

## **SEPO Board Meeting Minutes**

**Thursday, May 20, 2021**

**1:30 PM, Virtual Google Meet Only**

**CALL TO ORDER** President Tony Tramel called the meeting to order at 1:30 PM CT. Tony then informed everyone who was on Google Meet that the meeting was being recorded.

This recording can be viewed by clicking on (or copying and pasting) this link:

[https://video.wixstatic.com/video/2851bf\\_ddea237cad0f4d68bfdbc76f543493f7/720p/mp4/file.mp4](https://video.wixstatic.com/video/2851bf_ddea237cad0f4d68bfdbc76f543493f7/720p/mp4/file.mp4)

**ROLL CALL** was taken. Tony Tramel, Mecca Henry, Beth Parrish, Lenore Combs, Jean Burgoine, Larry Keller and Lyn Swonger were present. **Note:** Lyn Swonger joined just prior to discussing 'New Business'.

### **AGENDA**

To meet the 72-hour pre-Board meeting requirement for posting the Agenda, on May 17, 2021 between 11:45 & 11:55 AM CT the Agenda was 1) sent via e-mail to the community, 2) posted on the Sunshine Web site, 3) posted outside the SEPO office and 4) posted on the poolside door into Retzlaff Hall.

President Tony Tramel asked if there were any amendments or additions to the posted Agenda. There were none.

### **PREVIOUS MEETING MINUTES**

President Tony Tramel asked the board if there were any items to discuss prior to approving the minutes from the March 22, 2021 Board meeting (*Attachment 1 in Agenda*).

Beth Parrish moved the minutes from the March 22, 2021 meeting be approved. Mecca Henry seconded the motion. The motion passed unanimously by all present.

### **REPORTS OF OFFICERS**

1) **Lyn Swonger - Golf Course**

Tony reported that Lyn had been inspecting the golf course this morning assessing if there had been any damage as a result of the recent rain.

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

- a) The hot tub heater is down due to a leak.
- b) We are getting a new motor for the AC unit in Retzlaff Hall that will cost approximately \$2000.
- c) The Pavilion area is going to be repainted to help keep people from slipping. This project has been moved up before redoing the showers because of the safety issue.
- d) There was a crack in the ceiling in the Billiards Room – Lalo has put spackling over the crack and is waiting for it to dry. Then he will paint it. Larry thought we might be having some 'settling' issues in those buildings. Tony indicated we probably want to incorporate this into the discussion of the Capital Improvements program.

3) **Larry Keller (Common Grounds/Maint. Area 2) Streets, Drainage & Irrigation Ditches, Texas Ave**

- a) We have been cleaning up Michigan Ave, particularly burying/removing some of the inappropriate pipes and other items.
- b) The front entrance has been re-landscaped.

- c) We are trying to adjust the sprinklers around Retzlaff Hall to cut down on the amount of water that is accumulating on Michigan Ave.
- d) The Siren Sensor Board at the front gate was causing the gate to hesitate and not close. This board cost \$500-\$600 to replace. Tony reported that while testing the new board with the technician, it didn't work properly either. Another new board has been ordered and Tony will test this new one with the technician – hopefully, next week.
- e) See Indiana Circle update below.

4) **Lenore Combs (Common Grounds/Maint. Area 3) Storage & Woodshop, Tennis/Pickleball & Shuffleboard**

- a) She thanked Pat Harvey and Vic Hilman for the new can shed shutters and picket fence.
- b) She is looking to put a Roadbed in the storage lot – from the gate to the tree debris area. It will be a designated area of “where to drive in and out of the storage lot”. It will protect the individual lot rental areas and keep the lines/ropes designating each lot from needing to be constantly restriped. She is going to look into a product suggested by Larry Keller and work up a spec sheet to present to the board for review and vote.
- c) She thanked the SEPO staff for weeding and all the other work they do in the Lot.
- d) She is concerned about residents not taking care of their rental lots. There is lots of debris and loose items that need to be cleaned up. Larry asked if residents signed anything when they rented a lot. Beth confirmed there is a one-page Lot Rental Agreement that the residents sign at the beginning of each year. Lenore will get a copy of this form, rework it as needed and present it to the board for review and vote.
- e) Harlingen and Combes were upset over the tree debris being dumped in the Storage Lot due to the cost of removing it. It used to be that when a vendor trimmed the palm trees, they would haul the trimmings away. Now they are put in the storage lot. Lenore investigated having them recycled, but it was too costly. She will continue to monitor this situation.
- f) John Chajec donated a practice tee net. Lenore is looking for assistance to get it put up.
- g) She is still looking into a new Surveillance system(s). The current plan is to do one area at a time – Front first, then woodshop, then antennas, cameras and other areas. Tony has some info that may assist with this effort.

