

**“MINUTES”****SEPO BOARD (REGULAR) MEETING****Thursday, April 21, 2022 @ 1 PM****“Hybrid” Meeting: Retzlaff Hall and Google Meet**

1. **Call to Order – (VP #1)** The meeting was called to order at 1:00 PM.
2. The meeting was recorded via **Google Meet**. The recording can be viewed at this link:  
[https://video.wixstatic.com/video/2851bf\\_36fc436233f34553b5a298eabd53d204/720p/mp4/file.mp4](https://video.wixstatic.com/video/2851bf_36fc436233f34553b5a298eabd53d204/720p/mp4/file.mp4)
3. **SEPO Board Roll Call – (VP #1)** Larry Keller, Jean Burgoine, Lenore Combs, Beth Parrish, Mark Owen and Randy Davis were all in attendance in Retzlaff Hall. Share Nelson was in attendance via Google Meet.
4. **Board – Open Board position**
  - a. Appointment to the 2022 SEPO Board: Lenore moved and Randy seconded to formally approve the appointment of Share Nelson. The vote was a unanimous yes. Share formally accepted the appointment and stated she has signed the ‘Oath of Office’ as required.
  - b. Appointment as President of the 2022 SEPO Board: Beth moved and Randy seconded to nominate Share Nelson to serve as President. The vote was a unanimous yes. Share formally accepted the nomination and promised to fulfill the office of the president to the best of her ability.
  - c. Share, as president, took over the meeting. Jean retained her right to vote and Share would vote only in the event of a tie.
5. Beth verified the **Meeting Notice and Agenda** was made available to the community by the required day/time. We are in compliance.
6. There were no requested **Amendments** to the posted Agenda by any Board member.
7. **Review and consideration of approving the following meeting minutes** as presented to the Board: March 25, 2022 Board meeting (Special)  
[https://www.sunshinecountryclub.com/files/ugd/2851bf\\_c1ba5ce705074897b513cf7361f26088.pdf](https://www.sunshinecountryclub.com/files/ugd/2851bf_c1ba5ce705074897b513cf7361f26088.pdf)  
Randy moved and Lenore seconded these minutes be approved as presented to the Board. The vote was a unanimous yes.
8. **DIRECTORS REPORTS –**
  - a. **Randy Davis – Golf Course**
    - i. The tree donated by the Birding & Nature club was planted last month on #6.
    - ii. We are continuing to make some minor changes to the fence on #6.
    - iii. A fountain is being installed in the pond on #1 to move the water around and create oxygenation to try and prevent any more fish from dying.
  - b. **Jean Burgoine – (Common Grounds/Maint. Area 1) SEPO Buildings**
    - i. A paper towel dispenser will be installed in the Pavilion soon.
    - ii. A ceiling fan in the library needs to be replaced.
    - iii. Jean has been investigating repair/replacement of the Retzlaff Hall roof. She has had a knowledgeable resident with her to ask questions etc. when contractors are doing their review and she welcomes knowledge from our residents.
  - c. **Larry Keller – (Common Grounds/Maint. Area 2) Streets, Drainage & Irrigation Ditches, Texas Ave**

- i. We have completed painting, fixing and cleanup of the TX Ave area (benches etc and Gazebo) thanks to Lalo.
- ii. All new lights are installed. We are getting a replacement light for the one that is flickering.
- iii. We believe the front gate is fixed. During a phone conversation a technician from Liftmaster Corp walked us thru re-wiring the gate.
- iv. AEP will be trimming some of the trees in the ditch along MN that are starting to grow into the electrical wires.
- v. We have been able to mow, weed-eat and get some of the debris out of the lower ditch on MN.
- vi. The butterfly garden on TX Ave is complete. Thanks to Susanne Ulrich and Garden Club for the fantastic job they have done. Beth will be posting pictures on the Web site.

