

## **SEPO Board Meeting Minutes**

**Tuesday, October 12, 2021 @ 1:00 PM CT**  
**'Hybrid' Meeting (Retzlaff Hall & Google Meet)**

**CALL TO ORDER** President Tony Tramel called the meeting to order at 1:00 PM CT on October 12, 2021.

President Tony Tramel read the following and it is being recorded into this meeting's minutes.  
*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.*

**ROLL CALL** was taken. Tony Tramel, Mecca Henry, Jean Burgoine and Lenore Combs were present in Retzlaff Hall. Beth Parrish and Larry Keller were present via Google Meet since they are not physically at Sunshine for the winter season yet. Lyn Swonger was not in attendance.

The meeting was recorded. The recording can be viewed at this link:

[https://video.wixstatic.com/video/2851bf\\_c99c25a77c6e4aa7876ed3b5ec79ee50/720p/mp4/file.mp4](https://video.wixstatic.com/video/2851bf_c99c25a77c6e4aa7876ed3b5ec79ee50/720p/mp4/file.mp4)

### **AGENDA**

#### ***Posting:***

To meet the 144-hour pre-Board meeting requirement for posting, the agenda was both sent via e-mail to the community and put on the Sunshine Web site on Monday October 4, 2021 @ 6:37 PM CT. It was also posted outside the SEPO office and on the poolside door into Retzlaff Hall on Tuesday, October 5, 2021 @ 10 AM CT.

#### ***Amendments to this Agenda (by the Board):***

Mecca requested we add discussion concerning the 2022 SEPO Board Nominating Committee. Jean motioned this item be added to the agenda. Lenore seconded this motion. The motion passed unanimously by all Board members in attendance at this meeting.

### **PREVIOUS MEETING MINUTES**

Mecca motioned to approve the September 23, 2021 Board meeting minutes (***Attachment 1 in Agenda***) as submitted to the Board. Lenore seconded the motion. The motion passed unanimously by all Board members in attendance at this meeting.

### **DIRECTOR'S REPORTS –**

#### **1) *Lyn Swonger - Golf Course***

- a) Lyn was not present at the meeting. Tony reported that the mosquito spray we have used in the past is not available, so Manny is using a different technique. He is spraying the ground once a week on the golf course and the dog parks.
- b) It appears that residents may resume watering their lawns but only during the day. They need to continue to **avoid** watering between the hours of 7 PM to 7 AM.

#### **2) *Jean Burgoine (Common Grounds/Maint. Area 1) SEPO Buildings***

- a) Five smoke detectors are being installed in the Office, Library and Storage Room. They are not centrally monitored but are independently operated. Lenore indicated there were already an additional four smoke detectors in the Woodshop.
- b) Water filters (five of them) that are underneath the sinks in the drinking fountains are being changed out.

- c) The handicap signs on the north side of Retzlaff Hall that were faded by the sun have been replaced.
  - d) Today Manny has started power-washing the buildings.
  - e) The Pool & Hot tub appear to be in good working order.
- 3) Larry Keller (Common Grounds/Maint. Area 2) Streets, Drainage & Irrigation Ditches, TX Ave:**
- a) All road projects, which include the curb, gutter and paving on W Indiana Circle and some patching on W Michigan Drive are essentially finished at this time. Larry thanked Tony for his supervision of these projects in his absence. Everything was completed ahead of schedule and under budget.
  - b) There is some additional street patching that needs to be addressed. This will be included as part of the 2022 budget and/or Capital Improvement processes.
- 4) Lenore Combs (Common Grounds/Maint. Area 3) Storage & Shop Area, Tennis/Shuffleboard:**
- a) We will not be updating the Storage Lot Lease Agreement form. Everyone leasing a lot should be responsible and keep their areas cleaned up and secured.
  - b) Roadbed – The contractor who worked on West Indiana Circle and W Michigan Drive did a nice job rolling the road out in the storage lot, so it is now nice and packed.
  - c) SEPO provides dog ‘poop’ bags. Please use them responsibly. Note - the little garbage cans in both dog areas are for these bags and not for other trash.
  - d) Please put ‘clean cans only’ in the Can Cottage. Thanks to Marian Young for babysitting this.
  - e) The brush pile is an area for residents to use for tree trimmings etc. Please keep other debris, i.e. cans, out of your trimming piles. Also, SEPO pays a fee for Combes and Harlingen to pick this up. So please use only the area in which your residence resides.
  - f) If anyone has wood that is good shape and you don’t know what to do with it, the Woodworkers can always use it.
  - g) Lalo has weeded recently.
  - h) The Tennis & Pickleball courts are in good shape.
  - i) Tony did a nice job of patching the loose area of netting adjacent to the mailboxes.
  - j) *Need volunteers to help with the following:*
    - i) Golf Practice tee netting.
    - ii) Shuffleboard benches.
    - iii) Doggie Park furniture in storage lot.
- 5) Mecca Henry - Treasurer - Financial Status / Reports:**
- a) General explanation of the September financials:
    - i) Income is looking fine. The big area we aren’t making any money on is interest.
    - ii) Directors -
      - (1) Jean is very close to possibly going over budget.
      - (2) Larry is okay. No big expenses appear to be needed right now.
      - (3) Lenore hasn’t spent anything this year.
      - (4) Lyn has money left but will probably be over budget before yearend.
    - iii) General Expenses – We are extremely close right now.
      - (1) Payroll – We didn’t budget for OT this year.
      - (2) We still have Federal Taxes.
      - (3) Office expenses are very close to what was budgeted.
    - iv) On the Balance Sheet – Compared to last year, we are within \$5000 on cash. We’ve spent a lot more on the credit card this year.
  - b) **MOTION:** Lenore moved to accept the September Financials. Larry seconded the motion.
  - c) **VOTE:** The motion passed unanimously by all Board members in attendance at this meeting.

