

“MINUTES”
SEPO BOARD (SPECIAL) MEETING
Friday, June 10, 2022 @ 1 PM
“Virtual” Meeting: Google Meet

1. **CALL TO ORDER** Share Nelson called the meeting to order at 1 PM.
2. **ROLL CALL** Share Nelson, Larry Keller, Beth Parrish, Jean Burgoine, Randy Davis and Mark Owen were all present via Google Meet. Lenore Combs was unable to attend the meeting.
3. The meeting was recorded via Google Meet and can be viewed from this link:
<https://onedrive.live.com/?cid=62887630127D34B0&id=62887630127D34B0%21268949&parId=62887630127D34B0%21235610&o=OneUp>
4. **AGENDA** Beth reported the agenda was made available to the community by the required day/time.
5. **NEW BUSINESS –**
 - a. **Beth – 2022 GNDGT Report to the Board.**
 Formal approval of report by the Board.
<https://onedrive.live.com/?cid=62887630127D34B0&id=62887630127D34B0%21268910&parId=62887630127D34B0%21268909&o=OneUp>

Beth Parrish moved and Jean Burgoine seconded the Board formally approve this report as presented to them. The vote was a unanimous yes by all present. The report is approved.

- b. **Proposed Policies & Procedures Updates –**
 - i. **Beth – Fix hyperlink error in ‘Renters’ Section (Attachment 1)**
 - 1) **MOTION:** Beth moved and Larry seconded to change the words (<https://www.sunshinecountryclub.com/seporules>) to be a hyperlink (<https://www.sunshinecountryclub.com/seporules>) in the ‘RENTERS’ section of the Policies & Procedures.
 - 2) **DISCUSSION:** A hyperlink means that when you are viewing a document online, you are able to click on the underlined words and be automatically directed to what the words are linked to. In this case, it takes you to the ‘SEPO Rules’ page on the Sunshine Web site.
 - 3) **VOTE:** The vote was a unanimous yes by all present. The Policies & Procedures will be updated to reflect this change.
 - ii. **Share/Beth – Add ‘Sunshine Clubs/Groups Guidelines’ Section (Attachment 2)**
 Guidelines concerning Membership and Monetary requirements of Sunshine Clubs/Groups

The Board has recently received requests from residents wanting to know what they need to do to create a new club. To maintain uniformity and to avoid potential problems with how clubs/groups will be structured and the proceedings they follow, a list of Club/Group Guidelines is being proposed to be included in the Policies & Procedures. These guidelines must be followed by those Clubs/Groups going forward, including the Rock Painting and Fishing Clubs.

Each ‘proposed’ line item was discussed individually. Results of those discussions are noted in **Attachment 2**. Randy moved and Mark seconded the Board approve the new Club/Group Guidelines be added to the Policies & Procedures and include the changes noted in Attachment 2. The vote was a unanimous yes by all present. The Policies & Procedures will be updated to reflect

this addition.

UPDATE: After the meeting the Board approved via e-mail vote the statement concerning how to request the formation of a new club/group. See statement in GREY added on page 4. This update will be approved formally at the next Board meeting on TBD.

iii. **Share – Revise ‘Property and Yard Maintenance’ Section (Attachment 3)**

Expand violation notice delivery methods and change timeline for resolution.

- 1) The first item pertained to changing the verbiage in Line Item #1 from “weeding” to “weed removal” to provide clarification.
 - a) **MOTION:** Randy moved and Larry seconded we change the verbiage in Item #1 in the ‘PROPERTY AND YARD MAINTENANCE’ section of the Policies & Procedures from “weeding” to “weed removal” to provide clarification.
 - b) **VOTE:** The vote was a unanimous yes by all present. The Policies & Procedures will be updated to reflect this change.

- 2) The next items pertained to issue/violation notices and the resolution timeframe.
 - a) **MOTION:** Randy moved and Mark seconded the proposed changes of adding additional methods of communication and shortening the ten (10) day timeframe for resolution to seven (7) days be approved as part of the Policies & Procedures.

