

Stephens Hills Property Owners Association

Minutes of Board Meeting

12/21/24 @ 9:00 AM

Held at Kim Chatman's home

The meeting was called to order at 9:00 a.m. by President, Tim Richardson. A quorum was established. In attendance were Tim Richardson, Chris Crowell, Robbie Boulet, Kim Chatman, Matt Ball, and Cecelia Bentz. Absent were Mike Monteleone, who was in the hospital following a head injury, and bookkeeper, Teresa Eddinger, who was ill.

November Minutes were approved by the Board.

1. Treasurer's Report (as of November 30, 2024):

\$51,786.49 beginning bank statement balance (11/01/2024)
+ 1,708.60 deposits (\$1,702.50) plus \$6.10 interest (annual rate 0.15%)
<\$ 6,442.30> expenses (checks cleared)
=\$47,052.79 ending bank statement balance (11/29/24)
<\$ 2,650.00> uncleared checks (includes \$2,500 check to Vera Bank to set-up new account)
+\$ 0.00 checks received but not deposited (as of 11/30/24)
=\$44,402.79 Reconciled Balance - General Fund (as 11/30/24)

+ \$8,261.79 Assessment Fee (2021) bank statement balance (as of 11/29/24) [\$268 increase for month]
+ \$16,222.00 Assessment Fee (2023) bank statement balance (as of 11-29-24) [\$250 increase for month]
+ \$150,000.00 CDs (separate bank as of 11-30-24)
+ \$2,500.00 Vera Bank account (account set-up and transfer from SJC Bank is pending)
= \$221,386.69 Total SHPOA Funds (as of 11-30-24) [\$228,120.28 as of end October]
= <\$ 6,733.70> Change in Position from October 31, 2024

The Property Collections Report for 11/30/2024:

\$ 99,948.73 Prior Maintenance Fees Outstanding [no change this month]
\$ 30,098.50 2021 / 2023 Special Assessment Fees Outstanding [no change this month]
\$ 28,393.00 Outstanding 2024 / 2025 Maintenance Fees Assessed [no change this month]
\$ 9,965.00 Prior Mowing Fees Outstanding [no change this month]
= \$168,405.23 Total Fees Outstanding as of 11/30/2024

Teresa submitted Financials documents to the Board in advance of the meeting by email. The Treasurer had questions; so, the Board chose to defer discussion and approval until the January 2025 meeting.

Teresa informed Kim that online QuickBooks went "LIVE" as of December 1. The Board's access to the on-line system is pending permissions being granted by Teresa.

2. Committee Reports

a. Architectural Control Committee ("ACC") Report

Procedures for the ACC to operate and submit approvals and denials directly to the property owners were established and approved. Any Board member may review a property owner's requests and the associated documents at any time but the Committee will operate independently with the Vice President (Chris) serving as the Board's liaison. He will finalize and submit to the Committee the outline / "cheatsheet" containing specific requirements for each subdivision which shall be used and documented by the Committee in their review process. Whenever a request for review is submitted by a property owner, Chris will post a notice on the SHPOA website in the Board Resources tab (being created by Tim; see New Business, below). There are currently no requests for review pending.

b. Maintenance Committee Chair Report

1. Boat Ramp Maintenance / Repair Matters

Sub II: Robert Orozco cannot install the handrails onto the Sub II pier, so Robbie will contact Charlie Beard at Cornerstone Construction to see if he can do the work. Robbie will give him specifications and request a bid.

All paperwork in connection with the boat launch paving and grading project has been signed and received by the Board except for the Lien Waiver that needs to be signed by Cornerstone Contractors. Once that received, SHPOA will deliver a \$15,000 reimbursement check to the Poynters and then proceed with plans to install a gate and bollards at the launch area. Cecelia will coordinate getting the proposed drawings / scope of work from Charlie Beard and begin preparing the three (3) needed documents for the gate transactions (the same basic documents used for the launch paving work).

The Board approved replacing the dusk to dawn light at the boat launch area with a solar-operated and motion-sensing light. Tim estimates the cost to be approximately \$300. He and Robbie will do the installation. Tim will contact SHECO to disconnect the existing light (for which we have not been able to determine who pays the bill; it's on SHPOA property but SHPOA is not billed for this light).

Sub III: The Board approved continuing the rental of the porta-potty at the Launch Park for another month.

Tim will follow-up with the Constable about patrolling the subdivision on a regular basis. He will also provide a card key to the Constable for access to the Launch Park area. The Board agreed that Tim will be Board's contact with the Constable in the future.

Robbie will request Robert Orozco to spread the piles of dirt (currently located at the launch park area) in the low areas down there and place the rocks located down there in the bulkheads where settlement has occurred. Robbie and Tim will walk the area to monitor the work and determine what else, if anything, is needed.

Report on Mirror Lake and Harvey's Pond: The drainage pipe at Mirror Lake has been relocated in order for the lake to drain at the proper level, specific trees on the lake side of the berm have been removed, and the topside of the berm has been leveled.

The focus of work will now be on the pond at the end of Elm Street (aka "Harvey's Pond") as soon as the slick conditions caused by the rain dry out to the extent needed for equipment and workers to access and perform similar type of work there. In Mike's absence, Tim will be SHPOA's focal point with Brad Street, LLC.