**6) Beth Parrish – Secretary:**

- a) Beth survived the summer with all of the special Board meetings we had. She thanked all Board member for helping her in preparing the agendas, minutes etc.
- b) On several occasions, due to formatting etc. of the data and attachments in the agendas, it has been necessary to 'link' to the Agenda in the SEPO e-mail, rather than have it typed in the body of the e-mail. Ongoing, Beth will ensure the Google Meet information is displayed in the body of the e-mail as well as on the Agenda document.
- c) There will not be minutes produced after a Residents Meeting. However, if there are any 'speaker requests' discussed at a Residents Meeting, those comments will be incorporated into the minutes from the Board meeting held the following day. Beth we will continue to send out the link to the Google Meet videos from the Residents Meetings.

**7) Tony Tramel – President:**

- a) See the section below titled "RESIDENTS MEETINGS SPEAKER REQUESTS" for Tony's report.

**UNFINISHED BUSINESS –****1) Tony – Reminder to Community: Strongly Recommended Covid-19 statement concerning SEPO events. (*Attachment 2 in Agenda*)**

- a) Tony wanted to remind/emphasize the following to other SEPO clubs and organizations.

**This is to/for the entire SEPO Community -**

The SEPO Board STRONGLY RECOMMENDS that for all SEPO Organizations' events throughout this winter, until the Covid-19 exposure issue becomes a non-issue, the chairpersons at each of these events incorporate the following statement into their event Agendas/Notices and verbally state it at the beginning of their event.

*Everyone attending this event "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 events.*

**2) Mecca – Approval of the September 2021 Financials as presented to the Board. (*Attachment 3 in Agenda*)**

These were discussed and approved earlier in this meeting during Mecca's report.

**3) Tony – Update on utilization of Law Firm LADD & THIGPEN, P.C. concerning status of **possible changes to SEPO Rules** since providing the information to the attorney.**

- a) Tony continues to press the attorney for his input concerning changes the review Committee proposed to our governing documents. The attorney has already provided us with updates that should be made to our documents based on changes made to Texas HOA laws in September 2021.
- b) The Board is determining how best to get this in front of all SEPO residents (voters) so they are aware of items that we have already spent a considerable amount of time on. We discussed putting both the Covenants and the Bylaws, containing these potential updates, on the Web site and also making a printed 'color' copy available for viewing in the Office. It is crucial that everyone knows these are 'working' documents and that nothing has been approved at this point. By making these 'unapproved' documents available the Board is hoping voters may be able to give us feedback upfront.

**(UPDATE since the meeting)** After hearing back from the attorney we still have some questions he needs to address. We will be holding off on publishing the potential documents until these questions are resolved.

