

All items below the following line were approved by the Board on April 29, 2020.

**SEPO BOARD ANNUAL MEETING MINUTES
FEBRUARY 18, 2020 (Approved 4/29/2020)**

Meeting was call to order by President, John Chajec at 1 p.m. John called upon Chuck McEvoy who declared a quorum was present. Meeting was recessed until 3 p.m.

John Chajec resumed the meeting at 3 p.m. We opened with the Pledge of Allegiance.

Chuck McEvoy was called upon to give the election results. John Chajec 226 votes; Lyn Swonger 173 votes; Mecca Henry 173 votes; Tony Tramel 194 votes; Ron Clark 149 votes. Chuck reported thirteen ballots could not be counted because they were not properly executed in the Proxy envelope.

John Chajec thanked Chuck and his committee for all their hard work.

John thanked Clint Wunderlich and Dick Shelton for their service on the board.

Tony Tramel and Mecca Henry both took the oath of office before the congregation.

The **ACC** reported that everything was in compliance with forms submitted.

OFFICER REPORTS:

Mark Owen – reported the 2019 books have been closed and paperwork has been sent to the accountant to prepare the tax return. Financials are posted outside Valerie’s office.

Frank Tewell - Click [HERE](#) to see his report.

Jerry Utterback - Click [HERE](#) to see his report.

Lyn Swonger - Click [HERE](#) to see his report.

Board of directors voted on the purchase of a used gas golf cart to replace one of our older carts.

Ron Lawrence then presented the list of residents/former residents who have passed away in 2019. There were 21 names read.

Beth Parrish is making updates to the resident directory and website. Beth also reminded groups to have newsletter articles to her by the 24th for the March Newsletter.

Neighborhood Watch – Lenore Combs reported on her latest meeting with the residents and John Chajec present.

- The Vendor program was revisited and John explained the Board’s decision not to back this program as long as the gate remains open, garage and estate sales happen and anyone can drive through here during the day.
- It was also discussed about changing the codes on the doors to the buildings and having them different from the front gate code. Your input is requested.

Birding and Nature Club – Jean Burgoine reported on changes to TX Avenue as a result of the flood, overgrown trees, and the water feature and fence that is rotting away.

Jim Tennant reported on the Memorial Wall honoring both American and Canadian Veterans, Police, Firefighters and First Responders. You should see some progress on the wall very shortly. As Jim has about \$621 invested in this project right now of his own money, he has some pledge slips available if anyone is interested in donating. Pledge slips can be gotten from Valerie. Also forms to be filled out can be turned in to Valerie, to be given to Jim.

Good Neighbor Tournament - Tony Tramel announced it was the 35th Anniversary year this year. 180 players signed up and it filled up fast! He will be chairing the event again next year.

Share Nelson announced the program on Saturday called “Remember When” . It will be held this Saturday evening and tickets are virtual and \$5 each.

Jerry Utterback announced Lalo is repairing the fountain on the 9th hole lake and will then work on the fountain on 1.

Meeting was adjourned at 3:44 p.m.

**Sunshine Estates Property Owners, Inc
Minutes of the meeting of the Board of Directors
February 18, 2020 (Approved April 29, 2020)**

Director John Chajec convened the Board Meeting at 4:00 PM.

The Members of the Board present were Tony Tramel, Mark Owen, Lyn Swonger, Mecca Henry, Frank Tewell and Jerry Utterback.

Purpose: To determine the roles and responsibilities of the new board members.

First order of business: To appoint a president.

Nominations: John Chajec was nominated by Lyn Swonger and seconded by Frank Tewell as president. John Chajec was unanimously elected.

Other board responsibilities:

By a unanimous vote, the following board positions were determined

Lyn Swonger, 1st Vice President
Frank Tewell, 2nd Vice president
Mecca Henry, Treasurer
Mark Owen, Secretary

Frank Tewell: Director of Common Area 1
Offices & Lounge
Pavillion
Pool & Hot tub
Retzlaff Hall
Sun Burst Bldg

Tony Tramel: Director of Common Area 2
Drainage and Irrigation Ditches
Streets and Grounds
Texas Ave

Jerry Utterback: Director of Common Area 3
Storage & Shop Area
Shuffleboard Court
Tennis Court

Lyn Swonger: Director of Golf Course
Golf Course
Equipment
Irrigation Maintenance
Maintenance Area

Meeting was adjourned at 4:30 pm

Agenda and Board Minutes for 4/22/2020
(Approved 4/29/2020)

SEPO BOARD MEETING AGENDA 04/22/2020

***Discussion of Golf Cart for Neighborhood Watch**

***Finishing of Cart Paths on Golf Course**

***Appointing of a new Director**

***Reading of the minutes, which have not been read in record.
For SEPO Board Meeting Minutes
March 9th, 2020 10:30AM**

Minutes of April 22, 2020 Board Meeting

The meeting was called to order by President, Lyn Swonger at 10:30 AM on April 22, 2020 with the following Board Members present:

