

**MINUTES OF REGULAR MEETING
OF BOARD OF DIRECTORS OF
SUNSHINE ESTATES PROPERTY OWNERS, INC.**

MARCH 11, 2024

“Hybrid” Meeting: Retzlaff Hall and Google Meet

President Jim Kennedy called the meeting to order at 1:00 p.m. and announced that it was being recorded via google meet.

The Directors present at the meeting were: Jim Kennedy, Tracy Wagner, Scott Kronshage, Randy Davis, Frank Tewell, Tom Perrier and Tony Adams.

The Secretary, Scott Kronshage, verified that the Notice and Agenda were posted at the required date and time.

As to amendments to the posted agenda, Randy Davis said there was to be a speaker added to New Business.

President Kennedy asked the Directors for approval of the Minutes of the Annual Shareholders Meeting on February 20, 2024, and the required Board of Directors Meeting on February 20, 2024. On motion duly made, seconded and passed, both sets of Minutes were approved.

Directors’ Reports:

Randy Davis for the golf course: He said they had a successful Good Neighbor Day Tournament, and that the Men’s and Women’s Leagues were holding their championship this week. The O’Clockers were changing their time to 5:00 p.m. this week and they are reworking the practice green to match the other greens.

Tony Adams for Common Grounds Area, SEPO Buildings: He stated that he had been out of town on business but had been checking with Randy and all smooth. His full report is written and is attached hereto. Jim Kennedy added that we have a new flag, The Missouri Flag, which he described.

Tom Perrier for Common Grounds, Area 2, Streets, Drainage & Irrigation Ditches, Texas Avenue: He cautioned residents to be careful around resaca spigots that are easily breakable. His full report is written and is attached hereto.

Frank Tewell for Common Grounds Area, Storage & Shop Area, Tennis/Shuffleboard courts; He stated that five new lots had been created by laying new rock. The Golf Practice area has been completed.

Tracy Wagner, Treasurer: Tracy had presented the January and February Financials and requested that they be approved. The President asked for and received a motion to approve, which was seconded and passed. The January and February Financials are hereby approved. There was a question as to an insurance bill that was to have been paid in February and wasn't, so she is checking on that, but she has been assured we are covered. We're not sure why they hadn't issued us a bill. Income looks great and that will steadily decrease through the year because we get the majority of our revenue in January. In February we moved \$14,600 from Wells Fargo into the Frost money market reserve fund which is roughly three percent of total revenue from 2023. We have a CD in PNC Bank that matured on February 14th and we missed the ten-day window to renew while we were transitioning in our president and treasurer positions. Unfortunately, that CD reverted to a 12-month CD paying interest of only .02 percent. Now that she and Jim are on the account, we can move that money from the 12-month CD to a four-month CD which will pay 5.25 percent. We will pay a \$21.00 penalty but will earn about \$4,200 in interest on the four-month CD. She asked if the Directors would approve the move from the 12-month CD to a 4-month CD to earn better interest. On motion duly made, seconded and passed, the Directors approved moving the account to a four-month CD earning 5.25 interest, or best rate as of that date.

There was discussion relating to the signing of checks by Valerie Basaldua, the office manager. In a previous meeting it was approved that she be a signer on checks. Valerie has decided she does not want to be a signer on checks. Tom moved that we remove Valerie Basaldua as a signer on checks. Frank seconded the motion which passed unanimously.

Jim Kennedy, President: Jim thanked the Lord and the rest of the Board for the confidence placed in him to lead the Board and also thanked Share for the help she has given. He thanked the residents of the community for the care they take of their properties so that visitors are impressed. He thanked the garden club and all volunteers that make our community run as smoothly and efficiently as possible. We, the Board are volunteers. We don't have all the answers, but we will do our best to answer your questions in a timely manner.

Report of Architectural Control Committee: Terry Lacy, Chair, stated they had approved 20 applications so far this year. They also have performed 10 home inspections for real estate sales. Randy asked a question as to what is the position of the Board and ACC on the storage buildings that are not compliant on color with Covenants. He suggested maybe the ACC could begin to look at it.

Report of Neighborhood Watch: Lenore Combs, Coordinator, announced that her next meeting will be Monday, March 18 at 3 p.m. in Retzlaff Hall and invited the Board, volunteers, neighbors and friends. Her full report is written and is attached hereto.

Unfinished Business: There is no report.

New Business:

Calendar of Regular Board Meetings and Residents' Meetings was discussed. It was decided that there should be a change to the proposed dates. In November the dates will be November 12th and November 13th to allow time for the financials to be presented. In March, the dates will be March 10th and March 11th to allow time for the financials to be presented. Randy moved that the calendar be approved with those changes. Tom seconded the motion, which passed unanimously. The calendar for Regular Board Meetings and Residents' Meeting is attached hereto.

