

“MINUTES” - SEPO BOARD MEETING (REGULAR)

Tuesday, February 7, 2022 @ 1 PM

“Hybrid” Meeting: Retzlaff Hall & Google Meet**AND****“SUMMARY” – SEPO EXECUTIVE SESSION**

Tuesday, February 7, 2023, Immediately after the Board meeting (Regular)

Retzlaff Hall **(Board members Only)**

- 1) **Call to Order** – Meeting was called to order at 1:00 PM.
- 2) The meeting was recorded via **Google Meet video** and is available to view here:
https://video.wixstatic.com/video/2851bf_502d80c382ee47d593485b1848b7f170/720p/mp4/file.mp4
- 3) **ROLL CALL** Share Nelson, Beth Parrish, Jean Burgoine, Larry Keller, Mark Owen, Lenore Combs and Randy Davis were all present in Retzlaff Hall.
Treasurer’s Assistant, Tracy Wagner, was also in attendance at the meeting at the Board table.
- 4) Board Secretary (Beth) reported the **Meeting Notice/Agenda** document was made available to the community by the required 144 hours prior to the meeting. We are in compliance.
- 5) **Board Members Consideration / Adoption of any Amendments to the posted Agenda.**
 - a. **Share** – Inviting ‘outsiders’ to perform at Sunshine.
 - b. **Beth** – Policies & Procedures – Several Proposed Changes.
 - c. **Share** – Policies & Procedures – Parking Violation Process.
 - d. **Mark** – Approval of the Jan 2023 Financials.
 - Share thanked the SEPO Board Candidates for accepting the Board’s invitation to attend this meeting.
 - Share asked everyone to remember owner Dr. Rodney Fink, who passed away last week. He was a former SEPO Board President.
- 6) **Review and consideration of approving the meeting minutes, as presented to the Board, from the January 10, 2023 Board meeting (Regular).**
Larry moved and Mark seconded to approve the meeting minutes from the January 10, 2023 Board meeting (Regular) as presented to the Board. The motion passed unanimously.
- 7) **DIRECTORS REPORTS –**
 - a. **Randy Davis** – *Golf Course*
Everything is good.
 - b. **Jean Burgoine** – *(Common Grounds/Maint. Area 1) SEPO Buildings*
The phone company has informed us unless we upgrade the phones in the Sunburst building, which were installed for emergencies when the building was built, they will no longer provide service. These phones have been removed. The emergency phone in the Pavilion is being moved closer to the AED.
 - c. **Larry Keller** – *(Common Grounds/Maint. Area 2) Streets, Drainage & Irrigation Ditches, Texas Ave*
The Yelper has been replaced and is working in coordination with the front gate. The gate is opening and closing again per schedule.

- d. **Lenore Combs** – *(Common Grounds/Maint. Area 3) Storage & Shop Area, Tennis/Shuffleboard*
The roadbed and drainage issues will be turned over to Lenore’s successor. Lenore reviewed the status of her other areas of responsibility. All is well except for one issue. Heavy rains have caused the perimeters around the Tennis Courts and mailboxes to start coming up.
- e. **Mark Owen** – *Treasurer - Financial Status / Reports*
SEPO made a profit in 2022 that our CPA will be addressing. Mark will be moving cash from January into our interest-bearing account. We are doing well with earning interest.
- f. **Beth Parrish** – *Secretary & Governing Documents*
Beth confirmed with the Board that the updates to the Employee Handbook, approved at the last Board meeting, have been given to the employees and they have signed that they received the revised copy. This signed document will be put in each employee’s file.
- g. **Share Nelson** – *President*
No report.

