

**STEPHENS HILLS PROPERTY OWNERS' ASSOCIATION, INC.**  
**(SHPOA)**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**March 19, 2022**

**Board Members Present:**

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

**Accountant:**

Teresa Eddinger

**Admin Asst:**

Kristie Fraga

President Joe Campbell called the Board meeting to order at 8:57a.m. and established a quorum.

**APPROVAL OF MINUTES:**

Through email and after corrections, Rich Brazzale made a motion to accept the February 15<sup>th</sup> meeting minutes, a second by Tim Richardson and approved unanimously.

**TREASURER'S REPORT:**

The treasurer's report ending 2/28/2022 was presented to the Board. The beginning bank balance on 02/01/22 was \$60,853.54 with credits of \$2,752.46 and expenses of \$29,225.05, leaving an ending bank balance of \$34,380.95.

The property collections report for 02/28/2022 was presented for approval. The prior maintenance fees still outstanding are \$76,711.39; prior mowing fees still outstanding are \$18,765.00; current maintenance fees assessed for the 2021/2022 balance are \$29,205.00. Assessment fees collected \$39,331.00. Going forward, the assessment fees collected will be an asset line item on the balance sheet. C & S Dirt was paid \$27,250.00 for the filling of the pool. There are no upcoming significant expenditures.

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

**Certified Final Demand and Settlement Letters:** 42 certified letters were sent to property owners who have not paid their assessment fee and or their 2021/2022 dues. Property Owners have until April 5, 2022, to pay. If left unpaid we will be starting the process of placing liens on the property. Teresa is to e-mail the excel list of property owners receiving letters to the board members.

**Liens:** 47 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 property on Silver Hickory was given conditional approval providing that the outside, 100% of the metal, of the residence is covered with hardy board, wood, brick, or similar material acceptable according to the deed restrictions. The owners agreed to this resolution. Chris Crowell sent an email, and a letter will be mailed.

Chris Crowell, property owner of Lot #151 in Sub III submitted plans for a 12' x 24' metal shed. The plans meet all deed restrictions, a motion was made by Rich Brazzale to approve the plans, a second from Joy DeRaimo and approved unanimously.

MAINTENANCE COMMITTEE: Mowing has started.

Mowing Deed Restriction Letters:

Non-Mowing Deed Restriction Letters:

Sub II Boat Ramp:

Sub III Boat Ramp: There was much discussion about the sizable mud hole at the end of the concrete as well as some holes along the bulkhead that need to be filled. A motion was made by Robbie Boulet to purchase 22 tons of rock to fill the holes. A second from Chris Crowell and approved unanimously. Robbie Boulet will get the rock ordered and Orzco will spread it for us.

ASSESSMENT COMMITTEE: The filling of the pool is complete. C & S Dirt was paid \$27,250.00. We will be getting some bids for playground equipment and sod. We will also be looking into Hydro Mulch. TRA came out and approved the property at the Sub III property for 2 lots due to the septic system requirements. We received the variance for the septic systems and to divide the land into 2 lots from the county commissioner.

NOMINATING COMMITTEE: There will be 2 open Director spots that will need to be filled at the annual meeting. The President & Vice President are also up for reelection. The annual meeting will be May 15<sup>th</sup>.

LITIGATION: Nothing to report

SMALL CLAIMS:

OLD BUSINESS: The letter from the county was turned over to our attorney and there is nothing required of us. Just notice that we are second in line if any money is collected on that particular property due to back taxes.

We submitted the survey to Susan Vaughn of Vaughn Realty and for an approximate value and listing price. Mosely Construction will give us an estimate for a steel bulkhead so this can be relayed to any potential buyers. There is additional property beyond the existing shoreline that a buyer may petition the U.S. Corps of Engineers to reclaim; however, it is our understand that such an action would take approximately one year to secure a response, and there is no guarantee that it would be allowed.

NEW BUSINESS: Joe Campbell presented the name of Cecelia Bentz for the vacancy on the board due to Pam McNair resigning, Cecelia is a property owner in Sub II. A motion was made by Joy DeRaimo to accept the nomination, a second by Tim Richardson and approved unanimously.

After the situation on Silver Hickory, Rich Brazzale made a motion to have the following wordage added to the ballot for member approval covering the deed restrictions for Subdivision III, all sections. "Metal structures, specifically storage buildings, garages, and similar structures are permissible; however, metal products, with the exception of framing and roofing, are prohibited on residences." A second by Joy DeRaimo and approved unanimously. This clarifying language will go on the ballot.

Board members are to have their committee reports, and if running for office also their bios, to Kristie by the end of March, with the preliminary newsletter going out to board members for approval the first week of April, except for the Treasurer's report. This report will be submitted as soon as the bank reconciliation for March is received.

Joe will get with Juli about borrowing the PA system. Kristie will pick up 5 cases of water and Joe and Rich will pick up ice.

A motion to adjourn was made by Tim Richardson and a 2<sup>nd</sup> by Robbie Boulet. The meeting was adjourned at 10:37am.

**Next Regular Meeting – April 23, 2022, at 9 a.m.**