

SEPO BOARD MEETING AGENDA

May 20, 2021

1:30 PM, Virtual Google Meet Only

Because of Covid-19, only a Virtual Meeting will occur. Persons who wish to attend this meeting can do so by Clicking the following link beginning at 1:15 PM. Board members and SEPO residents will be connecting virtually, there will not be any physical meeting in Retzlaff Hall. This is the same link used for our last meeting.

To join the video meeting, click this link:

<https://meet.google.com/mwv-xevy-cat>

Otherwise, to join by phone, dial +1 316-530-7198 and enter this PIN: 885 417 312#

To view more phone numbers, click this link: <https://tel.meet/mwv-xevy-cat?hs=5>

if needed, please use this code to gain access on your Smart Device.

[mwv-xevy-cat](#)

Please make your screen and microphone are available on your device by checking off the area shown on your screen to activate these features once connected. At the bottom of the screen, you will see a button noted as "Caption", please turn this on so you might be able to see the text of words spoken by each person during the meeting.

1) Call to Order.

Roll Call

Tony Tramel
Mecca Henry
Lyn Swonger

Jean Burgoine
Larry Keller
Lenore Combs

Beth Parrish

2) Verify the Agenda for this meeting was sent to the community via e-mail, posted on the Sunshine Web site and physically posted in both the SEPO Office and on the door to Retzlaff Hall.

3) Consideration / Adoption of any Amendments to the Posted Agenda for this meeting by Board Members.

4) Review and consideration of approving the March 22, 2021 Board Meeting (Attachment 1)

5) Reports of Officers:

- a. Lyn Swonger - Golf Course
- b. Jean Burgoine (Common Grounds/Maintenance Area 1) SEPO Buildings
- c. Larry Keller (Common Grounds/Maintenance Area 2) Streets, Drainage & Irrigation Ditches, Texas Ave

- d. Lenore Combs (Common Grounds/Maintenance Area 3) Storage & Shop Area, Tennis/Shuffleboard
- e. Mecca Henry - Treasurer - Financial Status / Reports
- f. Beth Parrish - Secretary
- g. Tony Tramel - President

6) New Business:

- a. **Board** – Determine next steps (Review/Change or Not/Approve) SEPO Covid-19 Restrictions with discussion and potential Action. **(Attachment 2)**
- b. **Mecca** – Formally: Approve and Designate a specific account and Budget line item as “Reserve Fund.”
- c. **Lenore** –
 - a. “Roadbed”
 - b. Lot 504 - Women’s Club property?
 - c. Orientation on weeds and other products
 - d. Debris and loose objects stowed under sheds = potential problem in a hurricane
 - e. Lots of debris generally spread out in Storage Lot
 - f. Hgn & Combes – issue with tree limbs etc
 - g. Practice Tee netting replacement
 - h. **Ref: By-Laws 16-01.....**
 - i. **Covenants** – SECTION 2-3 COMMON AREA
 - ii. **Policy & Procedures:** Tennis Court, Pickleball, Shuffleboard, Storage Area, Storage Area Buildings, Woodworker’s Shop
 - iii. **FORMS:** Not aware of any.
- d. **Beth** –
 - a. 4 O’clock Golf Scramble **(Attachment 3)**
 - i. Document consideration.
 - ii. Activity Name Change consideration.
- e. **Tony** – Discussion regarding Fair Housing Exemption and development of a survey instrument / formal process. Recent review of other HOA documents and need to move on selecting a HOA specialty attorney to assist in needed changes.

7) Unfinished Business.

- a. **Lenore** -
 - i. Forms, Documents and Process for the Storage Area
 - ii. Surveillance Cameras
 - iii. Can Shed
- b. **Beth** – Employee Handbook Update Clarification. **(Attachment 4)**
- c. **Tony** – Update on committee status concerning review of Policies, Bylaws, and Covenants and potential modifications, need for action plan.
- d. **Larry & Tony** – Current Status of W Indiana Circle bid process
- e. **Tony** - Discussion on the need to establish a formal means of addressing SEPO complaints and resolution of same.

