

## **“MINUTES” - SEPO ANNUAL MEETING**

**Tuesday, February 21, 2023 @ 1 PM & 3 PM**

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- 1) **Call to Order** – Meeting was called to order at 1:00 PM.
- 2) The meeting was recorded via **Google Meet video** and is available to view here:  
[https://video.wixstatic.com/video/2851bf\\_5fc1bd4b30f647d196c8bdf433b8cd55/720p/mp4/file.mp4](https://video.wixstatic.com/video/2851bf_5fc1bd4b30f647d196c8bdf433b8cd55/720p/mp4/file.mp4)
- 3) **ROLL CALL** – Share Nelson, Beth Parrish, Jean Burgoine, Mark Owen, Lenore Combs and Randy Davis were all present in Retzlaff Hall. Larry Keller was unable to attend this meeting.
- 4) Board Secretary (Beth Parrish) reported the **Annual Meeting Notice and the Election Materials** were made available to the community in the required timeframe of ‘not less than 10 days nor more than 60 days’ prior to the meeting. We are in compliance.
- 5) **Board Members Consideration / Adoption of any Amendments to the posted Agenda.**  
None since this meeting has special purposes as stated below.
- 6) **Election Committee Chairperson Announcements** –  
Share asked Election Committee Chairperson Marlene Hall if a quorum had been reached. Marlene reported that we did have a quorum totaling 214, which is greater than a majority of 306 eligible votes.
- 7) **Board President Announcements (if a quorum has been reached)** –
  - a. Share declared a Quorum had been reached and that balloting was complete.
  - b. The meeting will reconvene at 3 PM.
  - c. The meeting was recessed so the Election Committee could count Ballots.
  - d. The Google Meet recording was stopped and the Google Meet session was ended.
- 8) **Call to Order** – Meeting was called to order at 3:10 PM.
- 9) The meeting was recorded via **Google Meet video** and is available to view here:  
[https://video.wixstatic.com/video/2851bf\\_ab60657e85f747198ff129e02b1a29af/720p/mp4/file.mp4](https://video.wixstatic.com/video/2851bf_ab60657e85f747198ff129e02b1a29af/720p/mp4/file.mp4)
- 10) **ROLL CALL** – Share Nelson, Beth Parrish, Jean Burgoine, Mark Owen, Lenore Combs and Randy Davis were all present in Retzlaff Hall. Larry Keller was unable to attend this meeting.
- 11) **Pledge of Allegiance** – Was led by Lenore Combs.
- 12) **Memorials** – To those who have passed since the last Annual meeting.  
Lenore Combs read the names of all residents (present and former) who have passed since the 2022 Annual meeting. Those names are available on the Sunshine Web site  
(<https://www.sunshinecountryclub.com/in-memoriam-2021-2025>).
- 13) **Election Committee Chairperson (Marlene Hall)** –  
Share turned the meeting over to Marlene to announce the election results.  
(All of the ballot items are available on the Sunshine Web site:  
<https://www.sunshinecountryclub.com/election-2023-ballots>.)
  - a. To pass, the **Bylaws** require a ‘majority (50%) of a quorum eligible to vote’. The quorum was 214.

- i. There was only one Bylaws ballot and it passed

*ARTICLE VII: CONTRACTS-CHECKS-DEPOSITS & FUNDS – CONTRACTS*

- b. To pass, the **Covenants** require not less than sixty-six percent (66%) of the lots owned by OWNERS, with each OWNER entitled to one (1) vote for each lot owned. There are 306 lots. Therefore, 202 ‘approve’ votes were required to pass.  
*NOTE:* If a ballot contained neither an ‘approve’ nor ‘disapprove’ vote or a ballot was not submitted, that is counted as a ‘DISAPPROVE’ vote. None of the six Covenants ballots passed.

Marlene said residents were telling her they didn’t have the opportunity to ask questions about the ballots. However, there were multiple opportunities for residents to get their questions addressed. There was a special Informational meeting on Jan 3 for the sole purpose of addressing ballot questions. Board members were present at the “Meet & Greet, held on Jan 12, to answer questions. The Board continually stressed that residents could contact them directly with questions.