 - b) **DISCUSSION:**
 It was agreed Valerie (SEPO Office) would have first contact with residents via phone call to notify them of non-compliance to issues such as overgrown yards. This phone call will be followed immediately by an e-mail, or by one of the other delivery methods being proposed if no e-mail has been supplied to the SEPO Office. This will provide both a verbal (phone call) and a written ‘friendly’ and ‘formal’ first notice.

 The Board will develop a generic notice which will serve as the ‘written’ notification in order to create formal documentation. **UPDATE:** All such written notifications are filed in the residents’ files maintained by the SEPO Office.

 The Board stated there are times when the issue is not as simple as weed removal. It involves scenarios that can be somewhat uncomfortable to discuss. These will be addressed by the Board.
 - c) **VOTE:** The vote was a unanimous yes by all present. The Policies & Procedures will be updated to reflect this change.

6. ADJOURNMENT

Larry moved and Randy seconded we adjourn the meeting. The motion passed unanimously by all present. The meeting was adjourned at 2:18 pm and the Google Meet recording was stopped.

Respectively submitted,

Beth Parrish
SEPO Board Secretary

ATTACHMENTS**1. Attachment 1 -
Hyperlink error in 'Renters' Section****POLICIES AND PROCEDURES (Current: dated 04-21-2022)****RENTERS**

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Homeowners are responsible for providing copies of the By-Laws, Covenants and Policies & Procedures to their renters. There are available on our Web site here (<https://www.sunshinecountryclub.com/seporules>).

POLICIES AND PROCEDURES (APPROVED DURING 06-10-2022 Board meeting)**RENTERS**

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Homeowners are responsible for providing copies of the By-Laws, Covenants and Policies & Procedures to their renters. There are available on our Web site here (<https://www.sunshinecountryclub.com/seporules>).

**2. Attachment 2 -
Addition of Sunshine Club/Group Guidelines****POLICIES AND PROCEDURES (Proposed: dated 06-10-2022)****SUNSHINE CLUBS/GROUPS GUIDELINES**

Sunshine Estates Property Owners, Inc. is a non-profit corporation. As such, all clubs, groups, or other organizations existing and approved by SEPO must also be strictly non-profit.

To establish guidelines for groups wishing to form a Sunshine Club, the following is required:

1. Membership must be open to all residents/renters.
2. Invitation to non-residents/renters to participate in the Club must be approved by SEPO.
 - i. If approved, residents/renters always have priority pertaining to club activities.
 - ii. Guest speakers are not required to be approved by SEPO.
3. No dues or membership fees can be required to participate in a club.
4. There can be no monetary association with outside businesses.
5. Any money collected from resident/renter club members can only be used to cover the cost of equipment and supplies used during club activities. No profit can be made by anyone.
6. Scheduling of "fundraising" events that will take place within Sunshine Country Club Estates for the purchase of the club's equipment or supplies must be approved in advance by SEPO.
7. Any bank accounts established for the club must be in non-interest-bearing accounts.

POLICIES AND PROCEDURES**(APPROVED DURING & with an Update After the 06-10-2022 Board meeting)****SUNSHINE CLUBS/GROUPS GUIDELINES**

Sunshine Estates Property Owners, Inc. is a non-profit corporation. As such, all clubs, groups, or other organizations existing and approved by SEPO must also be strictly non-profit.

To request the formation of a new Club/Group, the resident(s) should complete a SEPO Suggestion/Complaint/Idea form available in the SEPO Office or on the Sunshine Web site (<https://www.sunshinecountryclub.com/suggestion-complaint-idea>).