**4) Larry/Tony –**

- a) W Indiana Circle project.  
An explanation of the project and pictures can be found on the Web site here:  
<https://www.sunshinecountryclub.com/w-in-cir-constructionproject>  
AND
- 5) **Larry/Tony –**
- a) Additional SEPO Road Repairs.  
Removal and repair of defective asphalt pavement on W Michigan Ave.
- i) All planned road work (items 4a and 5a) to this point is complete. Tony will verify with the contractor that he is in sync with what we feel the charges should be. Mecca would like two separate invoices because the checks will be coming from two different accounts.
- ii) Larry and Tony will be talking with the contractor about completing crack cleaning/sealing of pavement areas.
- 6) **Mecca –** Continuation of preparing the 2022 SEPO Budget.
- a) Mecca never received budget numbers from Lyn, so she created a budget for him. She has everyone else's numbers finalized. After some discussion it was determined that not everyone agreed with where we are at in the budgeting process. The 2022 budget needs to be finalized and approved at the November 9, 2021 Board meeting. Therefore, it was decided another budgeting workshop needs to be held prior to that meeting.
- 7) **Tony - 3-5 Year Capital Improvement/ Equipment Replacement Plan**  
Progress on this as part of the budget process.
- a) Tony had prepared a document and sent it to the Board via e-mail today. At this time, it is simply a 'list' for planning things that could be done. It is intended to be a thought-provoking list for the Board.
- 8) **Tony – SEPO & Google Meet License.**
- a) Beth had previously asked if it would be possible to have one SEPO Google Meet license that all SEPO organizations/clubs could use. To the best of Tony's knowledge, the answer is yes. We would need to get a domain name for around \$200. Then it would cost around \$12/mo. Each club would need a technical person to run Google Meet for each of their meetings/events. Tony will discuss this further with Beth offline.
- 9) **Jean/Lenore – Sunshine Resident/Renter Golf Cart Identifier.**  
Update on what the 'identifier' will look like and how it will be distributed for placement on resident/renter golf carts.
- a) It was decided to use the same 'Sunshine' sticker we are using for our vehicles. The stickers can be obtained from the Office. The Board asks that everyone in Sunshine who owns a golf cart put this sticker on their cart. It should be placed on the windshield, if you have one, in the far-left bottom. If you don't have a windshield, place it on the front left-hand corner of your cart. Thank you for participating in this program to help identify Sunshine residents and renters who live in our community.
- 10) **Lyn – SEPO & Covid-19. (Attachment 4 in Agenda)**
- a) Since Lyn wasn't at the meeting the other Board members were unsure of exactly what he had wanted to discuss.
- b) Tony indicated that at the current time, there are no specific restrictions concerning Covid-19. There are, however, currently some discussions in process with the Woodshop. Some of the monitors are reluctant to continue their position if they don't know the current vaccination

status of those using the Woodshop. Once more people/monitors arrive for the winter, the issues will be reviewed to see if a solution can be developed that seems reasonable to both the Woodshop and the Board.

- c) It's possible we may soon have some announcements concerning the availability of Covid-19 Booster shots for residents in the community, similar to what Lenore had done previously with Covid-19 shots.

#### **NEW BUSINESS –**

- 1) **Mecca** – Lock on the emergency gate between Sunshine and the RV park on Texas Avenue.

- a) About a month ago, a major accident in front of the entrance into Sunshine, caused the entrance to be closed for a period of time. Mecca remembered there was a gate for vehicles between Sunshine and the RV Park. However, there is a lock on that gate and neither Sunshine nor the RV Park has the combination. Rumor is that the lock belongs to a Sunshine resident. Since Lenore has a good relationship with management of the RV Park, she will work to find a solution concerning locking this gate. Hopefully, she can report next month that this has been resolved.

**(Update since the meeting)** The lock has been removed, and a simple nut and bolt keeps the gate closed. If needed, one would only have to remove the nut to open the gate.

- 2) **Tony** – Sale of Excess or Retired SEPO Equipment or Property **(Attachment 5 in Agenda)**

Is this an acceptable process to put in the Policies & Procedures?

- a) *This item was accidentally skipped and will be re-added to the Agenda for the regular November 9, 2021 Board meeting.*

- 3) **Beth** – Activity Requests for Private Parties in Common Areas **(Attachment 6 in Agenda & Attachment 1 Below)**

Need to update the Policies & Procedures

- a) When you submit an Activity Request to the Office, the Board approves/rejects it. We have had very few 'Private Party' requests in the past. And they have primarily been for birthday parties. Three weeks ago the Board received two different requests from two different residents for Private Parties. One was to reserve Retzlaff Hall for three Saturday nights in a row. The other was to reserve the Pavilion for the same three Saturday nights in a row. These were approved by the Board, but Beth does not feel we should continue to approve those areas to be privately occupied multiple times in a row by the same person.
- b) **MOTION:** Beth moved to update the Policies & Procedures with the wording in **YELLOW** in Attachment 1 below. Lenore seconded the motion.
- c) **DISCUSSION:** There was a lengthy discussion about whether we should even allow Private Parties that exclude residents/renters from utilizing the SEPO facilities they are entitled to. It became evident we could not come to a consensus on everything during this meeting.
- d) **REVISED MOTION:** After this discussion Beth amended her motion to change the Policies & Procedures to reflect the wording in **YELLOW** in Attachment 1 below. Then the Board would continue this review to determine what other rules, regulations, constraints and/or permissions might be able supplement what we are suggesting to be changed today. Mecca seconded the amended motion.
- e) **VOTE:** The motion passed unanimously by all Board members in attendance at this meeting.
- f) Beth will lead the effort to continue on with this.