**d. Lenore Combs** – *(Common Grounds/Maint. Area 3) Storage & Shop Area, Tennis/Shuffleboard*

- i. A resident had asked the Board to look into recycling. Investigation has shown that it is cost-prohibitive.
- ii. Tennis/Pickleball Court(s) are in good shape.
- iii. Storage lot:
  - 1) Golf Net: Lenore is attempting to find material to put on the poles of the golf net structure to eliminate the golf balls flying back at the golfer.
  - 2) Roadbed: The company one of our residents works form will be determining if they have any leftover materials we might be able to use.
  - 3) Traffic has distorted parking lines and they need to be redrawn.
  - 4) Potholes: They have been filled with rock. Next step is to put caliche in them.
  - 5) Sheds: We suggest all shed owners put their lot number on their shed for ID purposes.
  - 6) Brush pile: Has settled down.
  - 7) Shed repair:
    - a) Some sheds are still in need of painting, repairing, removing mold/mildew.
    - b) The Women's Club does not have a plan in place for repairing their sheds.
  - 8) To dispose of your bulky items, please contact Harlingen/Combes.

**e. Mark Owen** – *Treasurer - Financial Status / Reports*

The financials have been sent to the community. The format of the P&L has changed. The actual budget and variance reflect the first three months of the year. For the most part we are on budget. Larry's variance is due to having paid for the TX Ave lights prior to receiving the donation from the Women's Club. We still have plenty of cash.

**f. Beth Parrish** – *Secretary*

SEPO Suggestion/Complaint/Idea form ([https://2851bf60-6e92-4440-b098-0166b6640e11.usrfiles.com/ugd/2851bf\\_963ad8735e664948b909c78734933171.pdf](https://2851bf60-6e92-4440-b098-0166b6640e11.usrfiles.com/ugd/2851bf_963ad8735e664948b909c78734933171.pdf)) –

A signature and contact information is required on this form so the Board member addressing it can contact the submitter when/if questions arise.

**g. Share Nelson** – *President*

No report.

**9. UNFINISHED BUSINESS** –

**a. Mark** – *Approval of the March 2022 Financials as presented to the Board. (Attachment 1 in Agenda)*

Randy moved and Jean seconded to approve the financials. The vote was a unanimous yes.

**b. Mark** – *Transfer of Signature privileges in all SEPO Financial Institutions.*

*It has been resolved that all drafts, checks and other instruments, for the payment of money drawn against the account or accounts of this corporation's depositories shall be signed by any of the following:*  
*Sharon Nelson, President*

*Jean Burgoine, 1<sup>st</sup> Vice President*  
*Mark Owen, Treasurer*

Mark reported the signature authorizations at all SEPO financial institutions have been updated.

- c. **Randy** – *Status of planting new tree the B&N Club is donating*
  - i. See 8.a.i above in Randy’s Director report.
- d. **Randy** – *Trailer trade/purchase*  
*Status of trade of current trailer and purchase of trailer from Resident.*
  - i. This transaction has been completed.
- e. **Randy/Lenore** – *Storage Lot Cleanup*  
*New trailer availability for any resident wishing to dispose of items in the storage lot FOR FREE on an announced day/time.*
  - i. When the need arises, the community will be informed in order to take advantage of this.
- f. **Lenore** - *Age Survey*  
*Status of obtaining Age information from Residents who hadn’t provided it to the SEPO Office by the deadline of February 28.*
  - i. Lenore reminded all owners they must submit proof of age to the Office. SEPO needs to be able to prove that at least 80% of our residents are 55+ to maintain our government status as a “55+ Senior Community”. The numbers indicate we are nearing 100% completion of this year’s survey.
- g. **Beth/Lenore** – *Age Survey Form*  
*Proposed changes to Age Survey Form for clarification (Attachment 2 in Agenda)*
  - i. **MOTION:** Beth moved and Randy seconded to approve the new form and start using it going forward.
  - ii. **DISCUSSION:** Beth has revised the Survey form to include that all persons residing in a home must provide proof of age. There is no need for those who have already provided the proof of age to resubmit anything.
  - iii. **VOTE:** The vote was a unanimous yes.
- h. **Randy** – *Proposed updates to the ACC approval form/process*
  - i. Randy had drafted a new ‘work in process’ form for the Architectural Control Committee (ACC) to review. This form no longer contains an owner’s personal information. The ACC has approved the form and it is currently being used.

