

“MINUTES” - SEPO BOARD MEETING (REGULAR)

Tuesday, January 10, 2022 @ 1 PM

“Hybrid” Meeting: Retzlaff Hall & Google Meet

AND

“SUMMARY” – SEPO EXECUTIVE SESSION

Tuesday, January 10, 2023, Immediately after the Board meeting (Regular)

Retzlaff Hall (Board members Only)

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- 1) **Call to Order** – Meeting was called to order at 1:03 PM.
 - 2) The meeting was recorded via **Google Meet video**. The link to the recording will be sent to the community as soon as it is available.
 - 3) **ROLL CALL** Share Nelson, Beth Parrish, Jean Burgoine, Larry Keller and Mark Owen were all present in Retzlaff Hall. Lenore Combs and Randy Davis were present on Google Meet.
 - 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.
 - 5) **Board Members Consideration / Adoption of any Amendments to the posted Agenda.**
Beth requested to add an announcement regarding 2023-2024 Activity Requests to be approved at the March 14, 2023 Board meeting. The Board approved this addition to New Business.
 - 6) **Review and consideration of approving the meeting minutes, as presented to the Board, from the November 15, 2022 Board meeting (Regular).**
 - a. Beth moved and Larry seconded to approve the meeting minutes from the December 12, 2022 Board meeting (Special). The motion passed unanimously.
 - b. Larry moved and Beth seconded to approve the meeting minutes from the December 13, 2022 Board meeting (Regular). The motion passed unanimously.
 - c. Since Beth has made these minutes available to the community since this meeting’s agenda was posted, Jean moved and Larry seconded to approve the meeting minutes from the January 5, 2023 “Residents & Directors” meeting. The motion passed unanimously.
 - 7) **DIRECTORS REPORTS –**
 - a. **Randy Davis – Golf Course**
 - i. We are working to spruce up the course in preparation for the GNDGT (Good Neighbor Day Golf Tournament) on March 2, 3 & 4.
 - ii. Not specific to the GNDGT, we are purchasing a commercial trencher to use in our project of rewiring our 40 year old sprinklers. Due to the time it will take to complete this project, if we were to rent a trencher, it would cost as much to rent as it would to purchase. The cost of the trencher is \$3,233. This trencher will be available for SEPO use other than on the golf course.
 - iii. This summer we will be working on the sand traps, making them smaller and giving some shape to them so they aren’t just ovals sitting next to the greens.
 - iv. Randy talked about Golf Rules violations that have been reported to him recently.
In the Policies & Procedures under - GOLF COURSE
 5. Use of a tee is required at all times when teeing off.

11. Everyone is required to wear appropriate clothing including shirts at all times on the golf course.

If you see something, such as violations to the above rules or something like you neighbor is playing his music too loud outside, say something to them. Although the Board may need to intervene in certain instances, it is up to everyone in the community to help with addressing issues you may be aware of.

- v. Randy discussed the cup rings. It is trial and error at this point but they continue to work on them.

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

- i. Jean thanked Tom Stone for cleaning up the Medical storeroom. This took him an entire day.
- ii. Sugar Cane is being burned again. We have notified the Santa Rosa Sugar Mill twice about this since it concerns the pool. They come out, take pictures and give us \$50 each time this happens to help with the wear and tear on our pool filters.
- iii. No rain means no leaking roofs. Lalo replaced all of the ceiling tiles in Retzlaff Hall that had stains on them from prior leakage.

c. Larry Keller – (Common Grounds/Maint. Area 2) Streets, Drainage & Irrigation Ditches, Texas Ave

- i. Lalo is going to be adding lighting north of the Gazebo to give a more light as you come from behind the gazebo.
- ii. In a joint effort of SEPO and the Birding & Nature Club, new benches have been installed along TX Avenue. Larry thanked them for their initiative of ordering and installing them.

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

- i. The roadbed project didn't occur during my Board tenure and I assume it will be passed on to my Board replacement.
- ii. The Storage Lot lease and protocol forms can be obtained from the Office. There are no major issues with most of the different areas in the storage lot and the tennis/pickleball and shuffleboard courts.
- iii. The pickleball players recently hung the netting for wind prevention.

iv. Issues -

- 1. Residents are continuing to fill potholes with rocks. This compromises the terrain and when rain is trying to run off, the rocks act like a damn.
- 2. The sand pile (for sandbags), the stone pile and the 'golf course only' sand are now side by side. Randy has placed a sign in front of the 'golf course only' sand. **This sand is 'not' for resident use.**
- 3. After the rains a couple months ago the perimeter of the tennis/pickleball court has started to come off. This will need to be repaired in the summer.
- v. There is a sensaphone in the Woodshop that is managed by five persons from Neighborhood Watch. If there is a breach in the fence it will keep calling one of them until one of them goes to check it out. If anyone would like to be put on this call list, let Lenore know.

e. Mark Owen – Treasurer - Financial Status / Reports

- i. The financial statements have been sent to the Board only at this time. Variances between the budget and expenditures needs to be reviewed. Mark is trying to get hold of our accountant to finalize them before presenting them to the community.

UPDATE: Mark has decided to send out these financials to the community now as 'unapproved'.

- ii. We have collected \$141,000 of HOA fees for 2023. That will be reflected in Cash in the January statements. We also need to move 3% of our money into our Reserve Fund for 2023.

f. Beth Parrish – Secretary & Governing Documents

Beth has been working on getting the ballots finalized for the Election Committee. We will be reviewing them one final time later in this meeting.

g. Share Nelson – President

No report.

