SEPO 2022 Board First Meeting (Required) Minutes

Tuesday, February 15, 2022 @ 4:13 PM

"Hybrid" Meeting: Retzlaff Hall and Google Meet

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1. **CALL TO ORDER** 2021 Board Secretary, Beth Parrish, called the meeting to order at 4:13 PM.

2. **ROLL CALL** was taken by Beth. Beth Parrish, Jean Burgoine, Lenore Combs, Mark Owen and Randy Davis were present in Retzlaff Hall. Larry Keller and David Fleiner were unable to attend this meeting.

3. The meeting was recorded via **Google Meet video**. The recording can be viewed at this link: https://video.wixstatic.com/video/2851bf_7db89abd03ae41689f259b90e41c5a76/720p/mp4/file.mp4 Tony was at this meeting to operate the Google meet recording. We have been using his laptops and Google Meet license for all Hybrid meetings.

4. Beth Parrish Read the **Covid-19** statement/disclaimer.
   Everyone attending this meeting "in person", by their presence, acknowledges potential exposure to Covid-19. Each person is responsible for his/her own choice as it relates to attending SEPO Board meetings.

5. **AGENDA:** Beth verified this Agenda was posted at least 144 hours prior to this meeting.

6. **MEETING PRIMARY PURPOSE –**
   Determination and Board Approval of Board Officers and Directors positions.
   a. The process to elect Board Directors is to entertain a motion for each position and vote on that motion. The responsibility of a VP is to take over the responsibilities of the ranking officer(s) if that person(s) is unable to perform them. An elected Officer cannot serve as the 1st or 2nd Vice President.

   b. Voting:
   i. President: YES = Beth, Lenore, Jean and Mark. NO = Randy. The vote passed. David declined the position.
   ii. All other positions: Unanimous 'yes' by all Board members attending the meeting and acceptance of their positions.

   The results of this entire process were as follows:
   i. **President:** David Fleiner
   ii. **Secretary:** Beth Parrish
   iii. **Treasurer:** Mark Owen
   iv. **Golf Course** Randy Davis
   v. **Common Area 1 & 1st Vice President:** Jean Burgoine
   vi. **Common Area 2:** Larry Keller
   vii. **Common Area 3 & 2nd Vice President:** Lenore Combs

   c. If David does not want to be Board President, he can resign and the Board will appoint someone else to fill that position. After further discussion it was decided, since not all Board members were present at this meeting, we would hold a special meeting as soon as possible to finalize the President position.

   d. Mark Owen will determine what needs to be done concerning changing Signature requirements for our various bank accounts once all Board positions have been finalized.

7. **Board Members Consideration / Adoption of any Amendments to the posted Agenda.** There were none.

8. **ITEMS TO BE CONSIDERED FOR FUTURE BOARD MEETING AGENDAS –**
Discussion concerning the extensive list below. Beth suggested we go over the items below and wait until Larry and David return to make any assignments. Everyone agreed.

   a. **Old Business –**
      i. *Sale of SEPO Assets –*
      Jean will set date(s) for the silent auction of the Disposal of SEPO assets as soon as the Women's Club has decided items they want to include.

      ii. *B&N Donation for Trees –*
      The Birding & Nature Club has selected a type of Ash tree that is native to TX to plant. SEPO is going to remove the stump of the tree that died in the freeze last year. Randy will follow-up to determine the exact planting location on the golf course.

      iii. *Retzlaff Hall Capacity –*
      Jean has had no luck in speaking with anyone at the Fire Dept. It was suggested she contact Bob Auclair, who was a firefighter.

      iv. *Age Survey - Status & Next Steps?*
      Lenore volunteered to work with Valerie (SEPO Office) after Feb 28, to implement the process the 2021 Board put into place to obtain the ages of 100% of Sunshine residents.