- Lyn Swonger
- Frank Tewell
- Neil Morehead
- Mecca Henry
- Tony Tramel

Also present was Jerry Drost

Discussion ensued about a request received by Lenore Combs / Neighborhood Watch to provide \$1,000 to supplement other available funding to replace the existing golf cart, which has become an unreliable vehicle to operate Neighborhood Watch patrol. The discussion revolved around the current condition of the cart and options which might be available to repair / replace Neighborhood Watch cart. It was determined there were too many unanswered questions before the Board could act on the request. The board asked that Lenore obtain written proposals for a new golf cart, and have Frank obtain information

regarding prior maintenance. A tentative Board meeting was scheduled for next Wednesday, April 29, 2020 to resolve this matter.

Lyn Swonger requested consideration for naming Jerry Drost to the Board, who would be responsible for Area 3, Storage & Shop Area, Shuffleboard, & Tennis Court. Neil Morehead moved to nominate / accept Jerry Drost for that position on the Board and was seconded by Tony Tramel. Said motion passed unanimously. Jerry was welcomed to the Board. A formal swearing in will occur at the next Board Meeting, noted above as being scheduled for next Wednesday, April 29, 2020.

Lyn Swonger noted Golf Cart Trails / pathways have recently been completed on from tee box 5 to number 9 green. Funding for these improvements comes from the annual \$25 per cart fee. Researching this matter after the meeting, it was determined that on page 5 of 8, Item 8 of the adopted Board Policy and Procedures, the following is provided:

“18. All Trail Fees collected will be placed in a designated fund for golf trails (concrete paths) and not be placed in the general funds. Such funds will be strictly used for maintenance or installation of new golf trails.”

There was significant discussion about how this funding has been handled in SEPO budget over the years. Mecca indicated she would review the historical records and provide a report at the next meeting and provide recommendations for Board action, if needed.

Jerry Drost asked if the storage lot fees should be limited to improvement in the storage area. It would appear those fees are not restricted to that use; these fees would be general fund revenues.

Motion by Tony Tramel to approve the minutes as provided at the meeting; to approve and accept the minutes provided / submitted to the Board as published on SEPO web site for Board Meeting of March 9, 2020, which is provided at the following web link:

<https://www.sunshinecountryclub.com/sepo-board-minutes-2019-2020>

Board voted to approve the minutes unanimously

New Business

Neil Morehead asked consideration for SEPO to provide a golf cart for the Director in charge of the Golf Course for his use in carrying out his SEPO duties. This was prompted because Lyn has used his “new” golf cart for significant hours in conducting his duties. Options considered, was some form of “mileage compensation”, maintenance paid for personal cart, etc., however, there can not be any compensation to Board members. SEPO has an extra golf cart, and therefore, could be used by Lyn rather than his personal golf cart. It was decided to place this item in unfinished business to be discussed at next Board meeting, again scheduled for Wednesday, April 29, 2020

Mecca brief members that once a monthly financial report has been provided, one cannot change those reports after they are published. Apparently, a request was made to change an expense line item more

than a month after the monthly financials had been closed. Expense items assigned to an incorrect expense items are legitimate adjustment; however, it must be made in the following month(s) report. A journal entry will be needed to acknowledge these types of changes. No adjustments / reassignment of expenses or revenues can be made retroactively. Mecca will document these type journal entries when needed.

Frank Tewell indicated he could not find a line item that he had submitted for the current year project to do LED lighting in Retzlaff Hall. Mecca indicated she would look at this matter and report at the next meeting.

Jerry Drost requested that the shop area be improved to make it look more professional. Lyn responded that several residents have decided to “drop off” miscellaneous items, which occurs 2 or more a week. It was pointed out that Harlingen residents can dispose of up to 500 lbs. of trash at the Harlingen Landfill each month, if they bring proof that they pay Harlingen utilities, (i.e. a copy of their water bill). Other solutions offered was locking the gate, video surveillance, signs, emails, etc. This issue will be followed up in next meeting, to see if it is a real problem and or options under unfinished business.

Tony Tramel requested that descriptions of “projects” for next year’s budget be developed so every Board member can see all the requests. Once compiled each project can be presented by the responsible Director, so that they can be discussed, reviewed, receive comments and the Board will be aware of each project so it can be prioritized for inclusion in next year’s 2021 Budget year. Tony Tramel also volunteered to help in this effort by leading this financial programming /planning request.

Meeting was adjourned 11:25AM,

Submitted

Tony Tramel
SEPO Secretary