8) UNFINISHED BUSINESS –

a. Mark Owen – Movement of money from PNC Bank to an interest-bearing account.

Status update on movement of this money

\$206,000+ has been moved at PNC Bank from a non-interest bearing checking account into a 13 mo 3.5% CD. At the end of this 13 months it may be beneficial to see if other banks throughout the country might be offering more for our money.

b. Beth – Election Committee

i. Use of Process Guide

The Election Committee will be providing suggestions/updates to the Process Guide after they have completed the 2023 Election, based on the work they have doing.

ii. Meet & Greet: 2023 Election – SEPO Board Candidates

Beth reminded everyone about the Meet & Greet on Thursday, January 12 from 2-3 PM in Retzlaff Hall. This is an opportunity for residents to get to know the 2023 SEPO Board candidates by asking them questions. This will hopefully give residents the knowledge they need about the candidates when it comes time to vote. Share and possibly other members of the Board will be at the Meet & Greet to answer questions about the Bylaws and Covenants ballots.

c. Share Nelson – Governing Rules Amendments

Finalize & Next steps

- i. We reviewed all seven (7) Bylaws & Covenants ballots to see if there were any changes prior to giving them to the Election Committee. Only ballots being updated were voted on.

1. Covenants 6.1 – Senior Citizen Resident Use (Age)

- a. **MOTION:** Beth moved and Mark seconded we accept the changes being proposed, if they are approved by our lawyer.
- b. **VOTE:** Beth, Larry, Lenore and Mark voted YES. Jean Abstained. Randy voted NO. The motion passed.
- c. **Post Vote Discussion:** There needs to be specific criteria defined so there is consistency with what all Boards are approving. This also needs to be posted and be obvious and apparent to buyers. Real Estate agents need to be made aware of this.

2. Covenants Exhibit B – Building Colors

- a. **MOTION:** Beth moved & Larry seconded to change this to ballot to remove (*Chaparral or Morgan Style Prefabs are acceptable*).
- b. **AMENDED MOTION:** After discussion Randy amended the motion and it was seconded to say "Color may be owner's choice subject to final review by the ACC (Architectural Control Committee)".
- c. **VOTE:** The amended motion passed unanimously.

3. **UPDATE:** The two revised ballots are now on the Sunshine Web site:
<https://www.sunshinecountryclub.com/election-2023-ballots>

9) NEW BUSINESS –

a. Mark Owen – Treasurer Reports

- i. *Approval of December 2022 SEPO Financial Reports by the Board.*

Based on Mark's report above the Board did not vote to approve the financials at this time.

b. Share Nelson – Treasurer Assistant

Announcement / Appointment

- i. Mark requested that resident Tracy Wagner be appointed as the SEPO Treasurer Assistant, as permitted in the SEPO Bylaws. She will attend Board meetings and may speak during discussions of SEPO finances. She will not have a vote. She will not attend Executive Sessions. If she is appointed, this is binding for the current Board. She will need to be re-appointed by futures Boards.
- ii. Tracy was asked to present her qualifications to the Board.
- iii. Mark moved and Larry seconded Tracy becoming Mark's assistant. The motion passed unanimously.

c. Beth Parrish – Activities requests for 2023-2024

Even though it seems very early to do this, Beth reminded residents – in particular those who are in charge of clubs/activities – that they need to start thinking about what dates they want to reserve the various SEPO common areas during the 2023-2024 season. There are some dates that need to be **submitted to the Board by March 1, 2023** in order for them to be approved at the March 14, 2023 Board meeting (Regular).

There is a specific order in which the various Activity/Mtg requests are approved. Refer to the Sunshine Web site (<https://www.sunshinecountryclub.com/activity-mtg-request>) for exact details pertaining to this process. In a nutshell:

"WHEN" Activities/Meetings are Reviewed for Approval –

- **Required** to be submitted for each March Board (Reg) Mtg (for the next Winter Season):
 - Board and Residents' Meetings.
 - Good Neighbor Day Golf Tournament & Banquet.
 - Architectural Control Committee (ACC) Meetings (are held year-round).
 - Women's Club Activities.
- **Can** be submitted for each March Board (Reg) Mtg or as soon as dates become available:
 - 'League' Golf Events (Dates & Tee Times, Tournament, Rewards Party) for Women/Men. (first come, first approved)
 - Women's Club Meetings.

- Neighborhood Watch (NW) Meetings.
- **After** each March Board (Reg) Mtg or as soon as dates become available (first submitted are the first reviewed for approval).
 - All other activities/meetings (i.e., Other Golf events, Quilters, Line Dancing etc).

10) OTHER BUSINESS –**a. Beth Parrish – Communications – Web site Password Change**

Beth requested to speak at this meeting as the Communications Mgr. The Board approved by acclamation for Beth to speak.

Beth wanted this to be on public record that she had changed the SEPO Web site password to the "Residents Only" section on Friday, January 6, 2023 at 6 PM. Two emails were sent to the community containing the new password. If anyone has any issues with getting into this section of the Web site please email Beth at sunshinecountryclubweb@gmail.com.

11) ADJOURNMENT –

Jean moved and Larry seconded to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 1:58 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 were two new issues of possible violations that the Board agreed to attempt to resolve by either a visit or by a letter. Of the remaining ten ongoing issues, one has been resolved 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