   b. **New Business –**
      i. *Storage Lots – Multiple Households occupying a single lot*
      1. Two residents from different households have requested they 'share' a Storage Lot. After lengthy discussion, it was determined they could do this with the following stipulations:
         a. Only one resident would have his/her name on the Storage Lot lease.
         b. The person on the lease would be responsible for the upkeep of the lot.
         c. The other resident would essentially 'sublet' space on the lot.
         d. The purpose of the lot, i.e., housing a shed and any excess parking area would not change. For example; two sheds could not be placed on the lot.
         e. If the person on the lease leaves Sunshine or 'turns in' their lot to the SEPO Office for any reason, the person 'subletting' has no right to that lot. If they still requir a storage lot, they would need to add their name to the bottom of the lot request list.
      2. There is no reason the Board would need to know about this type of transaction.
      3. Lenore moved and Randy seconded that a resident who leases a lot can share it with someone else with the stipulations above. The motion passed unanimously by all present at the meeting.

      ii. *Golf – Change of Ownership of the license to buy and administer special chemicals for the golf course.*
      We currently have a resident, Dan Boardman, who has obtained this license. He is concerned about the personal liability that comes with it. Randy has been looking into what needs to be done to obtain this license. In the meantime, Randy will compose an e-mail to be sent to the community to see if anyone may currently hold this license

   c. **Education of newly elected Board members (to include at a minimum) -**

- **i.** A review of the governing documents of the corporation, (Covenants, By-Laws, Policies & Procedures, Rules and Regulations pertaining to non-compliance to Covenants Fee Schedule and other governing documents that may be implemented in the future)
- **ii.** A review of Texas law as it applies, particularly Title 11, Chapter 209.051.
- **iii.** An on-site property boundary tour including a discussion of applicable easements.
- **iv.** Employee Handbook.
- **v.** Calendar of monthly required functions.
- **vi.** What else?

d. Possible necessity for SEPO to purchase a Google Meet License.
e. Consideration of having two Directors responsible for each area of assignment.
(2021 Board put this On Hold)
f. Governing Rules Amendments – Next steps.
The Board needs to determine if the Bylaws amendments passed during the recent election.
g. Insurance Company review: To determine areas of liability we may not be aware of.
We also need to know exactly what all is included in our current coverage.
h. Residents Meetings: concerning use of 'Speaker Cards'. Any need to address?
i. Storage Lot: Reservation Process
- **i.** The exact process for how this all works needs to be documented.

j. Storage Lot: Roadbed
k. SEPO Election Committee: Document the process
(obtain current documentation from previous chairperson)
Beth will follow-up on this.
l. SEPO Election Committee: Appoint a chairperson
It was suggested we ask the community very soon if anyone is interested in doing this.
m. Development of a 3–5-year capital improvement program.
We have been chipping away on this throughout the last year but need to keep at it.
n. SEPO Fixed Assets: Finalize list
o. Grounds: Security System (Lenore)
p. Surveys: Discuss the benefits/pitfalls/timeliness of using surveys to poll the community to seek input from SEPO residents before the Board considers certain actions.
q. Golf: Walking on Cart Paths. Is this still an issue?
There are residents and guests who continue to use the Golf Paths for walking/exercising and also walk across the greens, even when there are people playing golf. We are fearful they are not staying aware of their surroundings, particularly when they can't see a golfer who is not necessarily on the hole they are walking on/near. This issue will continue to be monitored.

r. ***Addition Item:***
Mark noted we have $264,00 in PNC bank and he is not being able to get the service he desires from those who work there. He will research other options to possibly move this money to.

Beth has another list of items as long as the above that weren't in need of being addressed right away.

9. Determination of need for (and if so, date of) a Special Board meeting prior to the March 8 Regular Board meeting.
We had determined earlier that we need a special meeting to finalize all Board positions. Beth will find a date/time that works for everyone.

10. ADJOURNMENT –
Randy Davis moved and Lenore Combs seconded we adjourn. The motion passed unanimous by all present. The meeting was adjourned at 5:09 pm.