Calendar of Women's Club activities was discussed. Randy moved it be approved, Tracy seconded the motion, which passed unanimously. The calendar for Women's Club activities is attached hereto.

Dave Olson had requested and was granted permission to speak at the meeting. His proposal was to consider naming the Pavilion the "Pat Harvey Pavilion". He referred to the History of Sunshine that was presented on the day of the Annual Meeting. The name heard most often was Retzlaff and the second name was Pat Harvey. We learned that Pat Harvey was responsible for cleaning the area along Texas Avenue, building of the Gazebo, the Woodshop, the Sunburst Building and reminded us that he wrote the Oath of Office taken by the new directors. His ability to organize, get people to volunteer their time and sometimes money to get these major projects accomplished was stellar.

Randy Davis gave the proposed dates for the Good Neighbor Day Golf Tournament for next year to be February 27th, 28th and March 1st. He moved that the Board approve those date. The motion was seconded and passed unanimously.

The Board confirmed that SEPO would pay for a luncheon for the Women's Club members who had volunteered and worked on the committees that provided the social events for the community during the season.

There was a suggestion that a defibrillator be placed in the woodshop area. Tom moved that a defibrillator be purchased and placed in the woodshop area, Randy seconded the motion which passed unanimously.

There was a suggestion that we secure the services of a shredding service that could be utilized by SEPO and residents as well. Tracy discussed the timing of this and proposed that we table it until next fall.

President Jim Kennedy asked for a motion to move to Executive Session for a matter involving personnel concern. Randy moved to adjourn and go into Executive Session. The motion was seconded and passed.

The Board moved to Executive Session at 1:55 pm.

The Google Meet recording was stopped, and the session ended.

SUMMARY OF EXECUTIVE SESSION

This session was called because of concerns brought to the Board by a member of personnel. After discussion, the concern was put to rest and the employee is satisfied. Because it was brought up in the Regular Board meeting on this day, the Directors agreed to have Dave Olson bring back his thoughts as to how the wording on a plaque recognizing Pat Harvey might read. Another complaint made by a resident that might be interpreted as a racial slur, was discussed and that it had been dealt with by two Board members. It was decided to remind all residents to be kind and tolerant of neighbors. They also wanted to remind dog owners to keep their dog on a short leash for better control. Another issue concerning palm trees that were on private property has been dealt with and is believed to be agreed to by the parties that they are responsible for trees on their own property.

Respectfully submitted,

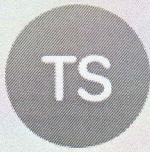
Scott Kronshage, Board Secretary
Assisted by Share Nelson.

Tony's -

MARCH 2024 Meeting

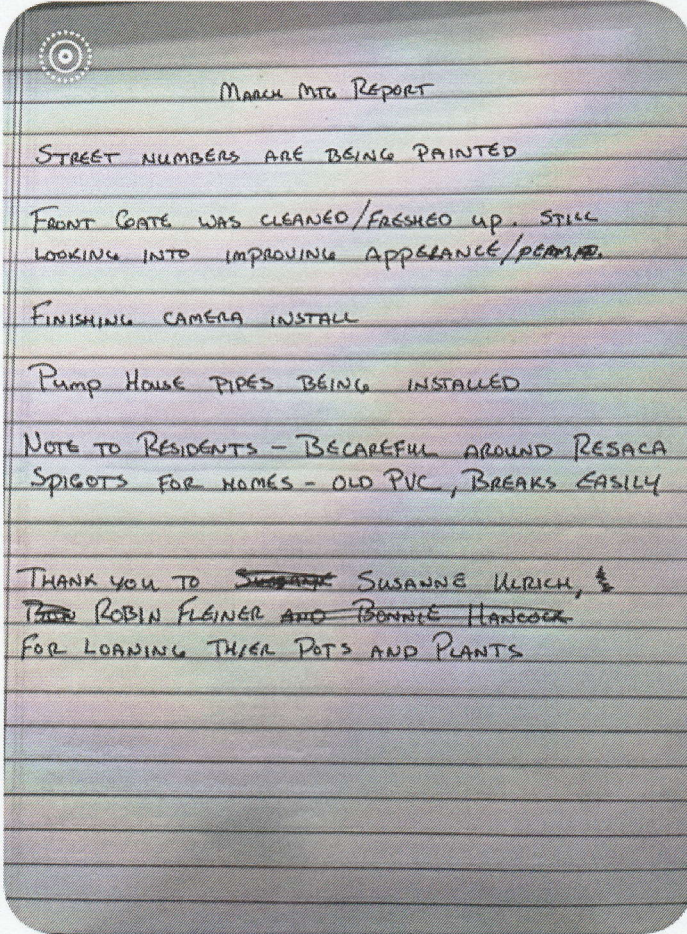
I've been out of town on business, but checking in with Randy and all smooth.