- f. **Tony** - Committee to develop a 3–5-year capital improvement program.
 - i. Tony, Larry & Lyn
 - ii. Document deliverable is a 2-3 page Excel Spreadsheet listing equipment, and other capital-intensive projects, like pavement repairs, golf course improvements, rehabilitation of Retzlaff exterior, pool shower tiles replacement, hot tub rehabilitation, motors and pumps for golf course and the pool, additional lighting around office, etc., and a timeframe for such expenditures.
 - iii. Need to identify a method to fund / replace expenditures within our reserve fund.
 - iv. Document past to next Board for Consideration.

- g. **Tony** – Reinstatement of Golf Trail Fees and date of reinstatement, if approved.

- h. **Tony & Mecca** – Formal designation of Reserve Fund / Account, Budget 2022, and Capital Improvements Program Follow Up

- i. **Tony** – What is status of ACC updating their process and revising the request form? Beth put together a proposed process document for the Web site and sent to the board for review. There were questions from some. Tony indicated the ACC was working on a Revised Form. What are next steps to get this finalized - Form & Process? On April 17, the new form was still in process. It may list items you 'do not' need to have a permit.
(Attachment 5)

8) Adjournment

Attachments:

1. **March 22, 2021 Unapproved Minutes of Board Meeting**
2. **SEPO & Covid-19 Restrictions Review**
3. **4 O'Clock Golf Scramble documentation**
4. **Employee Handbook Update Clarification**
5. **Proposed ACC Request Form**

(Attachment 1)

NOTE: Items below in this color of blue were added after the 'unapproved' minutes from the March 22, 2021 Board meeting were published to the community on March 26, 2021.

SEPO Board Minutes (March 22, 2021)
To be considered for Approval at Next Board meeting on May 20, 2021

SEPO Board Meeting Minutes

Monday, March 22, 2021
1:30 PM, Virtual Google Meet Only

CALL TO ORDER President Tony Tramel called the meeting to order at 1:30 PM

ROLL CALL was taken. Tony Tramel, Mecca Henry, Beth Parrish, Lenore Combs, Jean Burgoine and Larry Keller were present. Lyn Swonger was absent, due to technical difficulties.

AGENDA

1. On March 17, 2021 @ 10:15 AM the Agenda for the meeting was sent via e-mail to the community, and posted on the Sunshine Web site, outside the SEPO office and on the poolside door into Retzlaff Hall. The meeting was recorded and can be viewed by clicking on (or copying and pasting) this link: https://drive.google.com/file/d/1R_eljGwbiWlc9SFSx8LYGYAnJlDw0Jbj/view?usp=sharing
2. President Tony Tramel asked if there were any amendments or additions to the posted Agenda.

Larry Keller asked to include a proposal from some of the residents to start a Sunshine Gardening Club. Everyone present at the meeting agreed by acclamation that it be added to the Agenda.

PREVIOUS MEETING MINUTES

President Tony Tramel asked the board if there were any items to discuss prior to approving the minutes from the March 8, 2021 Board meeting.

Beth indicated the 'unapproved' minutes published to the community previously had two proposed amendments that needed to be considered prior to approving them.

Item 1: concerned New Business - *Martin houses placed on the golf course.*
Tony would like the minutes to be revised and state the following:

Two New purple martin houses have been placed on the golf course. Under our Policy and Procedures, Property and Yard Maintenance, paragraph 4 states; "No placement of any type of enhancement on the golf course area (flag pole, bird house, tree, shrub, flower, etc.) is allow without approval of the SEPO Board. Tony requested these two martin houses be approved after the fact, to conform to Board Policy. Tony asked the Board to approve the two new bird houses (which were installed as directed by Lyn) located between number 1 and 2 greens and between number 8 and 9 fairways on the golf course. Mecca Henry motioned we approve the houses already installed. Lenore seconded the motion. It was approved unanimously by all present at the meeting.