8) UNFINISHED BUSINESS –

- a. **Mark Owen** – **December 2022 Financials**
Approval of December 2022 SEPO Financial Reports by the Board.
Jean moved and Beth seconded to approve these financials as presented to the Board. The motion passed unanimously.
- b. **Share** – **Meet & Greet – SEPO Board Candidates & Proposed Rules Changes**
Update on Event Outcome
The Nominating and Election Committees had proposed a ‘Meet & Greet’ session be held to give residents the opportunity to ask questions of the Board Candidates and to also ask any questions they had concerning the ballots. It was a successful session, although we do wish the attendance had been higher. This will probably be done ongoing.
- c. **Beth Parrish** – **Election Committee / Process Guide**
 - i. *SEPO 2023 Election Ballots*
The Election Committee chairperson, Marlene Hall, believes the process of owners physically picking up their ballots was a success. She would like to know what could be done differently so more owners take advantage of this.
 - ii. *Election Committee Process Guide*
Marlene has indicated the guide document was a great help. The Election Committee has developed a process and forms for counting and recording ballots. The committee will be giving Beth some suggested changes to make to the guide.

9) NEW BUSINESS –

- a. **Share** – **Architectural Control Committee (ACC)**
 - i. *ACC Report (Terry Lacy).*
 - 1. When you do anything outside of your home you need to submit an ACC Request Form: <https://www.sunshinecountryclub.com/acc>.
 - 2. Terry Lacy reported 137 Request Forms were approved in 2022. Only nine were not approved. Using this process helps our community to look good.
 - ii. *Appointment of new member(s).*
 - 1. Sharyl Belka, a full-time resident, has asked to join the Architectural Control Committee.

2. Lenore moved and Mark seconded the Board accept Sharyl Belka as a new member of the Architectural Control Committee. The motion passed unanimously.
- b. Beth – SEPO Suggestion-Complaint-Idea Process Discussion / Update**
Possible revisions to the Process Document and Form.
- i. The process and forms are on the Web site (<https://www.sunshinecountryclub.com/suggestion-complaint-idea>) and in the SEPO Office. This is the most efficient method to get the attention of the Board.
 - ii. The Board keeps hearing residents don't like to put their names on a form. A preamble has been added to this process document stating:
 1. What is needed from residents on the form.
 2. Why it is needed.
 3. Only the SEPO Office and Board members know who submitted a form.
 4. Upon closure of a submission, details about the submission, with no mention of 'who' submitted it are put on the Web site (<https://www.sunshinecountryclub.com/suggestion-complaint-idea-results>) to keep the community informed of Board actions.
 - iii. Beth moved and Lenore seconded this new Preamble and the updated Process and Form be accepted by the Board. The motion passed unanimously.
 - iv. *Next Steps:* Beth will update the Sunshine Web site, ensure the SEPO Office has everything needed and send an email to the community when completed.
- c. Share – Policies & Procedures Revisions**
- i. *Resale Certificates*
The reason this certificate must be provided to the buyer prior to closing is *'because we are a Subdivision subject to mandatory membership in a Property Owners' Association'*. Beth moved and Lenore seconded this verbiage be added to the Policies & Procedures. The motion passed unanimously.
 - ii. *Reserving Common Grounds for Private Events*
 1. Beth read several proposed updates on this topic. It was questioned if a similar update was needed for the Pavilion. **UPD since the meeting:** *The current Policies & Procedures already address reserving the Pavilion. No additional updates are needed.*
 2. Beth moved and Lenore seconded the updates being proposed be approved. The motion passed unanimously.
- d. Share – SEPO Men's and Women's' Golf Leagues Play**
Rescheduling League Play - Days/Times.
If for any reason either the Women's or Men's Golf Leagues are unable to play on their normal day and time, play 'cannot' be rescheduled to a different day/time of the week.
- e. Share – February 2023 Annual Shareholders' Meeting**
Preparation
- i. The Quorum Determination portion of the Shareholders' meeting will begin at 1 pm. Once it is determined we have a quorum this meeting will be adjourned.
 - ii. The second portion of the Shareholders' meeting will begin at 3 pm. Ballot results will be announced by the Election Committee. Since the February Residents' meeting has been cancelled, SEPO Club etc. updates will be given at this meeting. Other Board business, including Board members 'yearly' reports, will be discussed. These yearly reports will be incorporated into the meeting minutes.

- iii. Immediately following the 3 pm Shareholders' meeting the 2023 Board will convene its first Board meeting.

10) AMENDMENTS TO BOARD MEETING AGENDA –

a. Share – Inviting 'outsiders' to perform at Sunshine.