- c. The Board Candidate election results were:
  - i. Tom Perrier – 206
  - ii. Frank Tewell – 185
  - iii. Jim Kennedy – 155
  - iv. Linda Davis – 148
  - v. Lyn Swonger – 113
- d. The Election Committee utilized the Process Guidebook approved by the Board in late 2022. They do have some suggestions to this guide they would like to discuss with the Board.
- e. Marlene introduced her Election Committee, Linda Dabney, Connie Robertson, Nancy Sterling, Donna Meyer, Susanne Ulrich and Jerry Ulrich, and thanked them for their hard work.

**14) Elected 2023 Board members** – Share invited the newly elected Board members to join the Board upfront.

**15) Review and consideration of approving the meeting minutes, as presented to the Board, from the:**

February 7, 2022 Board meeting (Regular) –

[https://2851bf60-6e92-4440-b098-](https://2851bf60-6e92-4440-b098-0166b6640e11.usrfiles.com/uqd/2851bf_1a12862c62f845a1a5504c6722d85fd7.pdf)

[0166b6640e11.usrfiles.com/uqd/2851bf\\_1a12862c62f845a1a5504c6722d85fd7.pdf](https://2851bf60-6e92-4440-b098-0166b6640e11.usrfiles.com/uqd/2851bf_1a12862c62f845a1a5504c6722d85fd7.pdf)

Marked moved and Lenore seconded these minutes be approved. The motion passed unanimously.

**16) Reading of Minutes of last Annual Meeting (2022) –**

a. **1 PM:** [https://2851bf60-6e92-4440-b098-](https://2851bf60-6e92-4440-b098-0166b6640e11.usrfiles.com/uqd/2851bf_7d439ebab3854f328f3bf9a95456f63b.pdf)

[0166b6640e11.usrfiles.com/uqd/2851bf\\_7d439ebab3854f328f3bf9a95456f63b.pdf](https://2851bf60-6e92-4440-b098-0166b6640e11.usrfiles.com/uqd/2851bf_7d439ebab3854f328f3bf9a95456f63b.pdf)

b. **3 PM:** [https://2851bf60-6e92-4440-b098-](https://2851bf60-6e92-4440-b098-0166b6640e11.usrfiles.com/uqd/2851bf_c9f22dbf1f3e43d0987d09343a4df7a9.pdf)

[0166b6640e11.usrfiles.com/uqd/2851bf\\_c9f22dbf1f3e43d0987d09343a4df7a9.pdf](https://2851bf60-6e92-4440-b098-0166b6640e11.usrfiles.com/uqd/2851bf_c9f22dbf1f3e43d0987d09343a4df7a9.pdf)

These minutes have been posted in the Office since the 2022 Annual Meeting. They had been approved at the March 8, 2022 Board meeting. Beth moved and Lenore seconded the reading of these minutes be waived. The motion passed unanimously.

**17) TX Law** – Explain changes to SEPO Rules

Both the Bylaws and Covenants will be refiled with Cameron County since they both contain TX Law changes that will automatically be inserted – no vote required. See **Attachment 1** for specific TX Law updates.

**18) Ballots** – How the ‘approved’ ballots affect the SEPO Community.

The change to the Bylaws that passed allows taking a one-time annual amount, not to exceed \$40,000 (*from \$20,000*), from the general fund to put toward a contract for a non-budgeted item. Needless to say, \$20,000 doesn’t buy that much anymore.

Also please review some of the Policies & Procedures updates (**Attachment 2**) that have been made during this past year.