Item 2: concerned *Lenore's Director report.*

The suggestion she had received from a resident was to give a facelift to the recycle bin for 'cans' (and not cardboard). The minutes have been revised as follows under

REPORTS OF OFFICERS, 4) Lenore Combs, c) Resident Suggestions, iv) –

[Recycle bin for cans needs a facelift.](#)

Beth moved both of these items be incorporated into the Mar 8, 2021 minutes as amendments. Lenore seconded the motion. The motion passed unanimously by those present at the meeting.

UNFINISHED BUSINESS

Covid-19 & SEPO Restrictions -

President Tony Tramel explained the primary purpose of today's meeting was to review the proposal of Lenore's Covid-19 & SEPO review committee results and vote on whether to implement them.

Lenore thanked everyone for the opportunity, everyone who worked with her on this and the community for being patient with this process. Lenore had many discussions with people both on and off the committee. This resulted in a series of policies which are relatively consistent with what we are doing today. But at the same time a hard look was taken at what possibilities might exist that would allow some modifications.

SEPO Common Areas were identified. The spreadsheet that the board had been given prior to this meeting defined for each common area –

- Area name.
- Who could utilize those areas by owner/renter, immediate family and guests.
- Identified social distancing and masks specifications for each area.

It was also noted some changes had already been implemented that were approved at the Mar 8, 2021 meeting:

Effective Immediately after the Mar 8, 2021 Board meeting:

- The following areas were reopened to Resident's family and overnight guests –
 - The Golf Course – providing:
 - Greens Fees are paid for the non-residents as specified in our Policies & Procedures.
 - The residents and family/guests play together (in isolation from other golfers)
 - Residents' family/guests may not participate in organized Golf Events, including the 4 O'Clockers.
 - Shuffleboard court (equipment is stored near the hot tub)
 - Tennis and Pickleball courts

Lenore reviewed the recommendations for each Common Area. Tony asked if there was any discussion after Lenore moved and Jean seconded the motion to accept the committee's recommendations.

Larry Keller wanted a clarification on why the pool was proposed to remain closed to family and guests, but the Library and Gazebo no longer had that restriction. He also questioned who was going to monitor social distancing. Lenore explained it was their hope that those in Sunshine would judiciously follow the restrictions and not need to be monitored. It is much easier to social distance at the Gazebo than it is in

the pool with potential splashing and the playing of water games. The committee questioned whether travelers might have been exposed. Lenore indicated Sunshine residents/renters have been for the most part very judicious with shopping, traveling etc. Every family she spoke with was sympathetic to both sides of the issue. The committee looked at the age of our residents and comorbidities and that is what tilted the scale. Lenore hoped everyone knew these decisions were made with a very heartfelt effort to make a fair judgement. Lenore indicated since the Covid-19 situation is fluid we can re-evaluate things down the road.

Larry stated that if any of us leave Sunshine and go to HEB, etc and come back here, we could have been exposed. It's the same as if someone travels from AZ to here or HEB to here. He thought the chances of being exposed outside is very limited.

Tony asked if Larry would like to amend the proposed pool recommendation. Larry made the motion to make an amendment that the pool, hot tub and pavilion be available to everyone, with social distancing required and masks optional. Beth seconded the motion. A vote was taken with these results. NO - Mecca Henry, Lenore Combs and Jean Burgoine. YES - Larry Keller and Beth Parrish. Lyn Swonger was not present at the meeting. The motion was denied three to two.

The motion to accept the original proposal was reinstated. The vote was unanimous to accept by all present at the meeting. The adopted Covid-19 & SEPO amendments will be published to the community via e-mail and placed on the Web site later today.