Other: Robbie will contact Lake Livingston Water Department and give them the meter number for the third water meter that is located beyond the tennis courts so that they can confirm responsibility for the water bill. This meter appears to feed the old swimming pool area Robbie has turned-off and drained water to this water meter and drained all water lines except for the line that feeds the Club House.

Mike had previously instructed Robert Orozco, the mowing contractor, to not mow specific areas of Sub II / III in the future. The Board is not clear on what areas were removed from the mowing scope. Robbie will contact Robert to get the specifics and request a revised for the scaled-down scope.

b. Deed Restriction Enforcement Issues

Status of current litigation matter: Matters pertaining to litigation are to be directed to SHPOA's attorney. The Board members have been asked to not discuss litigation matters with property owners.

Status of other violation letters / matters:

There has been some progress made in resolving several violations of deed restrictions (DRs). These particular restrictions pertained to inoperable vehicles and grass exceeding 24" in height. Some of the property owners responded favorably to the Board's verbal communications. Additional progress was made after written notice was received by the other property owners. As a result, four (4) inoperable vehicles have been removed and one yard mowed in Sub III.

After attempts to contact property owners, two (2) lots in Sub III, with fallen trees and branch debris as well as high grass, were clean-up by certain members of the Board. The Board will send invoices to these property owners and reiterate their responsibility for the lots.

Re: letters sent in December:

None. The Board agreed to postpone sending the DR violation notices approved by the Board last month until January. In the interim, the Board will attempt to verbally discuss the violations with the property owners.

Re: letters to be sent after the first of the year:

Two property owners have not responded to DR violations already sent by the Board nor rectified the violations within the specified time frames. These violations pertain to inoperable vehicles in Sub III. The Board will follow-up with a second written notice to these property owners in January.

The Board plans to send DR violation notices to other Sub III property owners to address an abandoned goose neck trailer at the end of Elm Street and storage of inoperable motor vehicles, recreational vehicles, and inoperable boats on other lots.

Discussion of new matters:

Chris visited with a Sub3 resident (currently renting) who is a Polk County deputy and would like to help out with HOA matters. He is knowledgeable of various speeding violations and the like that occur in Sub3. Chris will invite him to attend the January meeting to speak with the Board about what can be done to help with enforcement matters. Based on what is learned, the Board may want to consider hiring him (or other deputies) as off-duty patrol officers from time to time.

c. Nominating Committee

Cecelia announced that she will not be seeking re-election to the Board in May. Accordingly, she recommended that recruiting new Board candidates should begin now as it takes a while to find and obtain interested candidates.

3. Old Business

- a. New Administrative Assistant ("Admin"): The Board approved the Admin job description circulated by Kim before the meeting via email. The Board also approved a pay structure for the Admin position consisting of (i) a monthly rate of \$550 for performing monthly duties and (ii) separate lump sum payment(s) for completing Special Projects as requested and approved by the Board. It was also agreed that the Board may hire someone else to perform and/or assist the Admin in the Special Project(s). The Board approved a budget of \$2,000 for Special Projects of an Administrative nature in 2025.

The Board approved this pay structure so that a search can now begin for a qualified person; due to the responsibilities of the position and the timing thereof, the preference is for a person that resides in Sub II or Sub III, or nearby.

- b. Versions of various documents will be added to the Board Resources tab on the website (described in New Business, below) for further review and updating. Once they are finalized, the Board will be able to vote (online) to approve them and, where appropriate, publish them on the website for property owners to review. These documents include proposed SHPOA goals; Board major concerns; Board accomplishments; prioritized pending projects list; action items list (for Board use only); list of cost savings ideas; and a list of ideas to increase funds.

- c. The Board had a discussion of the draft document for Goals: Short, Intermediate, and Long Term. Repair of the Sub III bulkhead and building a new pavilion, with a small office, received the most focus. The latest draft of Goals will be discussed at the upcoming Town Hall Meeting in order to obtain input from the property owners.
 - d. The Board approved a recommendation to obtain a third-party survey of Sub 3's (i) Shadow Road reserve property and (ii) property consisting of the existing pavilion, clubhouse, former pool area, and surrounding land (~4.5 acres). The objective of obtaining the surveys is to mark the boundaries of SHPOA's property that have been lost over the decades. This information is needed by the Board to better understand its exact boundaries, sizes, and value so as to be able propose future use and/or sale.
 - e. Town Hall meeting: The Board approved holding a Town Hall Meeting with SHPOA property owners on Sunday, March 2, 2025 from 2:00 - 4:00 p.m. at the "Pearls in the Pine Venue and RV Park" located at 397 TX-156 in Point Blank. The Board also approved making a deposit to hold the date and paying an hourly rate of \$75 for the venue. The purpose of the Town Hall is to improve transparency and communications with property owners, and to seek their valued input before sending out ballots for the annual meeting in May.
4. New Business: As referenced in these Minutes, Tim will add tabs to the new website (shpoaonthelake.com) to place documents for easier access by the Board and to reduce internal email traffic. The tabs for the Boards will include access to (i) working documents (drafts) and (ii) documents that are suitable to publish. A tab will also be included for property owners to access published documents.

The meeting adjourned at 11:00 a.m.

Next Regular Meeting - Saturday, January 18, 2025, at 9:00 a.m.