**19) DIRECTORS/OFFICERS REPORTS** –

- a. **Randy Davis** – *Golf Course* (**Attachment 3**)
- b. **Jean Burgoine** – *(Common Grounds/Maint. Area 1) SEPO Buildings* (**Attachment 4**)
- c. **Larry Keller** – *(Common Grounds/Maint. Area 2) Streets, Drainage & Irrigation Ditches, Texas Ave* (**Attachment 5**)
- d. **Lenore Combs** – *(Common Grounds/Maint. Area 3) Storage & Shop Area, Tennis/Shuffleboard* (**Attachment 6**)
- e. **Mark Owen** – *Treasurer - Financial Status / Reports* (**Attachment 7**)
- f. **Beth Parrish** – *Secretary & Governing Documents* (**Attachment 8**)
- g. **Share Nelson** – *President* (**Attachment 9**)

**20) OTHER REPORTS AND INFORMATION** –

The following SEPO Clubs and Groups provided reports to the Community.

*(Details of their reports are not documented in these minutes but are available on the Google Meet Video (see link above) at about 1 hour into the meeting.)*

- a. Architectural Control Committee (ACC) – Yearend report.
- b. Good Neighbor Day Golf Tournament (GNDGT) – Updates/Announcements.
- c. Neighborhood Watch
- d. Women's Club
- e. Memorial Committee
- f. Fishing Association
- g. Birding & Nature Club
- h. Garden Club
- i. Woodshop
- j. Garden Club
- k. Rock Painting Club

**21) Swearing-in ceremony of elected 2023 Board members.**

All 2023 elected Board members were officially sworn in by the SEPO President and they signed the ‘Oath of Office’ document.

**22) ADJOURNMENT** –

Jean moved and Randy seconded to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 4:55 PM. The Google Meet recording and video session were stopped.

Respectfully submitted,

**Beth Parrish**  
**2022 SEPO Board Secretary**

## ATTACHMENTS

### ***Attachment 1: TX Law updates to the Covenants -***

The Board would like to point out the following TX Law updates to the SEPO Covenants:

- a. **ARTICLE II: DEFINITIONS – SECTION 2.4 VOTING** shall be on the basis of one vote per lot owned by an OWNER and all voting shall be by paper and/or electronic secret ballot.
- b. **SECTION 2.7 PROPERTY OWNERS ASSOCIATION** shall mean a non-profit corporation to be filed with the Texas Secretary of State and/or an unincorporated entity as authorized by the Texas Property Code formed by the OWNERS upon the adoption of this Amendment for the following purposes: ...
- c. **ARTICLE III: PROPERTY RIGHTS (SECTION 3.1 OWNERS' EASEMENT OF ENJOYMENT)**
  - (b) The right of the ASSOCIATION to suspend the right of use of the recreational facilities by any OWNER for any period during which any assessment against his lot remains unpaid, and for infraction of its published rules and regulations by written notice to the OWNER by certified mail.

Items not mentioned during the meeting but also of importance are in these sections:

- d. **ARTICLE V: ARCHITECTURAL CONTROL COMMITTEE -**
- e. **ARTICLE VI: USE RESTRICTIONS (SECTION 6.8 SIGNS) -**

### ***Attachment 2: 2022 Policies & Procedures Updates –***

- 1) **RESALE CERTIFICATES** To comply with Texas Property Code, Sec. 207, because we are a Subdivision subject to mandatory membership in a Property Owners' Association, we require that any owner selling his residence must provide a resale certificate to the buyer prior to closing.

Explanation: This a benefit to both the seller and the buyer. Before the seller puts property up for sale, it can be looked at by the Architectural Control Committee to determine if there are any infractions against that property. This alerts the buyer of things that may need to be addressed in the future. It also gives the buyer our financial condition.

- 2) **ON-STREET PARKING**
  1. There is to be no overnight (from midnight to 6 AM) parking of vehicles on the streets. When parking a vehicle overnight alongside a street, it must be parked in a way that the tires are not resting on the asphalt/blacktop of the street. However, the tires may rest upon the gutter along the street. ....
  2. ...
  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 10th 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.
- 3) **STORAGE AREA**
  2. Deposit all brush, clippings, weeds, etc. on the northeast side of the storage area in either the spot marked City of Harlingen or City of Combes, depending on where you live. These cities will pick up this

debris periodically. They will not pick up any other items such as appliances and pieces of building material.