1. Will be meeting with Jim Kennedy first to learn operations....he's going to be a tough act to follow, and I'm happy he's on the board! When there were issues with the hot tub this fall, we had inventory to cover. I'll be meeting with Lalo right away to review and make sure we have spare parts anticipated we might need.
2. Review the budget for income and expenses.
3. I'm planning on meeting with Lalo, Lupe and Valerie to discuss suggestions, issues, concerns and their visions for smooth operations.
4. Jim was gracious and did personal door checks late evening, and I'm going to work on arrangements for that when I'm out of town.
5. Checking on the checklist for groups that utilize the buildings, using facebook to make sure all understand, vs a possible handful that may or may not care or ignore. I'm checking on signage reminding groups that utilize Retzlaff to remove food and or trash that may attract insects and or odors and make Lupe's job easier.
6. Jim mentioned to Pam Davis, President of the womens club that the floor polisher is aged and requested they look into possible replacement donation. I'm following through with that discussion.
7. The women's club mentioned they'd like to see exercise room checked and updated if needed for safety reasons. I've spoken with Doug Snyder for his help in recommendations. 206963 2298
8. I'm donating a fire blanket for the kitchen.
9. I requested Valerie order and received an antenna, suggested to install for Rezlaff Hall for a local broadcast.
10. Checking on replacing ceiling tiles if needed, and condition of the roof.



Tom Perrier >

Monday 4:22 PM



Didn't share much but here's what I had

Thank you Tom

Delivered



iMessage





**Sunshine Neighborhood Watch – CERT Team
(Est. 2008)
SCCE - Harlingen's premier NW & CERT Team**



Lights On -- Lock Up and Look Out for each other!

Monday 11 March 2024 -- SEPO Board Report

**Lenore J. Combs, Coordinator 956 245 1276 LJCombs44@gmail.com
Sgt. Manny Tovar, Officers Benny Bravo and Officer JJ Lopez, HPD Dist. Rep.**

Dear SEPO Board,

Our next NW – CERT meeting will be Monday 18 March 2024 at 3pm in Retzlaff Hall. You are all cordially invited – Board, volunteers, neighbors & friends.

The NW – CERT meets all year round (3rd Monday 3pm) – you are always invited.

We established a Neighborhood Watch staff at our February 2024 meeting and we always accept volunteer help.

Lenore Combs - Coordinator

John Combs - Instructor – CPR AED First Aid etc.)

Mary Grande - NW Patrol schedule

NW contact for Block Captains (see posted Block Captain & Street list)

Liz Deitrick - Treasurer

Marian Young - will charge the batteries for the NW flashlights weekly.

Tom & Debbie Gossman - will check the McGruffmobile (golf cart) batteries monthly.

Jean Burgoine – has NW Decals for Vehicles and Golf Carts (Lenore & Office too).

Judy Boyachek – Sunshine Street Strutters for NW (patrol).

Hoppy & Jean Hopkins – assist with NW evening Golf Cart patrol orientation.

The driver's door on the McGruffmobile was repaired at Mario's Golf Cart garage on 508. Please be sure to engage the *stand out latch* for keeping the door open if you want it so.

There is a First Aid "tool box" on the back of the McGruffmobile. (NW Golf Cart). Please advise me if items need to be .

LED) lights needed for the McGruffmobile..... Eventually there are some available on the web. We need new LED) lights (rotating amber and other such items).

Scheduling of Patrols: Linda and Dick Jones have recently retired from Patrol Schedule management. Can't say enough THANKS for a job well done since its inception and most appreciated. Mary Grande is overseeing this piece. Anyone interested in doing Patrols needs to be appropriately oriented.

*FYI - April thru September has a single Patrol and Oct thru March have 2 patrols). We need a summer crew so if you can assist, please contact Mary Grande.

Block Captains: A Block Captain is the "eyes and ears" for your street. In the case of a long street, we may have 2 or 3 volunteers help do this. Very simple – try to attend the NW monthly meeting, monitor your block and exchange information with neighbors, notify the Office or the Police as necessary. (I have a suggested guidebook). In general, a NW Block Captain(s) fosters communication – the time commitment is small and the outcome is extremely helpful.

Be-A-Buddy program. Try it – you'll like it!. For instance, if I think my spouse is most likely to need a visit to the hospital for evaluation - I will call you to come sit with me til we decide what to do – and if I do call for the ambulance, then you can go to the gate – turn on the emergency RED light and wait for EMS arrival – then bring them to my house – or maybe there is a similar case for the Golf Course or Tennis Court! (for the AED or a fall etc).