- i. The Women's Club wants to invite outsiders (non-SEPO residents) to 'perform' at Retzlaff Hall. It was decided they could do this if 1) the performance was not advertised as being open to the public (non-SEPO residents) to attend and 2) the performer adheres to all stipulations created by the Board and provided to the Women's Club to give to the performer.
- ii. There was discussion of events, meetings etc that have been held in Retzlaff Hall in the past and outsiders (non-SEPO residents) have attended. It was suggested we instruct the SEPO Office to consult the Board if a request for this type of situation arises in the future. No definitive criteria was decided.

b. Beth – Policies & Procedures - Additional Proposed Changes.

i. **Questions & Suggestion: Beth to the Board (for vote)**

Next Steps: Beth will update the Policies & Procedures to include all 'accepted' changes defined below. The updated the document will be uploaded to the Sunshine Web site and an email will be sent to the community.

1. *As of Date.*

Beth moved but no one seconded to remove the sentence on Page 1 -
(All previous Policies & Procedures are replaced by this Update of *Month Day, Year.*)
No change will be made.

2. *Use of Common Areas*

a. *Whose employees?*

Beth moved but no one seconded to define 'their employees'. No change will be made.

b. *Type of vehicles in storage lot?*

Beth moved and Randy seconded to remove 'RV' from Storage Area. The motion passed unanimously.

3. *On-Street Parking –*

a. *Types of Vehicles?*

Randy moved and Beth seconded to add 'Cargo Trailer'. The motion passed unanimously.

b. *Time parking is restricted.*

Motion: Beth moved and Lenore seconded we define overnight as "midnight to 6 AM".

Discussion: Violating this street parking rule pertains to those who habitually disregard it, so that it is evident to Board members and others alike.

Vote: The motion passed unanimously.

4. *Renters – Types of SEPO Rules to be presented to them.*

MOTION: Beth moved and Larry seconded that renters need to be given the SEPO Rules document 'Rules and Regulations Pertaining to Non-compliance to Covenants Fee Schedule' at the same time the owners provide them with the Policies & Procedures, Bylaws and Covenants.

VOTE: YES = Beth & Larry, ABSTAIN = Jean & Lenore, NO = Randy & Mark. Share, as

President, broke the Board vote tie with a NO vote. No change will be made.

5. Separation of Buildings.

Beth moved and Randy seconded a section pertaining to the Pavilion and the Multi-Purpose Room be separated from rules pertaining to the three areas in the Sunburst building. The motion passed unanimously.

6. Storage Lot Debris.

Randy moved and Beth seconded to better explain the process and timing of Harlingen and Combes picking up debris in the storage lot. The motion passed unanimously.

ii. Clarity & Punctuation: Beth to the Board (no vote needed?)

Beth suggested several Clarity and Punctuation updates. The Board agreed there was no vote needed and this should just be done.

c. Share – Policies & Procedures - Parking Violation Process

- i. Both the Covenants and Policies & Procedures address the issue of on-street parking.
- ii. Randy moved and Larry seconded we say wheels off the blacktop. This will define where the street ends and on-street parking begins. The motion passed unanimously.
- iii. Randy moved and Larry seconded we have the SEPO Office develop a 'violation warning tag'. The motion passed unanimously.

d. Mark – Approval of the January 2023 Financials by the Board.

<https://www.sunshinecountryclub.com/sepo-financials-2023>

Lenore moved and Jean seconded to approve these financials. The motion passed unanimously.

11) ADJOURNMENT –

Randy moved and Mark seconded to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 2:21 PM. The Google Meet recording and video session were stopped.

12) EXECUTIVE SESSION SUMMARY –

Immediately after this Regular meeting the Board went into Executive Session. Here is a summary of that meeting.

There was one new issue of a possible violation that the Board agreed to attempt to resolve by a visit to the owner. Of the remaining ongoing issues, two were marked resolved, one previously resolved issue was reopened and a plan was made for each yet unresolved issue with either a visit, a letter or a violation notice.

Respectfully submitted,

Beth Parrish
SEPO Board Secretary