UPDATE: They can be found on the Web site here:

[Covid-19 & SEPO | sunshine \(sunshinecountryclub.com\)](https://www.sunshinecountryclub.com)

AGENDA – Addition:

Sunshine Gardening Club –

Larry Keller had received a proposal from Susanne Ulrich, Brenda Crothers, Terry DeBackere and Glenna Boardman to start an organized, voluntary Sunshine Gardening Club. Their Goals and Objectives to start would be to take care of established community gardens; the circle garden by the office and at the front gate. They would hold monthly meetings for SEPO residents at no charge, which would include “How To” workshops, plant exchanges and speakers from inside and outside of the community. They are asking the SEPO board to approve the formation of this club. If approved they would honor all Covid-19 restrictions.

Larry Keller made the motion to acknowledge receipt of this request and approval of same. They would also need to coordinate any meetings etc with the SEPO office to schedule them to ensure no conflicts with anything else. Lenore seconded the motion. The motion passed unanimously by those present at the meeting. Larry will inform Susanne that the board took affirmative action of their request.

OTHER ITEMS:

Capital Improvement Plan:

Tony had sent an e-mail to the board wanting to establish a 2-3 member board-only panel to develop a Capital Improvements plan. He proposed himself, Lyn Swonger and Larry Keller be on the panel. The output would be a 2-3 page document identifying various kinds of capital improvements that need to be identified and addressed over a period of time. Some items may be cost intensive, i.e. street rehab. Other major items would include irrigation and the security system Lenore has spoke about. Tony indicated that unless anyone objects, this will be the committee that works on the plan. Once completed it will be presented to the board to review. There were no objections voiced by those at the meeting.

Covenant Violations:

Tony said the board is currently looking into what we believe to be Covenants violations. We have initiated discussion and direct contact with these residents. We will probably have an Executive Board meeting relating to these issues within the next couple of weeks.

Memorial Committee:

Mel Wendel has offered to serve on the Memorial committee and is also looking for some other people to help him. He will be working with Irene Phillips on this.

ADJOURNMENT

Larry Keller made a motion to do adjourn. Beth Parrish seconded it. The motion was approved unanimously by all present at the meeting. The meeting was adjourned at 2:05 PM.

Respectively Submitted,

Beth Parrish
SEPO Board Secretary

(Attachment 2)

SEPO & Covid-19 Restrictions Review

The below is from the Sunshine Web site: <https://www.sunshinecountryclub.com/covid-19-sepo>

SEPO and Covid-19 REQUIREMENTS

Approved 04-02-2021 via e-mail vote by SEPO Board

SEPO COMMON AREA	OWNER/ RENTER	IMMEDIATE FAMILY (*)	GUESTS	SOCIAL DISTANCE (**)	MASK	CLARIFICATIONS
Billiards Room	X			X	X	Open via Keypad.
Card Room	X			X	X	Open via Keypad.
Fitness Room	X			X	X	Open via Keypad.
Gazebo	X	X	X	X	Optional	
Golf Course	X	X	X	X	Optional	* The residents/renters and family/guests play together (in isolation from other golfers). * Greens Fees are paid for the non-residents as specified in our Policies & Procedures. * Residents/renters immediate family/guests may not participate in organized Golf Events, including the 4 O'Clockers
Library/Lounge	X	X	X	X	X	Open via Keypad.
Office	X			X	X	Only 'one' person at a time is allowed in the Office.
Pavilion Area	X	X	X	X	Optional	Must be vaccinated Immediate Family & Guests.
Pool/Hot Tub	X	X	X	X	Optional	Must be vaccinated Immediate Family & Guests.
Retzlaff Hall	X	X	X	X	X	
Shuffleboard	X	X	X	X	Optional	Equipment is stored near the hot tub.
Tennis/Pickleball	X	X	X	X	Optional	

(X) Indicates Permitted Persons / Required Behavior

(*) Immediate Family is defined as mothers, fathers, sons, daughters, grandchildren, brothers, sisters and the spouse of any of the preceding persons.

() Social Distancing is Required in ALL locations.**

MASKS & SOCIAL DISTANCING:

- Wearing a Mask is a requirement as stated in the **DIAGRAM ABOVE**.
- Please maintain Social Distance **EVERYWHERE**.