AED Automatic Defibrillator SCCE does have an AED – it is just outside the double doors facing the Pool – hanging on the wall - by the pool –

A "**Shepherd's crook**" is located by the pool on the outside (poolside) wall of the Library. A Shepherd's Crook is a lifesaving hook generally used by Life-Guards to pull people out of the water. It is on a long pole to assist a near-drowning person – so you do not necessarily have to enter the water).

But always call 911 first to report the emergency!

APRIL: We update our Sunshine Readiness Plan each April for PD, FD, EMT and the Comm Center. You do not have to be a CERT member to assist. In March, we generally prepare some hints on how to get your home ready when heading "up North.

Also - please remember to update your Sunshine emergency info and leave a spare house key at the Office before heading out! Thanks.

Currently - there are new "Stop-The-Bleed" gauze packets in the 3 Emergency (red) bags. One bag is in the Workers area off Minnesota Street, the second is in the Library and the third is in the Woodworkers Shop. They are not your ordinary "First Aid Kits" and they have many items so please do not deplete items unless it is a true emergency. Lupe has placed common First Aid Kits in several buildings for our convenience. Please check it out and use them as necessary. Remember to have the Office replace items as needed.

Tom Perrier (SEPO Board) had reported some residents recently were concerned about the Front Gate not allowing entry. Please make sure you all always have a clicker in your vehicle. Could be, you may need a new one (available at the Office or it may need new batteries – or maybe needs the code reset. (always good to have a friend be aware you are heading out).

Remember – **NATIONAL NIGHT OUT coming to Harlingen Tuesday 6 August 2024.** Details to follow. Hopefully Hgn PD will have a spot in Lon C Hill Park for the Hgn NW groups to sit together at a table(s).

A handwritten signature in cursive script, appearing to read "Lee J. Clark". The signature is written in black ink and is centered on the page.

Next season calendar (2024/2025)

10/07/24 Mon. 1:00 p.m. Regular Board Meeting

10/08/24 Tues. 1:00 p.m. Residents' Meeting

11/12/24 Tues. 1:00 p.m. Regular Board Meeting

11/13/24 Wed. 1:00 p.m. Residents' Meeting

12/09/24 Mon. 1:00 p.m. Regular Board Meeting

12/10/24 Tues. 1:00 p.m. Residents' Meeting

01/06/25 Mon. 1:00 p.m. Regular Board Meeting

01/07/25 Tues. 1:00 p.m. Residents & Directors Meeting (required to be held during the first full week in January announcing nominations for Directors) (Residents will share information and comments following the business portion of this meeting.)

02/10/25 Mon. 1:00 p.m. Regular Board Meeting

02/18/25 Tues. 1:00 p.m. and 3:00 p.m. Annual Meeting of Shareholders (required to be held on the third Tuesday of February in each year) (Residents will share information and comments following the business portion of this meeting.)

02/18/25 Tues. Following the Annual Shareholders Meeting, a required meeting of the Board for electing officers and assigning duties.

03/10/25 Mon. 1:00 p.m. Regular Board Meeting (includes setting calendar dates for coming season.)

03/11/25 Tues. Residents' Meeting

This provides a time each month for the residents to meet and share comments and information.

2. Attachment 2 –

Priority #3 - Women's Club Activities Dates (for approval)

Women's Club Requested Activities w/Dates for 2024-2025 Winter Season

Submitted by Pam Davis (Women's Club President)

For Approval at the March 1, 2024 Board meeting

October 5, 2024 Health Fair (Saturday)

October 16, 2024 Oktoberfest (Wednesday)

October 31, 2024 Halloween (Thursday)

November 8, 2024 Chili Cook Off (Friday)

November 11, 2024 Veterans Day (Monday)

November 23, 2024 Country Fair (Saturday)

November 28, 2024 Thanksgiving (Thurs)

December 7, 2024 Craft & Bake Sale (Sat)

December 25, 2024 Christmas (Wed)

December 31, 2024 NYE Party (Tues)

January 11, 2025 New Homeowners (Sat)

January 25, 2025 Taste of Sunshine (Sat)

January 2025 TBD Painting with a twist (Acty Request will be submitted after date is determined.)

February 14, 2025 No So Newly Wed Game (Friday)

February 22, 2025 Casino Night (Saturday)

March 4, 2025 Fat Tuesday Shrimp Boil (Tuesday)

March 23, 2025 High Tea (Sunday)

April 4, 2025 Farewell Party (Friday)

April 22, 2025 Earth Day Trash Pick Up (Tuesday)