an ending bank balance of \$82,190.83.

The property collections report for 09/30/2022 was presented for approval. The prior maintenance fees still outstanding are \$75,991.48; prior mowing fees still outstanding are \$13,165.00; current maintenance fees assessed for the 2022/2023 balance are \$44,596.00. Assessment fees collected \$43,662.00. Assessment fees in reserve \$12,675.24.

Teresa, Kristie and Joy met with the CPA to discuss updating the financials with the assessment fees as well as how to write off some of the assets that were on the balance sheet that were connected to the pool. A new bank account will need to be opened for the assessment fees collected. Joe will get to the bank next week to get this taken care of. The CPA was to send us a letter of engagement for this year which was received and signed by Joe Campbell. Teresa will get the signed copy back to the CPA.

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

**Certified Final Demand and Settlement Letters:** 50 certified, final demand letters have been sent. The rest will be mailed out this next week.

**Liens:** 46 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:** Nothing to report.

MAINTENANCE COMMITTEE: The large trash can was purchased for the sub III boat ramp. Robbie is going to build/erect something to hold the can in place. The board agreed to check the trash and take any accumulated trash to the dump. Many of the board members have dump stickers. One more week of mowing and then Orzoco will be done for the season. The hot water heater down at the pavilion is shot. Rich looked into pricing of a regular 50-gallon water heater with a cost of \$550 - \$600 plus installation. A tankless water heater will run around \$800 - \$1,000 plus installation. Tim Richardson stated that we could purchase the tankless water heater for around \$450. A motion was made by Tim Richardson to purchase the tankless water heater with a 2<sup>nd</sup> from Rich Brazzale and passed unanimously. Tim will look into the installation of water heater. The steps leading down to the pavilion need another coat of stain. Rich made a motion to purchase the stain for the steps with the approximate cost of no more than \$500, Robbie with a 2<sup>nd</sup> approved unanimously. The board will supply the labor.

Mowing Deed Restriction Letters:

Non-Mowing Deed Restriction Letters:

Sub II Boat Ramp:

Sub III Boat Ramp: Tim Richardson brought up the idea of a sensor that would open the gate, when leaving the boat area. This is tabled for now.

ASSESSMENT COMMITTEE: To replace the chain link fence at the pavilion we received a quote for \$4,200 and another one for \$3,897.00. Rich met with both companies and recommended Reed Brothers Fencing. A motion was made by Rich Brazzale to approve the expenditure of \$3,897 to Reed Brothers Fencing to repair/replace the fencing at the pavilion. A 2<sup>nd</sup> from Joy De Raimo and approved unanimously. A check for the deposit of \$1,947.00 will be cut today and the balance of \$1,950.00 will be issued upon completion.

Rich has priced the playground equipment from Lowe's. The total cost of the equipment is \$3,000.00 and that does not include assembly. The equipment is a combination of wood and plastic.

NOMINATING COMMITTEE: There will be 3 Directors positions to fill for the upcoming year. Ceceila Bentz, Chris Crowell and Tim Richardson's terms are up.

LITIGATION: Still waiting on a date to meet with the judge concerning Sub II, 7,8, and 9

SMALL CLAIMS: Nothing to report

OLD BUSINESS: No old business.

NEW BUSINESS: Joe reminded the board to start thinking about getting their annual reports together. Tim mentioned that the pond on Hickory Ridge when the water level is low, there is a statue that is in the pond that looks a little disturbing. Gates in Motion still needs to be paid the balance owed for the new card reader, however, until they have the gate operating correctly we will not be paying them.

A motion to adjourn was made by Joy DeRaimo and a 2<sup>nd</sup> by Robbie Boulet. The meeting was adjourned at 10:10am.

**Next Regular Meeting – November 19, 2022, at 9 a.m.**

