

SEPO "RESIDENTS & DIRECTORS" MEETING Minutes

Thursday, January 6, 2022 @ 1 PM CT

"Hybrid" Meeting: Retzlaff Hall and Google Meet

CALL TO ORDER President Tony Tramel called the meeting to order at 1 PM on January 6, 2022.

ROLL CALL was taken. Tony Tramel, Mark Owen, Lyn Swonger, Lenore Combs, Jean Burgoine, Larry Keller and Beth Parrish were all present in Retzlaff Hall.

The meeting was recorded and can be viewed at this link: (It's possible you may have to copy and paste this link rather than clicking on it directly.)

https://video.wixstatic.com/video/2851bf_5b8f0534ec5a4302b9534e4ed2e99e4c/720p/mp4/file.mp4

Tony read the 'Covid-19' statement/disclaimer as it pertains to those attending this meeting 'in person'.

AGENDA

Posting: Beth reported the agenda met the 144-hour pre-Board (Residents & Directors) meeting requirement for posting. We are in compliance.

Amendments to this Agenda (by the Board):

Two amendments to this agenda, which had been deferred from the January 4, 2022 Special Board meeting, were requested for this meeting:

- Tony – Age survey
- Beth – Policies & Procedures changes - one fix, one addition and one revision

Review and consideration of approving the:

December 14, 2021, Board Meeting (Regular) Minutes as presented to the Board.

- Jean moved and Lenore seconded the Board accept the minutes submitted to them and that are on record. The motion passed unanimously.

DIRECTORS REPORTS –

a. Lyn Swonger – Golf Course

- i. Lyn indicated his appreciation for the work Beth and Tony have done with the Governing Rules.
- ii. Currently there's not much golf course activity. The greens are improving after being treated for fungus.
- iii. Lyn is planning to put a vinyl fence across the area that accesses the golf course at the end of hole #6 on N NE St, where the cable is. The cable has been hit by two golf carts, and the posts, which were in cement, were pulled out.

UPDATE AFTER THE MEETING: A SEPO suggestion was submitted by a resident to "take down the cable Lyn was referring to and to 'not' put up a fence". As a result of this Suggestion this item has been added to the Jan 11 Special Board meeting agenda (Revision 1) (https://b8c8b5e2-b04d-420e-80cf-df148ee412c3.filesusr.com/ugd/2851bf_373a24da54824ca286629de1f0158f44.pdf).

- iv. There was a situation on Wednesday at Tee box #1. Some of the men attempted to start playing golf prior to noon. Please NOTE - The Policies & Procedures were updated on December 14, 2021 to include the verbiage as stated in **Attachment #1**. Please appreciate the Golf Leagues players time and give them the respect they deserve.

b. Jean Burgoine – (Common Grounds/Maint. Area 1) SEPO Buildings

- i. The hot tub is working without three of the jets. This was not addressed while our employees were gone during the holidays but is being worked on now.
 - ii. Lalo has some painting jobs around Sunshine that he would like to do.
- c. **Larry Keller** – *(Common Grounds/Maint. Area 2) Streets, Drainage & Irrigation Ditches, Texas Ave*
Nothing to report at this time.
- d. **Lenore Combs** – *(Common Grounds/Maint. Area 3) Storage & Shop Area, Tennis/Shuffleboard*
- i. Lenore does plan to spend some money in the Storage Lot in 2022. She would like to install a road.
 - ii. Please police your area. It is getting messy with items flying around and is looking in disarray.
 - iii. The new golf practice tee netting is installed. Tony and Valerie purchased it since it was beyond her area of expertise. She thanked everyone who worked on this effort.
- e. **Mark Owen** – *Treasurer - Financial Status / Reports*
- i. Mark completed the December statements just prior to this meeting. He will get them sent to the community.
 - ii. We have around \$530,000 in cash. On the P&L, everyone is close to budget except Lyn. He didn't need to purchase some equipment as originally anticipated. We had planned for around a \$72,000 loss due to street improvements, but it turned out to be closer to \$75,000, which put us around \$3000 over budget, which is less than 1% over budget.
- f. **Beth Parrish** – *Secretary*
Beth has been working on Governing Rules in anticipation of reviewing and obtaining "acceptance or rejection" from the entire Board of any proposed changes. Jean indicated that Beth has been doing an exceptional job. (Thank you Jean)
- g. **Tony Tramel** – *President*
See Unfinished Business section below

NOMINATIONS –

1) **2022 SEPO Board Nominating Committee –**

Presentation by the Nominating Committee Chair of the 2022 Board Candidate names, to be considered by the Board for the 2022 Board election.

- a. See **Attachment #2**.
- b. Lenore moved and Jean seconded to 'Accept the Nominating Committee nominations as stated'. The motion passed unanimously.
UPDATE AFTER THE MEETING: The Board has confirmed all nominees are in good standing with SEPO. The Nominating Committee report (**Attachment #2**) has been sent to the community via e-mail. It was also posted in the Office, poolside door to Retzlaff Hall and Mailboxes and will remain there until such time as they are to be removed by the SEPO Election committee.