5) **Mecca Henry - Treasurer - Financial Status / Reports**

- a) Mecca need to get Board approval of the Feb, Mar & Apr 2021 financial statements. Larry moved to approve them. Beth seconded the motion. All present approved.
- b) Mecca volunteered to provide background material to the directors supporting areas they may not be all that familiar with. She can gather that information at the same time she is creating the budget sheets. Tony hopes to have a special meeting on Budget preparation.

6) **Beth Parrish – Secretary**

Beth has created a OneDrive area where board-related items are being placed. Only those on the board with the link to this area can access these documents. She will be placing the results of the Rules Review Committee there and send everyone the link.

7) **Tony Tramel – President**

Tony is concentrating on resolving issues with residents who are guilty of SEPO Covenant violations. He is of the belief they have all been resolved except one that the Board is currently dealing with.

Prior to this meeting the Board was polled (via Google Form) to determine where everyone stood on

lifting SEPO Covid-19 restrictions. There were varied opinions. After investigating if the results from such a poll could constitute an official Board vote, it is now Tony's belief that it does not. The use of this type of inquiry into Board matters will be discontinued. All items requiring a Board vote will be placed on a Board agenda and discussed/voted on at a Board meeting.

### **NEW BUSINESS**

#### 1) **Board - SEPO & Covid-19 Restrictions (Attachment 2 in Agenda)**

- a) Lyn Swonger joined the meeting at this point.
- b) Everyone who wanted to voiced their opinion on lifting SEPO Covid-19 restrictions.
  - i) Beth Parrish & Larry Keller – Seeing how things have started opening up around the country they wanted to drop all restrictions.
  - ii) Lenore – People are going to get vaccinated or not. The responsibility is on each individual to take care of themselves. She wants to open everything.
  - iii) Lyn Swonger – Stated there were 11 new Covid-19 cases in Cameron Co today and a total of 128 in May. Although people need to be responsible for themselves, what about non-vaccinated people who may start coming into Sunshine?
  - iv) Jean – Wants to drop all restrictions.
- c) Larry made a motion to drop all current Covid-19 restrictions in SEPO previously initiated by SEPO boards. Lenore seconded the motion. Voice Vote was: Lyn Swonger and Mecca Henry – no, Jean Burgoine, Larry Keller, Lenore Combs and Beth Parrish – yes. The motion passed – four to two - effective immediately. Beth will compose an e-mail for Tony's review that will be sent to the community documenting this decision.

#### 2) **Mecca Henry – Reserve Fund**

Tony indicated we need to have an account designated for the Reserve Fund. Mecca stated the Frost Money Market has \$104,000 in it that would accessible as soon as/if needed. Mecca Henry motioned that we designate the Frost MM as our Reserve Fund. Lenore seconded it. The vote was a unanimous yes by acclamation.

#### 3) **Lenore Combs – Storage Lot**

- a) Most of the items in the agenda has already been discussed in Lenore's status report above.
- b) Storage Lot 504 - Women's Club property: This lot contains two sheds. Lenore needs to get with Marian Young (Women's Club) and Lassey Dahlstrom (who is familiar with many items in the sheds on this lot) to discuss next steps for repairing these sheds to avoid damage and/or theft of items stored inside them.
- c) Can Shed (added during meeting): **This is not a 'garbage' can shed.** Residents need to be more diligent about cleaning out their cans (remove food etc) before putting them in this shed.

#### 4) **Beth – 4 O'clock Golf Scramble (Attachment 3 in Agenda)**

- a) The board had previously questioned whether this was a SEPO-sanctioned golf event. Tony found a document describing it – what, who, when etc - but wasn't sure if it had been previously approved by a Board or if anyone, other than those who gave it to him, had ever seen it. Beth updated it and requested the Board approve it. Due to the start time of this event varying depending on how long it stays light and how hot it is, the following occurred.
  - i) Jean moved we change the name to the "O'Clockers Golf Group". Beth seconded it. It was approved unanimously by acclamation.
  - ii) Jean then moved to approve the document, with the name change. Larry seconded it. It was approved unanimously by acclamation.
  - iii) Beth will update the document accordingly and get it distributed to 1) those residents who run/guide this event, 2) the SEPO Office 3) to the community and 4) on the Web site.