- 4) **Beth** – Golf Course supplies in Storage Lot **(Attachment 7 in Agenda and Attachment 2 Below)**

Is this something we need to put in the Policies & Procedures?

- a) This was prompted by an incident a few weeks ago. Also, we have quite a few new residents in Sunshine and this new verbiage in the Policies & Procedures would hopefully alert everyone to

the fact that these supplies are not for residents' use. Beth is proposing we add the words in Attachment 2 below.

- b) **MOTION:** Larry moved to approve putting this in the Policies & Procedures. Jean seconded it.
- c) **VOTE:** The motion passed unanimously by all Board members in attendance at this meeting.

5) **Mecca** added the following to the agenda at the beginning of this mtg -

Discussion concerning the 2022 SEPO Board Nominating Committee.

- a) The SEPO Board Nominating Committee doesn't have an easy job. Per the Covenants this Committee needs to be appointed 60 days before the election on January 15, 2022. The Nominating Committee must post its selection of Nominees at least ten (10) days prior to the January Meeting of Residents and Directors on January 3, 2022.
- b) There needs to be a Nominating Committee chairman and at least two an up to four other members. We need a variety of residents on this Committee, not all new homeowners. The Board needs to start thinking about who to ask to be on this committee and get their commitment before proceeding with any announcements. Tony asked the Board to provide him with names of potential candidates for this committee.
- c) Beth was on the Nominating Committee a few years ago and volunteered to attempt to put together some Nominating Committee guidelines.
- d) The 2021 Board members whose terms are ending are Tony Tramel, Mecca Henry and Lyn Swonger. Tony and Mecca plan to run for the Board again in 2022. Lyn has served on the Board for four consecutive years and is, therefore, not eligible to run again in 2022.

#### **RESIDENTS MEETINGS SPEAKER REQUESTS**

Tony wanted to emphasize that there are two (2) parts to the Residents meeting concerning 'speaker requests'. The first part is for those wishing to speak on the next day's Board meeting agenda items. The second part is for those wishing to speak concerning any topic. We are hopeful next month that we will have some people participate in that process. Anything brought up by residents will be information the Board will consider in the decision-making process in the next day's Board meeting.

#### **ADJOURNMENT**

Lenore moved we adjourn. Mecca seconded it. The vote was a unanimous yes by all present at the meeting. The meeting was adjourned at 2:21 PM CT.

Respectively Submitted,

**Beth Parrish**  
**SEPO Board Secretary**

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## ATTACHMENTS

1. **Attachment 1 –**  
Activity Requests for Private Parties in Common Areas

**POLICIES AND PROCEDURES OF  
SUNSHINE COUNTRY CLUB ESTATES  
APPROVED BY ITS BOARD OF DIRECTORS**

**USE OF COMMON AREA**

**6. Private Parties -**

- a. Persons holding private parties or other events shall determine if they invite persons other than owners to attend their function.
- b. Any one *household* may not reserve the 'same' Common Facilities, i.e., Retzlaff Hall or the Pavilion, for private parties, on consecutive days, consecutive weekdays, or consecutive weekends during any one month. This restriction mitigates the potential for a few persons to reserve our Common Facilities for extended periods.
- c. The Pool and Hot Tub are Common Facilities which can only be reserved for Board approved SEPO events.

2. **Attachment 2 -**  
Golf Course supplies in Storage Lot

**POLICIES AND PROCEDURES OF  
SUNSHINE COUNTRY CLUB ESTATES  
APPROVED BY ITS BOARD OF DIRECTORS**

**STORAGE AREA**

6. Some of the materials and properties stored within the SEPO Storage Lot shed area, which is located north of W Iowa, Ave are sand for our golf course bunkers, rocks, lumber used to create forms for our golf cart pathways and other stone and brick materials. These items are all SEPO property used by the Board Director in charge of the golf course to operate and maintain our Par 3 nine-hole golf course. These materials located here **are not available** for use by SEPO residents at their home. They are owned by SEPO and should not be removed.