

**“NOTICE OF and AGENDA FOR”**  
**SEPO BOARD (REGULAR) MEETING**  
**Thursday, April 21, 2022 @ 1 PM**  
**“Hybrid” Meeting: Retzlaff Hall and Google Meet**

You can log into Google Meet at 12:45 PM with this link: <https://meet.google.com/egz-vpix-tdy>  
 If needed, please use this code – [egz-vpix-tdy](https://meet.google.com/egz-vpix-tdy) – to gain access on your Smart Device or Computer.

1. **Call to Order – (VP #1)**
2. **Google Meet Recording – (VP #1)**  
*Announce this meeting is being recorded via Google Meet.*
3. **SEPO Board Roll Call – (VP #1)**

Share Nelson	Lenore Combs	Mark Owen
Larry Keller	Beth Parrish	
Jean Burgoine	Randy Davis	
4. **Board – Open Board position**
  - a. Formally move and approve the appointment of Share Nelson to the 2022 SEPO Board.
  - b. Share’s formal acceptance.
  - c. Nominate and vote for Share as President.
  - d. Share’s formal acceptance of nomination as President.
5. Verify the **Meeting Notice and Agenda** was made available to the community by the required day/time.
6. Board Members Consideration / Adoption of any **Amendments** to the posted Agenda.
7. **Review and consideration of approving the following meeting minutes** as presented to the Board:  
 March 25, 2022 Board meeting (Special)  
[https://www.sunshinecountryclub.com/files/ugd/2851bf\\_c1ba5ce705074897b513cf7361f26088.pdf](https://www.sunshinecountryclub.com/files/ugd/2851bf_c1ba5ce705074897b513cf7361f26088.pdf)
8. **DIRECTORS REPORTS –**
  - a. **Randy Davis** – *Golf Course*
  - b. **Jean Burgoine** – *(Common Grounds/Maint. Area 1) SEPO Buildings*
  - c. **Larry Keller** – *(Common Grounds/Maint. Area 2) Streets, Drainage & Irrigation Ditches, Texas Ave*
  - d. **Lenore Combs** – *(Common Grounds/Maint. Area 3) Storage & Shop Area, Tennis/Shuffleboard*
  - e. **Mark Owen** – *Treasurer - Financial Status / Reports*
  - f. **Beth Parrish** – *Secretary*
  - g. **Share Nelson** – *President*
9. **UNFINISHED BUSINESS –**
  - a. **Mark** – *Approval of the March 2022 Financials as presented to the Board. (Attachment 1)*
  - b. **Mark** – *Transfer of Signature privileges in all SEPO Financial Institutions.*  
 It has been resolved that all drafts, checks and other instruments, for the payment of money drawn

against the account or accounts of this corporation's depositories shall be signed by any of the following:

Sharon Nelson, President  
Jean Burgoine, 1<sup>st</sup> Vice President  
Mark Owen, Treasurer

- c. **Randy** – *Status of planting new tree the B&N Club is donating*
- d. **Randy** – *Trailer trade/purchase*  
Status of trade of current trailer and purchase of trailer from Resident
- e. **Randy/Lenore** – *Storage Lot Cleanup*  
New trailer availability for any resident wishing to dispose of items in the storage lot FOR FREE on an announced day/time.
- f. **Lenore** - *Age Survey*  
Status of obtaining Age information from Residents who hadn't provided it to the SEPO Office by the deadline of February 28.
- g. **Beth/Lenore** – *Age Survey Form*  
Proposed changes to Age Survey Form for clarification (**Attachment 2**)
- h. **Randy** – *Proposed updates to the ACC approval form/process*  
(<https://www.sunshinecountryclub.com/acc>)
- i. **SEPO Suggestions-Complaints-Ideas Follow-up**
  - i. **Lenore** – *Parking area along TX Ave / prohibit Golf Carts in TX Ave dog park.*  
Investigation/Finding since Mar 8, 2022 Board meeting

## 10. NEW BUSINESS –

- a. *Potential Policies & Procedures updates*
  - i. **Share** – Senior Citizen Proof of Age (**Attachment 3**)
  - ii. **Jean** – Retzlaff Hall Capacity (**Attachment 4**)
- b. **Beth** – *Sunshine Fishing Club*  
Formally approve request for the creation of a Sunshine Fishing Club.
- c. **SEPO Suggestions-Complaints-Ideas Follow-up**
  - i. **Larry** – *On-street parking* (**Attachment 5**)
  - ii. **Larry** – *Weeds in yards* (**Attachment 6**)
  - iii. **Larry** – *Trees behind Minnesota homes*
  - iv. **Larry** – *Back yards of Minnesota homes*
- d. **Share Nelson** – President: 2022 Board Goals