2) **Floor Nominations for the 2022 SEPO Board –**

Tony asked the required three (3) times if there were any nominations from the floor for candidates who would like to run for the 2022 Board. There were none. Tony declared the nominations closed. In answer to a question from Lenore, Tony stated this is the only time floor nominations can be accepted.

3) **2022 SEPO Board Election Committee –**

- a. **Tony** - Announcement of Board Election Committee Chair.
Chuck McEvoy is chairing the 2022 SEPO Board Election Committee.

b. Committee Chair – Summarize responsibilities of this committee.

Tony read section 6.01 of the SEPO Bylaws.

Tony noted the Board is still determining if we will be suggesting any amendments to our Governing Rules be placed on the ballot. We are working feverishly to finish our review. Proposed updates do not need to be submitted during an annual election, but it is generally perceived there isn't a lot of participation by voters outside that period of time.

Chuck McEvoy's deadline, for getting everything that is to be voted on in the mail is Jan 15, due to the 10th day after this meeting, Jan 16, being a Sunday. Tony asked all Nominees to ensure, if they haven't submitted their BIO yet, to get it to the office right away.

UNFINISHED BUSINESS –**1) Mark Owen** – Approval of the December 2021 Financials as presented to the Board.

We couldn't approve because they hadn't been presented to the Board yet.

2) Tony – SEPO Governing Documents Update

a. Utilization of Law Firm LADD & THIGPEN, P.C. concerning status.

b. Process to answer questions and educate community of proposed Rules changes.

Tony reported on this item during his Director's report.

- i. After receiving the Review committee report in April 2021, the Board reviewed it, determined nothing would be eliminated and presented everything to our attorney for his review/reply. The attorney provided TX Law updates and also made sure we had no conflicts with what the review committee had submitted or any other items in our current Governing rules.
- ii. The Board received comments from residents at the 'Residents Meeting' on Jan 4 at 1 PM. We took those comment seriously during our review process at the Jan 4 Special Board meeting at 2:30 PM.

You can watch the videos of those meetings here:

(It's possible you may have to copy and paste these links rather than clicking on them directly.)

1. Residents Meeting on Jan 4 @ 1 PM -

https://video.wixstatic.com/video/2851bf_8569f43380f54f0189981278c18ca66a/720p/mp4/file.mp4

2. Special Board Meeting on Jan 4 @ 2:30 PM -

https://video.wixstatic.com/video/2851bf_5844acbb967a4d2e90780535df7f8c0c/720p/mp4/file.mp4

3. **UPDATE SINCE THE MEETING:**

The Board held an additional Special Board meeting on Jan 6 @ 2:30 PM -

https://video.wixstatic.com/video/2851bf_f49cbe4df1a34ab599f9376b759fc6c2/1080p/mp4/file.mp4

- iii. If we decide to move forward with any proposed ballot items, we need to determine how we can openly discuss those items with our residents. We need to determine what makes the most sense for our community, which is what we were elected to do and our goal is to comply.

NEW BUSINESS –**1) Tony** – Age survey

- a. The Fair Housing Act was Federal legislation passed in the 60s saying there would be no discrimination against age, race, sex etc. That presented a problem to those organizations of 55+ persons, like ours. Congress passed an exception, Housing for Older Persons act, for

those organizations to not have to comply with the age discrimination issue. Tony read the section from **Attachment #3** highlighted in **YELLOW**.

- b. As residents pay their 2022 HOA assessments, if we do not have proof of their age on file, they will be given a form to fill out (**Attachment #3**). At the end of February if Valerie doesn't have the required information from a resident she will contact that person(s) directly.
 - c. Larry moved and Mark seconded that we move forward with this "Age Verification" process. The motion passed unanimously.
- 2) **Beth** – Policies & Procedures changes - one fix, one addition and one revision.
- a. Beth stated there were three proposed changes to the Policies & Procedures she would like to the Board to approve:
 - i. **GOLF COURSE** – Line items #13 and #16 are duplicated.
Beth moved and Lyn seconded this update/fix be made to the Policies & Procedures. Motion passed unanimously.
 - ii. **LOUNGE AND RETZLAFF HALL** – Seating Capacity:
The Policies & Procedures state "Only 300 seated people are allowed in Retzlaff Hall at one time in compliance with the Harlingen Fire Code". Some SEPO events have been using 250 as their limit while others often use 212. It was proposed we consult the Fire Dept to find out what it should be. No motion was made to make any changes at this time.
 - iii. **SEPO BUSINESS MEETING ROOM** – Purpose:
This room is a multi-purpose room and the description should be changed.

AMENDED MOTION after some discussion about large mail package delivery: Beth amended her motion and Lyn seconded the following:

MULTI-PURPOSE ROOM. This room is located between the Pavilion and the Fitness Room and can be used for multiple purposes including to store mail packages too big to fit in your mailbox. This room is locked at all times with a keypad lock. If you would like to reserve this room you need to follow the normal Activity Request process.

VOTE: The amended motion passed unanimously.

Jean noted we have a very efficient mailman and he also delivers packages on Sunday.