### **Attachment 3: Randy Davis Director Report for 2022**

*Golf Course -*

- We purchased a greens mower.
- We added grass to the course. We were able to accomplish this with the use of two 275-gallon water tanks. This allowed us to saturate the soil.
- We made the sand trap on # 6 smaller by adding more grass. More sand traps will be worked on during the coming summer.
- We have painted (repainted) almost everything that can be painted. We cleaned up the control area for the 2 pond fountains.
- We have planted 5 new trees to date. We had to remove 3 trees.
- Signs were added to direct golfers more easily. Some cart path areas were widened, and a curb added.
- Several sprinklers were replaced and/or relocated.

### **Attachment 4: Jean Burgoine Director Report for 2022**

*(Common Grounds/Maint. Area 1) SEPO Buildings -*

These are in no particular order.

- Smoke Alarms: Installed in Retzlaff Hall and Library/Office.
- Roof- temporary fix: As long as there is no significant rain, we have no problem. Repairs were done inhouse by Lalo. Contractor wanted over \$8000 to do the job.
- Water heater in Sunburst building went out and was replaced.
- 2 Major A/C repairs: One in library the other in Retzlaff Hall. I have tried to make residents aware that there are two thermostats in both buildings to adjust.
- Tables for Rent: About 15 of the old tables had the tops refinished and are for rent for \$2 for garage sales. Our workers will deliver and pick them up. Make arrangements with Valerie.
- Pool Showers: Sink by pools replaced. Both look much better.
- All the water filters on the drinking fountains were replaced. One installed under library sink. A paper towel dispenser was installed in the Pavilion.
- Using the General Purpose Room by the pavilion as a package delivery room, seems to be working out well. We get package deliveries on Sundays with no notification being given to the owner.
- Pavilion Floor: A non-slip coating was applied. The floor can be very slippery for people with wet feet. This is a situation that must be monitored closely in the future.
- Phones in Sunburst Removed: Emergency phone in Pavilion moved, now next to AED in Red Box.

### **Attachment 5: Larry Keller Director Report for 2022**

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

Good afternoon, my name is Larry Keller. I am responsible for common area 2 which includes Texas Avenue as well as streets and drainage system for SEPO.

Lalo is my primary SEPO employee. He is dedicated, hardworking and always seeks out additional responsibilities. Throughout the past year he has cleaned the block wall along Texas Ave, painted many of the benches and gazebo, and painted the light pole and street markings. We have had additional lighting, sprinklers systems and have installed new security cameras at the front gate. New security cameras were also installed in the SEPO maintenance area and workout room.

The Birding Club has donated several new benches and chairs and have added concrete base pads. We would like to thank Tom Stone and the Birding Club. Additionally, Susanne Ulrich and The Garden Club have donated extensive hours maintaining the landscaping along Texas Avenue and the Office area. The new Beautiful Butterfly Garden on Texas Avenue is one of their most recent projects. Thank you, Susanne, and The Garden Club.

The SEPO primary drainage system was recently excavated and expanded from Texas Ave to the SEPO Storage area. This was done in cooperation with Allan Moore of the Harlingen Water District. This is the first time this drainage area has been excavated in many years and should improve the water drainage in our community.

Finally, we have had the streets evaluated by a professional paving contractor. Their recommendations were that the streets need no additional paving at this time and with aggressive sealing and coating we can extend the useful life of our streets.

In closing, I would like to say that I have enjoyed my time as a SEPO Board Member and would like to thank my fellow Board members for their hard work and dedication and for volunteering their time.

### ***Attachment 6: Lenore Combs Director Report for 2022***

*(Common Grounds/Maint. Area 3) Storage & Shop Area, Tennis/Shuffleboard) -*

**First of all** Thanks to all who made my job very pleasant – residents and staff. It is clean, safe and kept up. Thanks again.

FYI: **STORAGE AREA:** More information about the Storage Area as a gated area is available under separate cover.

**The “form” for the Storage Lot Lease** is available from the SEPO Office. It is subject to conditions set forth by the ACC.