## 11. ADJOURNMENT –

Motion & Vote to Adjourn, Announce time of Adjournment, Stop Google Meet session

## ATTACHMENTS

### 1. Attachment 1 -

#### Board Approval of March 2022 Financials:

##### Balance Sheet

[https://2851bf60-6e92-4440-b098-0166b6640e11.usrfiles.com/ugd/2851bf\\_2b505368f4c7401fad8981d277f7d0bd.pdf](https://2851bf60-6e92-4440-b098-0166b6640e11.usrfiles.com/ugd/2851bf_2b505368f4c7401fad8981d277f7d0bd.pdf)

##### P&L Statement

[https://2851bf60-6e92-4440-b098-0166b6640e11.usrfiles.com/ugd/2851bf\\_afc4f89ea87c4425944888d473661715.pdf](https://2851bf60-6e92-4440-b098-0166b6640e11.usrfiles.com/ugd/2851bf_afc4f89ea87c4425944888d473661715.pdf)

### 2. Attachment 2 -

#### Proposed Updates to Age Survey Form (to version 2):

##### Proposed Changes:

[https://2851bf60-6e92-4440-b098-0166b6640e11.usrfiles.com/ugd/2851bf\\_1ef3c645ddc043a6a52fd5a4920477ba.pdf](https://2851bf60-6e92-4440-b098-0166b6640e11.usrfiles.com/ugd/2851bf_1ef3c645ddc043a6a52fd5a4920477ba.pdf)

##### Proposed v2 if Changes are approved:

[https://2851bf60-6e92-4440-b098-0166b6640e11.usrfiles.com/ugd/2851bf\\_0b13519602c24b0998607bc35bca96fe.pdf](https://2851bf60-6e92-4440-b098-0166b6640e11.usrfiles.com/ugd/2851bf_0b13519602c24b0998607bc35bca96fe.pdf)

### 3. Attachment 3 -

#### Policies & Procedures Update: Senior Citizen - Proof of Age

### POLICIES AND PROCEDURES

(All previous Policies & Procedures are replaced by this Update of ~~March 8~~ April 21, 2022.)

AUTHORITY for these policies and rules is contained .....

#### SENIOR CITIZEN PROOF OF AGE

Pursuant to SEPO Covenants, Article VI, Sec. 6.1 Anyone planning to reside in any property located within the subdivision must provide proof of age that will be kept on file in the business office of SEPO.

### 4. Attachment 4 -

#### Policies & Procedures Update: Retzlaff Hall capacity

### POLICIES AND PROCEDURES

(All previous Policies & Procedures are replaced by this Update of ~~March 8~~ April 21, 2022.)

#### LOUNGE AND RETZLAFF HALL

1. ....
2. Only ~~300 seated~~ 206 people are allowed in Retzlaff Hall at one time in compliance with the Harlingen Fire Code.
3. ....

5. **Attachment 5 -****Policies & Procedures: On-Street Parking****ON-STREET PARKING**

- A. Streets defined: Any and all streets, right-of-way, or thoroughfares platted as part of SCCE.
- B. Vehicle defined: Any motorized or non-motorized vehicle or conveyance designed to move on wheels, i.e., cars, trucks, boat trailers, golf carts, motor homes, motorcycles, etc.
1. Pursuant to Article VI, Sec. 6.4 of the Covenants, there is to be no overnight parking of vehicles on the streets except that RVs may be parked on the street for up to three days for the purpose of loading or unloading. An extension may be granted for unusual circumstances or in the case of overnight guests as to parking on the street. Apply in the office for permission.
  2. No vehicle may be used at any time for the purpose of residence, temporary residence, or additional living space or used as any type of living quarters when parked on any street or driveway or the storage area in SCCE.
  3. Failure to comply with any or all of the above will result in the vehicle being tagged, showing date, time and violation. The owner will then be responsible for a \$20.00 per day fee for each violation. This fee will be due by the 10<sup>th</sup> day of the month following the violation. All violation fees not paid within 30 days of due date will be assessed an 18% per annum penalty and possibly result in SEPO filing a lien against the owner's property.
  4. SEPO is authorized to have a commercial towing service remove any vehicle of a nonresident in violation of these regulations 24 hours after posting notice of noncompliance on said vehicle.
  5. All lot owners or residents desiring to appeal any assessment for an on-street parking violation shall do so in writing to the SEPO Board for consideration at the next Board meeting.

6. **Attachment 6 -****Policies & Procedures: Weeds in Yards****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.