

STEPHENS HILLS PROPERTY OWNERS' ASSOCIATION, INC.
(SHPOA)
BOARD OF DIRECTORS MEETING MINUTES
November 16, 2024

Board Members Present:

Tim Richardson
Chris Crowell (absent)
Kim Chatman
Matt Ball (absent)
Robbie Boulet
Cecelia Bentz
Mike Monteleone

Bookkeeper:

Teresa Eddinger

President Tim Richardson called the Board meeting to order at 9:00 a.m. and established a quorum. This month's meeting was held at the Clubhouse since the weather was cooler. Absent Board members were not able to participate via of Teams. Matt's proxy was given to Tim. Chris's proxy was given to Cecelia.

APPROVAL OF MINUTES:

The October 19, 2024 Minutes of Meeting were approved by the Board via email before the November Board meeting.

TREASURER'S REPORT:

The Treasurer's report ending 10/31/2024 was presented to the Board:

\$68,425.46 beginning bank statement balance (10/01/2024)
+ \$7.61 deposits (none posted) plus interest (annual rate 0.15%)
<\$16,646.58> expenses (checks cleared)
=\$51,786.49 ending bank statement balance (10/31/24)
<\$2,650.50> uncleared checks (includes \$2,500 check to Vera Bank to set-up new account)
+\$2,250.00 checks received but not deposited
= \$51,386.49 Reconciled Balance - General Fund (as 10/31/24)

+ \$ 8,261.79 Assessment Fee (2021) bank balance (as of 9/30/24)
+ \$15,972.00 Assessment Fee (2023) bank balance (as of 9-30-24)
+ \$150,000.00 CDs (separate bank as of 10-31-24)
+ \$ 2,500.00 Vera Bank account (account set-up and transfer from SJC Bank is pending)
= \$228,120.28 Total SHPOA Funds (as of 10-31-24) [\$233,597.46 as of end October]
= <\$ 5,477.18> Change in Position from September

The property collections report for 10/31/2024 was presented for approval:

\$100,848.73 Prior Maintenance Fees Still Outstanding	[\$900.00 reduction in October]
\$ 30,098.50 2021 / 2023 Special Assessment Fees Still	[\$518.00 reduction in October]
\$ 28,393.00 Outstanding 2024 / 2025 Maintenance Fees Assessed	[\$700.00 reduction in October]
<u>\$ 9,965.00</u> Prior Mowing Fees Still Outstanding	<u>[no change for October]</u>
= \$169,305.23 Total Fees Outstanding as of 10/31/2024	[\$2,118.00 reduction in October]

The Board requested Teresa to prepare a spreadsheet that includes the pertinent details by subdivision, section, and lot number for each of the aforementioned outstanding fees and provide it to by the next Board meeting. As of this date, the current Board has not seen details for the aforementioned fees. Visibility was also requested on the dollar amount of liens that have been filed for each of the outstanding fees shown on the Property Collections Report.

The Board had a discussion on the significant dollar amount of Total Fees Outstanding. Kim volunteered to research collection firms and present a recommended path to the Board.

Teresa obtained a second key for the local post office box and handed it over to Kim. The two of them will coordinate retrieving mail.

Liens: None filed this reporting period.

Monthly Payment Plans: None

COMMITTEE REPORTS:

ARCHITECTURAL COMMITTEE:

Cecelia is to facilitate closure with Chris on the review process and documentation to be submitted by the Architectural Committee to the Board.

MAINTENANCE COMMITTEE:

Mike contacted Sam Houston Electric Company (SHECO) about cutting down four (4) dead trees in the Club House vicinity and several other dead trees in the Sub 3 that have a potential to fall on electric lines. Teresa opened a ticket with SHECO to initiate the process and was initially told that tree removal would happen in March of 2025. Mike volunteered to “white” flag the dead trees as requested by SHECO and Teresa’s contact said the flagged trees should be taken down within 2 weeks.

Sub2 boat launch: Robbie made a recommendation to put handrails on the Poyner side of the pier for safety reasons. Tim made a motion, Kim seconded, and the Board approved installation of the handrails. Robbie volunteered to obtain quotes for the Board’s consideration.

Sub 3: The Board approved discontinuing water service to the Pavillion. This action will result in +\$600 annual savings for SHPOA. The water service to the Club House will be maintained so there is water available for fire suppression, if needed, in the immediate vicinity if and when burning brush piles. Teresa volunteered to contact Lake Livingston Water Department and inquire about a third water meter found by Robbie and located on the backside of the tennis court. Robbie will report the meter number information to Teresa.

Mike volunteered to procure signs to place at the entry into Subs 2 / 3 that include SHPOA’s new website address (shpoaonthelake.com) and new telephone number (936-278-7280).

OLD BUSINESS:

The Board reminded Teresa to provide a list of lots by subdivision for which returned mail has been received. She plans to retrieve the stack of returned envelopes at the Clubhouse and update the address information in QuickBooks. Once received, the Board will provide assistance and/or request a third party to help locate the correct addresses.