- 3) Lyn noted the Retzlaff Hall Happy Hour had been moved to the Card Room this evening and the poker players start playing at 6 pm in that room.
- 4) Lyn was very critical of the paving job on IN Circle and asked Tony how he could have accepted this finished product. Tony indicated the Board will discuss this at a later time.
- 5) Lyn asked Tony why the trash trucks weren't going down IN Circle to pick up trash. Tony indicated the Board needs to make that decision. Beth will add it to a future agenda.

ADJOURNMENT –

Beth moved and Lenore seconded we adjourn. The motion passed unanimously. The meeting was adjourned at 1:28 PM.

Respectfully submitted,

Beth Parrish

SEPO Board Secretary & Governing Documents

ATTACHMENTS

Attachment #1

Golf Course restrictions during Women's and Men's League Play

**POLICIES AND PROCEDURES OF
SUNSHINE COUNTRY CLUB ESTATES
APPROVED BY ITS BOARD OF DIRECTORS**

December 14, 2021

(All previous Policies & Procedures are replaced by this Update of December 14, 2021.)

GOLF COURSE

20. The SEPO golf course is restricted during Men's and Women's Golf League play as follows:
- a. During the months from April 1 thru September 30 the SEPO golf course is restricted for:
 - i Tuesday Men's League play from 8:30 to 10 AM.
 - ii Wednesday Women's League play from 8:30 to 10 AM.
 - b. During the months from October 1 through March 31 the SEPO golf course is restricted for:
 - i Tuesday Men's League play from 8 AM to Noon.
 - ii Wednesday Women's League play from 9 AM to Noon.
 - c. If you are not participating in the Men's or Women's scheduled Golf League play, you must wait until the entire League play is completed before gathering to play. Golfers who wish to play 'after League play has completed' are requested not to stage at Hole #1, as this has shown to prevent League players from using the cart paths to advance on the course.
 - d. Non-League golfers should gather on Michigan Avenue, away from the cart path, in anticipation of League play completion, in order to reduce congestion on Hole #1 tee box.

Attachment #2 –

Nominations Report from SEPO 2022 Board Nominating Committee

**Nominations Report from Cathy Richmond,
chair of the 2022 Board Nominating Committee,
from the January 6, 2022 "Residents and Directors" meeting**

The Nominating Committee consisting of Share Nelson, Jerry Drost, Kathleen Sanders, Nancy Steele and myself are pleased to announce that we have four candidates, who are, in alphabetical order:

Randy Davis

David Fleiner

Mark Owen

Tony Tramel

After Cathy's report:

President Tony Tramel pointed out these four names had been posted in the SEPO Office for the 10 days required by SEPO Bylaws.

Lenore Combs moved and Jean Burgoine seconded to "Accept the Nominating Committee nominations as stated". The motion passed unanimously by the Board.

President Tony Tramel asked if there were any Nominations from the floor. There were none.

President Tony Tramel declared the nominations closed for the upcoming SEPO election on February 15, 2022 at the Annual Shareholders meeting.

SEPO Board

Attachment #3 -

HOUSING FOR OLDER PERSONS (HOPA) AGE VERIFICATION SURVEY

Sunshine Estates Property Owners ["WHERE RESIDENTS ARE PRIORITY"]

HOUSING FOR OLDER PERSONS (HOPA) AGE VERIFICATION SURVEY

Under Title VIII of the Civil Rights Act of 1968 (The Fair Housing Act), as amended by the Fair Housing Amendment Act of 1988, The Housing for Older Persons Act (HOPA), defines housing for older persons as housing intended and operated for occupancy by at least 80 percent of the community by one person 55 years of age or older per unit. To keep a "housing community of facility" for older persons the statutes require that the **Sunshine Estates Property Owners, Inc. Association** must establish age verification procedures to claim the exemption. This is supposed to be done every 2-years, this is our first one for Sunshine Estates, and we plan on meeting the two-year schedule in the future. We are also currently collecting this information during our orientation of new owners. We do not currently have specific records for individuals who have resided here prior to our orientation class provided at our Office.

SEPO BOARD

The undersigned, being the owner(s) of _____ (address), Sunshine Estates Property Owners, Inc. Association subdivision (the "Property"), agree(s) to answer the following survey questions in good faith.

- 1. Print Owner(s) Name(s) and Date of Birth:

- 2. In what year did you occupy the Property? _____

- 3. Names and ages of others, if any, occupying dwelling

_____ Print Name Age

_____ Print Name Age

- 4. Do you live at the property full time? _____

5. Are you renting / leasing your property? _____

a. If yes, what are the age of the tenants?

Please return this survey and a copy of ONE of the below documents for at least one age-qualified resident (55+ or oldest resident):

- a) Driver's License
- b) Birth Certificate
- c) Passport
- d) Immigration Card
- e) Military Identification
- f) Any other state, local, national, or international official documents containing a birthdate of comparable reliability
- g) A certification in a lease application, affidavit or other document signed by any member of the household age 19 or older asserting that at least one person occupying the unit is 55 years of age or older.

By signing below, you swear the information reported is true and correct.

Signature of Owner & Date

Signature of Co-Owner & Date

After completing this survey, please return this document and requested documentation to SEPO Office prior to February 28, 2022