WHAT IS OPEN: (other than what is shown in diagram above)

- *Woodshop* - As long as a Monitor is present.
- *Front gate* (Continues to be locked at night as normal.)
- *Access to Encore*.

SOCIAL GATHERINGS:

- Residents/Renters who have get-togethers:

- In their **Homes** are no longer limited to ten participants. Social Distance is recommended.
- In the **Common Areas** are no longer limited to ten participants, but must maintain Social Distance.

KEYPADS:

- Keypads are active:
 - Into the Sunburst Building (on Fitness Room door)
 - Into the Library/Lounge
- Upon entering and exiting any buildings that have an active Keypad, please shut the door behind you to eliminate entry by anyone not permitted in that building.
- The Keypad codes can be found on this Web site in the "[Residents Only](#)" section.

USPS OVERSIZE PACKAGE DELIVERY:

- Mail packages that are too big to fit in your mailbox are being placed in the General Purpose Room, which is located between the Pool and the Fitness Room. A slip will be placed in your mailbox by the postman to inform you of delivery.
- This room has a Keypad to allow residents/renters 24 hr access. It also has a video camera with monitoring capacity. The Keypad Code can be found in the "[Residents Only](#)" section of this Web site.

(Attachment 3)

4 O'Clock Golf Scramble documentation

In the 2021 SEPO Board's continuing effort to document SEPO Activities, Clubs & Processes, this document is being proposed for consideration and adoption by the Board. If approved, it will be distributed to those resident's who are currently overseeing this scramble. They should have it available at all times in their golf carts during scramble play in order to answer any questions that may arise from the event participants.

Sunshine Country Club Estates Four O'clock Golf Scramble

1. The Four O'clock Golf scramble is a golf event approved by the SEPO Board. Therefore, it shall adhere to all the same rules as other SEPO approved golf events.
2. Play shall commence at 4:00 pm each day and may be delayed, postponed or canceled when conflicting with special events (IE: Good Neighbor Golf Tournament), or prior established events (IE: 3:00 pm Thursday Golf Scramble).
(NOTE: During warmer months the start time often gets pushed back to avoid the worst heat of the day.)
3. The Four O'clock Golf Scramble is open to all Sunshine Country Club Estate residents and renters and their immediate family and guests.
4. This is a shotgun start best ball scramble. Teams and start hole will be determined by a random draw. The number of start holes and team size will be determined by the number of players present. At no time shall any team exceed five players.
5. No advance signup is necessary. Player's meet at 4:00 pm (or a later designated time) in the parking lot outside the SEPO office.
6. Team one will commence play on hole one and other teams will start on consecutive holes two, three, four, etc.
7. There is no cost to play. Therefore, no prize monies are paid.
8. In an effort to accommodate all golfers not participating in the 4 O'clock Scramble, individual players may tee off following the scramble team on hole one.
9. Participants shall adhere to **normal golf etiquette** by allowing players already on the course to complete their hole before proceeding. Example: The scramble consists of four teams starting on holes one through four. There is already a group on hole two preparing to tee off. Scramble Teams on hole one, three and four may proceed to tee off. But the Scramble team on hole two must wait until the group already there completes that hole and moves on.
10. The course is **not** closed for this scramble. Therefore, all players need to be courteous and respectful toward all golfers.

(Attachment 4)

Employee Handbook Update Clarification

The verbiage highlighted in **YELLOW** indicate changes proposed by various members of the SEPO Board.

SEPO

Sunshine Estates Property Owners Employee Handbook

ABSENTEEISM- / TARDINESS

When one of our employees is absent, the other employees possessing the necessary skills required, should strive to cover the workload of that employee during his/her absence.

Hours of Work

A normal work week for hourly Maintenance employees (Golf Course and Groundskeeper) is 40 hours from 7:00 am to 3:30 pm, Monday through Friday. -Each Maintenance employee is entitled to a 30-minute unpaid and uninterrupted period of time for their lunch break and two paid 15-minute breaks each workday.

Bookkeeper

During the summer performPerform new resident orientations all year.

Custodian

Must perform other duties as assigned.