The SEPO Office has laminated several of these forms with different permit numbers and different street names. After an owner’s ACC request has been approved, the office writes the street number and date over the laminate and gives it to the owner. This form is to be posted on the resident’s home while work is being done. When the project is completed, the resident returns the laminated form to the office and the work is logged as completed. The street number and date are wiped from the form so it can be used again by another resident
  - ii. **MOTION:** Randy moved and Beth seconded we start using this new form/process.
  - iii. **DISCUSSION:** Beth stated the ACC Request form will also need to be updated to reflect use of the new ‘in process/permit’ form. **UPDATE:** Beth is working with the ACC to get their Request form updated and to post the updated forms and process on the Web site.
  - iv. **VOTE:** The vote was a unanimous yes.
  - v. This also closes a SEPO Complaint and Beth will notify the submitter per process.

**i. SEPO Suggestions-Complaints-Ideas Follow-up**

- i. Lenore** – *Parking area along TX Ave / prohibit Golf Carts in TX Ave dog park. Investigation/Finding since Mar 8, 2022 Board meeting*

Lenore has talked with residents who take their dogs to TX Ave. They have agreed to be very careful when driving their golf carts on the grass and/or they will park along TX Ave. They requested the grass cutting level be raised on the mower. Larry has already asked Lalo to do this. Beth will also close this item per process.

**10. NEW BUSINESS –****a. Potential Policies & Procedures updates**

- i. Share** – Senior Citizen Proof of Age (**Attachment 3 in Agenda**)

Randy moved and Beth seconded we add the statement to the Policies & Procedures with regard to Senior Citizen proof of age. The motion passed unanimously.

- ii. Jean** – Retzlaff Hall Capacity (**Attachment 4 in Agenda**)

After working with the Harlingen Fire Dept we have been told Retzlaff Hall capacity during a Sunshine event should not exceed 206. Randy moved and Beth seconded we make this update to the Policies & Procedures. The vote was a unanimous yes.

**b. Beth** – *Sunshine Fishing Club*

*Formally approve request for the creation of a Sunshine Fishing Club.*

The Board has approved this request via e-mail vote so this new club could hold their initial meeting prior to this Board meeting. Beth moved and Randy seconded we formally approve the establishment of the new Sunshine Fishing Club. The vote was a unanimous yes.

**c. SEPO Suggestions-Complaints-Ideas Follow-up**

- i. Larry** – *On-street parking* (**Attachment 5 in Agenda**)

Larry has received numerous informal complaints and the Board has received a formal SEPO Complaint (with no details) concerning violations to the on-street parking regulations as defined in the Policies & Procedures. The Board agreed, if **any part** of a vehicle extends into the street, the vehicle is parked 'on the street'. This situation will continue to be monitored and any required action per the Policies & Procedures will be taken.

- ii. Larry** – *Weeds in yards* (**Attachment 6 in Agenda**)

Many owners currently have out-of-control weeds in their yards. Randy will contact Valerie to see what/if anything she is doing concerning this sort of issue. Share suggested these owners be contacted and if not addressed, we proceed according to the Policies & Procedures.

- iii. Larry** – *Trees behind Minnesota homes*

1) See 8.c.iv above.

- iv. Larry** – *Back yards of Minnesota homes*

It is evident some of these yards are eroding. However, most of these yards are not SEPO property but belong to the Water District. Larry suggested a retaining wall. The feasibility of this would require further discussion. The Board approved by acclamation that Carolyn Cochran could speak. She made suggestions that the Board will investigate.

**d. Share Nelson** – President: 2022 Board Goals

Share's hope is to have peace and calm, and she would like to make it easier for respectful expression from the residents at those meetings that include Directors and Residents. She told the Board she appreciated the hard work they have been doing for the community. She would like the residents to also appreciate it and understand that the Board is committed to do the best they can for the most, knowing

you can't please everyone.

**11. ADJOURNMENT –**

Motion & Vote to Adjourn, Announce time of Adjournment, Stop Google Meet session

Randy moved and Beth seconded to adjourn. The vote was a unanimous yes. The meeting was adjourned at 2:08 PM and the Google Meet recording was stopped.

Respectively submitted,

**Beth Parrish**  
**SEPO Board Secretary**