To establish guidelines for groups wishing to form a Sunshine Club, the following is required:

1. Membership must be open to only residents/renters.
2. Invitation to non-residents/non-renters to participate in the Club must be approved by SEPO.
 - a. If approved, residents/renters always have priority pertaining to club activities.
 - i. This approval request must be made by completing a SEPO Suggestion/Complaint/Idea form available in the SEPO Office or on the Sunshine Web site (<https://www.sunshinecountryclub.com/suggestion-complaint-idea>).
 - ii. Immediate family of Residents/Renters are always welcome.
 - iii. Invitations to non-residents/non-renters must be made by a resident/renter to an individual. There can be no 'blanket' invitations from Club members, i.e., hanging a poster at an RV park to join the club or putting an invitation in a newspaper.
 - iv. Any non-resident/non-renters, other than immediate family, must be 55+.
 - b. Guest speakers are not required to be approved by SEPO.
3. Any money collected from resident/renter club members can only be used to cover the cost of equipment and supplies used during club activities. No profit can be made by anyone.
4. Scheduling of "fundraising" events that will take place within Sunshine Country Club Estates for the purchase of the club's equipment or supplies must be approved in advance by SEPO. The request process is defined on the Sunshine Web site (<https://www.sunshinecountryclub.com/activity-mtg-request>). The request form is available there and in the SEPO Office.
5. Any bank accounts established for the club cannot be in the name of Sunshine Estates Property Owners, Inc. and must be in non-interest-bearing accounts.

3. **Attachment 3 -****Expand violation notice delivery methods and change timeline for resolution.****POLICIES AND PROCEDURES (Current: dated 04-21-2022)****PROPERTY AND YARD MAINTENANCE**

1. It is the responsibility of all property owners to see that their property or yard is maintained, mowed, and trimmed AT ALL TIMES. If it becomes necessary for SEPO to care for an owner's property at any time, a service fee of \$50.00 for mowing and \$75.00 for weeding of non-grass yards will be made each time such services are performed. There will be a service fee of \$75.00 per incident to pick up fruit that has fallen from your fruit tree onto any Owner's property or the street. Owners will be notified via e-mail ten (10) days before the SEPO services are scheduled, to allow owners to correct the issue themselves. All owners must furnish SEPO office personnel with up-to-date information as to who is responsible for their property during the owner's absence

POLICIES AND PROCEDURES (Proposed changes: dated 06-10-2022)**PROPERTY AND YARD MAINTENANCE**

1. It is the responsibility of all property owners to see that their property or yard is maintained, mowed, and trimmed AT ALL TIMES. If it becomes necessary for SEPO to care for an owner's property at any time, a service fee of \$50.00 for mowing and \$75.00 for ~~weeding~~ weed removal of non-grass yards will be made each time such services are performed. There will be a service fee of \$75.00 per incident to pick up fruit that has fallen from your fruit tree onto any Owner's property or the street. Owners ~~will~~must be notified in writing and may be served by handing the notice to the owner of the premises or by sending it via e-mail-ten (10, regular mail, or by posting the notice on or near the front door of the resident building at the property location. Owners will be given seven (7) days from the date of said notice to bring the premises into compliance before the SEPO services are scheduled, ~~to allow owners to correct the issue themselves~~. All owners must furnish SEPO office personnel with up-to-date information as to who is responsible for their property during the owner's absence.

POLICIES AND PROCEDURES (APPROVED DURING 06-10-2022 Board meeting)**PROPERTY AND YARD MAINTENANCE**

1. It is the responsibility of all property owners to see that their property or yard is maintained, mowed, and trimmed AT ALL TIMES. If it becomes necessary for SEPO to care for an owner's property at any time, a service fee of \$50.00 for mowing and \$75.00 for weed removal of non-grass yards will be made each time such services are performed. There will be a service fee of \$75.00 per incident to pick up fruit that has fallen from your fruit tree onto any Owner's property or the street. Owners must be notified in writing and may be served by handing the notice to the owner of the premises or by sending it via e-mail, regular mail, or by posting the notice on or near the front door of the resident building at the property location. Owners will be given seven (7) days from the date of said notice to bring the premises into compliance before the SEPO services are scheduled. All owners must furnish SEPO office personnel with up-to-date information as to who is responsible for their property during the owner's absence.