Golf Course Lead

Required to exercise independent judgment. He must maintain open communication with the Bookkeeper and Board Members. The relationship between the Golf Course Lead and the Bookkeeper is critical in maintaining Sunshine Estates as a pleasant place to live for all our residents. -Must perform other duties as assigned.

Golf Course Employee

Have knowledge of operation of golf course and other common areas. Is responsible for maintaining 9--hole golf course and to know about chemical and fertilizer application. -Is responsible for all of SEPO's equipment. It must be kept clean and in good working condition.- Support other areas of responsibility (Central Facilities or Grounds) within Sunshine Estates as requested, consistent with meeting the primary requirements of this position. Must perform other duties as assigned.

Grounds Keeper

Have knowledge of the operation of the common areas. Is responsible for:

- Other duties as assigned.

(Attachment 5)
Proposed ACC Request Form

ARCHITECTURAL CONTROL COMMITTEE
BUILDING/IMPROVEMENT REQUEST and APPROVAL FORM

Committee meets Monthly, tentative dates 1st and 15th, except on Holidays and Weekends

- Refer to: DECLARATION OF COVENANTS, CONDITIONS and RESTRICTIONS: EXHIBIT "B", ARTICLE V & VI, POLICIES AND PROCEDURES: ARCHITECTURAL CONTROL, STORAGE AREA BUILDINGS
- Expiration Date: 12 months after ACC approval sign off date
- Prior to starting any EXTERIOR improvement, maintenance or structure: required forms and information is to be submitted to the Office and approved by the ACC. Allow up to 25 days for approval notification. Plan your project accordingly. You will be notified by the Office of your approval status by email or phone
- City Building Permit, See: ARTICLE V, Attach 2 copies of permit with this Approval Form for review. All City Building penalties are at owner/contractor expense. This form does not represent or replace any City Building Penalties. Check with your local Building Permit Office prior to starting your project and obtain the required permit if necessary.
- Incomplete forms or an old form will not be accepted and will delay the review/approval process.
- Emails and Texts will not be accepted in place of an original signed BUILDING/IMPROVEMENT REQUEST and APPROVAL FORM
- Site visits: may be required prior to approval and/or after approval
- Revisions to an Approved Form: resubmit a new form for review and approval of changes
- Emergency situation: contact ACC for immediate attention, example- roof leak
- Setbacks: 10' in front, 5' on sides and 5' in back. **No** structures in this area. **No** variance to setbacks.
- Any eave overhang materials over 18" in the utility easement are subject to removal at owner's expense.
- Call 811 before you Dig

Owner: _____ Date: _____
Signature Required - Owners Acknowledgement Required

Address: _____
Required

Telephone: _____ Email: _____
Required Required

Contractor Name or N/A: _____

Diagram/detailed drawing: Attach drawing to form or use reverse side of form.

- **Include:** specifications, descriptions, setbacks, type of materials. Use reference points (example: street side, corner lot, golf course, irrigation canal & drive way). Include color brochures/pictures. Material samples, if questionable, will be requested for review. Black and white copies of paint/color samples will not be accepted
- **Attach paint samples.** If paint is Enamel a dried paint sample is required due to the difference of visual appearance.

Check all that apply:

New Construction Roof Enclosure Door Deck Patio Rock Landscape Flag Pole

Structural Change Solar Panels Garage Window Sheds Gutters Concrete Stain Paint/Stain

Hurricane Shutter Car Port Pergola Siding Fence Other _____

<input type="checkbox"/>	APPROVED _____	BUILDING PERMIT# _____	DATE: _____
<input type="checkbox"/>	Color/Paint changes are approved based upon the sample(s) provided. If the finished color is discernibly different the owner is responsible for matching the color which was represented and approved, at owner's expense		
<input type="checkbox"/>	NOT APPROVED REASON: _____		
_____	_____	_____	_____
ACC Signature	ACC Signature	_____	_____
_____	_____	_____	_____
ACC Signature	ACC Signature	_____	_____