**(See Attachment 1 - Updated document)**

- 5) **Tony –Fair Housing Exemption and selection of an HOA knowledgeable attorney.**
- a) The Rules Review Committee uncovered items related to Fair Housing Act that we currently aren't conforming to. It appears we need a documented survey method occurring "every two years" or process for gathering certain information. Tony would like to move forward with developing something and getting the rest of the board more involved.
  - b) We need to find a new attorney in the next month or two as our current one is retiring. He/She needs to at least be knowledgeable (even if not an expert) of HOA laws.
  - c) How do people know this is a 55+ community? Tony and Larry are proposing we place the following text/numbers at the front entrance, so it reads "A Senior Community (55+)".
  - d) Tony and Valerie have come up with a procedure for new residents that are selling or reselling property in order to issue them a resale certificate (which is what occurs and is required by TX RE Law) to document and agree to our Covenants, By-Laws and Policy and Procedures, before they purchase a home in Sunshine Estates.

### **UNFINISHED BUSINESS**

- 1) **Lenore – All items had already been discussed.**
- 2) **Beth – Employee Handbook Update Clarification (Attachment 4 in Agenda)**
- a) Only the proposed updates were included in the Agenda. Lenore made a motion to approve the changes. Jean seconded it.
  - b) Open discussion – Lyn had a problem with two 15-minute breaks, which was an item that had been approved previously during a meeting on March 8, which he had not been able to attend. He said for the past three years, the Golf Course employees had taken a break from 10-10:30 for breakfast and then from 12:30 to 1 for lunch. The discussion ended with Lenore rescinding her motion until this was resolved.
  - c) The next step is to ensure, if we leave the current handbook as it is (stating two 15-minute breaks) but continue to let the Golf Course employees take them in a 30-minute bundle, as they currently do, that we are in compliance with Federal and State work requirements. Tony suggested 2-3 board members pursue this; put a draft together and send it to the entire board. All handbook updates will then be on the next Board meeting agenda for a vote.
- 3) **Tony – Committee review of Policies, Bylaws, and Covenants**  
The Board will have a special meeting on June 24 (if that day works for everyone) to review the committee's recommendations and develop an action plan on how/when changes, if there are any, 'can' be implemented.
- 4) **Larry & Tony – Current Status of W Indiana Circle bid process**
- a) We have reached out to several general contractors. One attended a meeting to discuss our proposal. His estimate was much too costly. We then revised what we would like to have done and are still waiting on a new cost estimate.
  - b) Larry has since found another general contractor that we hope can work with us.
  - c) When we find someone to do this work, we will report to the board with the details and ask for approval. If not approved, it's back to the drawing board.
  - d) At some point during this process the proposal for work to be performed will be presented to those residents who live on W Indiana Circle for review/input.
- 5) **Tony - SEPO complaints and resolution of same**  
Each Thursday, Tony reviews any Suggestion/Complaint forms submitted in the box in the Office and has addressed most of them himself. He agrees with Beth that a formal process for submitting

Suggestion/Complaint forms needs to be developed and the community informed of said process.

- 6) **Tony - Committee to develop a 3–5-year capital improvement program.**  
Tony hopes to put together a draft to use to start taking action on this item.
- 7) **Tony – Reinstatement of Golf Trail Fees and date of reinstatement, if approved.**  
There has been some discussion about whether we should re-instate these fees and the corresponding language that would go with them. Jean and Lyn questioned what the fees would be used for. Tony indicated they would be used for trail maintenance and other amenities that would be directly associated with the golf course itself, i.e., landscaping, water pumps, fountains, major irrigation changes. Tony will prepare a report for Board review/vote at the next meeting.
- 8) **Tony & Mecca – Reserve Fund: Was previously discussed.**
- 9) **Tony – What is status of ACC updating their process and revising the request form?**  
Tony attended the last ACC mtg as a Board rep. They are in discussions about creating a new submission form that would include why a permit was denied. They are also looking into what the Board can legally do if a resident who has been denied a request continues with the work in spite of it being denied by the ACC.

#### **ADJOURNMENT**

Beth Parrish made a motion to adjourn. Mecca Henry seconded it. The meeting was adjourned at 2:45 PM CT.

Respectively Submitted,

Beth Parrish  
SEPO Board Secretary

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#### **Attachments:**

1. **O’Clockers Golf documentation**

**(Attachment 1)**

**Approved by SEPO Board on 05-20-2021**

**Sunshine Country Club Estates  
O'Clockers Golf Group**

1. O'Clockers Golf 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 (i.e., Good Neighbor Golf Tournament or prior established events, i.e., the 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. O'Clockers Golf 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 O'Clockers Golf, 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. O'Clockers Golf 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.