

**STEPHENS HILLS PROPERTY OWNERS' ASSOCIATION, INC.**  
**(SHPOA)**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**April 15, 2023**

**Board Members Present:**

Joe Campbell  
Rich Brazzale  
Tim Richardson  
Robbie Boulet  
Chris Crowell  
Ceceila Bentz  
Joy DeRaimo

**Accountant:**

Teresa Eddinger

**Admin Assistant:**

Kristie Fraga

President Joe Campbell called the Board meeting to order at 9:05 a.m. and established a quorum.

**APPROVAL OF MINUTES:**

Through email, Rich Brazzale made a motion to accept the March 18, 2023, meeting minutes, a second by Tim Richardson and approved unanimously.

**TREASURER'S REPORT:**

The treasurer's report ending 03/31/2023 was presented to the Board. The beginning bank balance on 03/01/23 was \$58,527.97 with credits of \$6,247.15 and expenses of \$4,266.15 leaving an ending bank balance of \$60,508.97. The combined CD balance as of 03/31/23 is \$200,199.80.

The property collections report for 03/31/2023 was presented for approval. The prior maintenance fees still outstanding are \$67,341.48; prior mowing fees still outstanding are \$12,465.00; current maintenance fees assessed for the 2022/2023 balance are \$30,085.00. Assessment fees in reserve \$4,045.68.

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 Glen Schmidt, 251 Lakeview Shores Drive, requesting approval for a new garage. After review by Chris Crowell, he made a motion to approve and was passed unanimously. A letter has been sent to the owners.

MAINTENANCE COMMITTEE: More improvements at the Sub III boat ramp with the framework to add the roofs over the picnic tables. Again, a big thank you to the property owners for pitching in to help in improving our community for all.

Robbie Boulet has cut down the metal pipes that were still left from the pool ladders. The only major item left from the pool is to dispose of or relocate the very heavy concrete table that is in that area.

Tim Richardson made a motion to proceed with the step repair at an estimated cost of \$800, a second from Rich Brazzale and approved unanimously. Tim Richardson made a motion to proceed with the repair at the Reserve Dam with a cost of approximately \$2,200.00, a second from Rich Brazzale and approved unanimously. Tim will get with Mike Monteleone and get both projects in motion. The step repairs will be paid from the assessment fund and the dam repair, which is an infrastructure expense will be paid from the general fund.

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: There will be 3 Directors positions to fill for the upcoming year. Cecelia Bentz, Chris Crowell, and Tim Richardson's terms are up. Ceceila has not had any inquiries to these positions.

LITIGATION: None

OLD BUSINESS:

NEW BUSINESS: Susan Vaughn has offered to supply cookies for our annual meeting again! The board will supply bottled water and ice.

Tim Richardson had an inquiry about a potential buyer being allowed to have 6 dogs at his residence. These are hunting dogs and would be kept outside. The board voted unanimously to not allow this, specifically due to this being in violation of the deed restrictions. Kristie will draft a letter letting them know of the board decision.

Tim Richardson brought before the board a request from a property owner to purchase 40' of one of our reserve areas. He is offering \$5,000 and the piece of land is valued at \$4,190. Tim is going to submit a formal proposal for the board to review before a decision is made.

A motion to adjourn was made by Tim Richardson and a 2<sup>nd</sup> by Ceceila Bentz. The meeting was adjourned at 10:10am.

**Next Regular Meeting – May 20, 2023, at 9 a.m.**