Feedback from SHPOA’s CPA received via of Teresa is as follows: (i) there is no more depreciation to be written off for SHPOA’s assets and (ii) it’s acceptable to “GO LIVE” now with on-line QuickBooks. The CPA provided special journal entries to remove accrual related accounts so that SHPOA is back to an all-cash basis accounting system.

Tim made a motion, seconded by Mike, and approved by the Board to obtain a new SHPOA telephone number with a new service provider. The cost of the service is ~\$15 per month. The caller will leave a voice mail that is subsequently transcribed into written text and forward to SHPOA’s new email address for the Board’s review and action. This will be done through a service called OpenPhone.

The Board requested Teresa to shut down the old website account with GoDaddy and the existing AT&T telephone service. Both services have been replaced with newer, less expensive, and more efficient technology.

The Sub 3 sign at the entry of the subdivision has been replaced with a new one. The support structure was painted and the large rocks at the base were power blasted by third parties. Mike removed the existing crepe myrtles and plans to install new landscaping.

Mike and the current mowing contractor toured Subs 2 and 3 together to re-assess the areas that are to be mowed during the next mowing season (approximately March thru October of each year). This contractor is to provide an updated price that reflects the revised scope of work. A rough order of magnitude (“ROM”) by Mike is a 10% price reduction that equates to several thousand dollars per year.

Mike made a motion, seconded by Kim, and approved by the Board to award Brad Street LLC the scope of work to repair the berms and drainage at Mirror Lake and at the pond at the end of Elm Street (aka Harvey's Pond). This work is to be performed on a day rate basis for a maximum of 5 days and capped at \$12,500. Other civils work may be done at the Sub 3 boat launch area if there is available budget remaining after these two projects are completed; such work includes spreading dirt in low areas and placing the piles of rocks into the bulkhead. Mike will be SHPOA's representative during execution of the work.

Mike has contacted and visited with the Constable regarding "patrolling" the subdivisions / having more of a presence at Subs 2 and 3. It was agreed that Mike will give the Constable an access key to the Sub 3 launch for purposes of his patrol.

NEW BUSINESS:

Teresa recommended that a list of checks pending signature by the Board be included with the Treasurer Reports. This was deemed a good idea by and acceptable to the Board.

Cecelia will request a quote from SHPOA's attorney to prepare an update to the Deed Restrictions to incorporate new legislation and to confirm that the existing version of the Deed Restrictions is consistent with applicable law. The Board also discussed a separate exercise to address other changes to the DRs, if any, proposed by the Board for the property owners' consideration.

Kim presented a draft job description for the open Administrative Staff position. The Board members were requested to review it and provide feedback before the next Board meeting. The job description and a proposed budget for this position will be submitted to the Board for approval at the next Board meeting. The Board will then seek resumes from interested candidates.

Kim presented a draft of several documents for review and feedback by the Board before the next monthly meeting. The objectives are: (i) facilitate two-way communications with the property owners, (ii) seek their valued input in a timely manner, and (iii) adjust the Board's focus and plan of action accordingly. The approved documents will be posted to SHPOA's new website for the property owner's information and review. The drafts included: (i) Board Accomplishments, (ii) SHPOA Board's Major Concerns, (iii) List of Pending Projects by Priority, and (iv) Goals: Short, Intermediate, and Long Term. [Post Board Meeting Note: Drafts of Cost Cutting Ideas and Income-Producing Ideas were circulated internally via email after the Board meeting.]

The Board discussed conducting a Town Hall type meeting with the property owners in late January or early February 2025. The Board plans to provide an update to the property owners on its accomplishments, concerns, proposed priorities and goals, cost cutting ideas, and income-producing ideas. The objective is to seek input from the property owners prior to issuing the annual newsletter and ballot, particularly with regards to plans for marketing the existing pavilion and clubhouse area and establishment/building of new facilities at the Sub 3 boat launch park. Kim volunteered to investigate venue availability and report with proposed date(s) to the Board.

The Board approved motions to send notification letters via certified mail to eight (8) property owners for on-going violations of Deed Restrictions (DRs) that are negatively impacting the appearance of the subdivisions. Examples: inoperable and/or abandoned vehicles, boats, and trailers; storage of inoperable equipment, materials, and rubbish; fallen trees and excessive tree debris; and grass not mowed during the last mowing season and/or that exceeds 24" height. Ownership of several of the properties was unclear and needed further research prior to sending official violation letters.

Tim, as SHPOA's President and team leader, presented a few observations he's made of interaction between the Board members and offered suggestions to facilitate reaching alignment in a congenial and constructive manner.

The Board typically does not have a Board meeting in December. However, the Board agreed to meet in December via MS Teams or otherwise because there is so much business in the process of being handled; and none of the Board members wants to lose time or steam that would result from foregoing a December meeting.

A motion to adjourn was made by Cecelia and seconded by Mike. The meeting was adjourned at 12:15 pm.

Next Regular Meeting - December 21, 2024, at 9:00 a.m.