**There is a “protocol for a resident wanting to “share” a Storage Lot space: See additional form.**

#### **Storage Lot:**

##### **Road Bed**

Current: This project has been under study for 2 plus years. Several Board members have given their 2 CENTs and several vendors have been unofficially asked for their opinion and perhaps the next Board can focus on a solution.

Traffic and water - . The Storage Lot has lots of traffic in this one particular area. Its terrain (base & sub base) is such that when moisture is trapped or cannot adequately drain away from the sub-base flooding conditions occur.

Status: currently filled in with rocks as needed. Thanks for reporting issues with them.

**Numbers** Residents who have a shed in the Storage Lot have been requested to place a “Lot number” on it.

Status: Many have complied –a big THANKS and is a big help.

**504** - Women’s Club sheds were both in need of repair.

Status: now painted and repaired thanks to Lalo and Joe (Vicky’s spouse and his team).

**The Golf Practice Tee:** was in poor condition.

Status: new netting is up thanks to Rocky & friends. Residents do also appreciate it.

**“Painting area”** – (new item this year.)

The “painting area” behind the Woodworkers building was recently re-designed to accommodate the Rock Club members in completing their projects and is a great asset.

Status: novel idea and much appreciated.

Thanks to the Woodworkers..... for the accommodating this painting area behind the building for the Rock Club.

**Can Cottage: (rebuilt 2021 by Pat Harvey, Vic Hillman and Heidi Dill)**

For resident use but please - clean cans only. Thanks to Pat, Vic and Heidi. Thanks to Marian Young and Larry Lentz who “babysit” this operation.

Thanks to you for keeping it up.

**The “Brush” pile** – this is an area for our residents to use for tree trimmings and etc. We pay a fee for this service. Please try to put Combes stuff on one side and the Harlingen stuff on the other if possible. Also, please try to keep other debris out of it such of it such as soda cans and other junk etc. It will NOT be hauled off.

There are 2 different pick up dates representing each City. Please put your stuff in the correct area. You can research questions and guidelines via their web sites.

It has been looking very good - thanks

**SAND** - this little pile of sand is for you to fill your sandbags (for flooding)

And it is free – you supply the bags. Thanks for keeping it intact.

**Stone pile (was once over by Doggie area – now located by Golf Sand next to the fence in the corner.**

Recently, it was moved closer to the opposite corner. Please do not take the pricey Golf Course sand.

The “Rock Garden” - Residents shoveling rocks for their project are most grateful for this area. Please keep this area contained. Job well done. Thanks

**Perpetual concerns:**

Upon my frequent trips about my area in the Storage Lot:

Request - Please tidy your area (debris, old stuff, loose stuff etc.)

Many of you get a *Gold Star*. Thanks.

Stuff on another’s lot – no concerns. Thanks.



Some Sheds still tell me they are jealous of some of their neighbors “new look” and are begging for TLC and a face-lift. I’m sure this will be done before my predecessor comes on duty. (A little paint, some roof repair and removal of mold & mildew are some requests.)

\* **Cameras** – SEPO project

\* **IR Sensaphone** system – SEPO project - managed by a Neighborhood Watch volunteer. Service was recently interrupted but thanks to a few volunteers, it is up and running.

### **Woodworker’s Shop**

Essentially maintained by Woodworkers Committee. They get 100% for looks and safety.

**Tennis Court, Pickleball, Shuffleboard** - courts are SEPO property but Lalo and Lupe due a lion’s share of upkeep. Equipment is complete and intact. Players also keep me informed if any issues arise. 100% for group effort.

The entire Tennis Court was found to have some of the exterior flooring after the heavy rains recently. We will have it repaired in the summer.

Tony hung wind proof netting on the fencing backed up to the Mailbox Area a while ago.

Personal sports equipment is purchased by the sportsman.

This is your Storage area and I appreciate everyone’s effort to *police the area* and keeping up with clutter and cleanliness. Thank you. You all get 100%.

## **Attachment 7: Mark Owen Treasurer Report for 2022**

*Treasurer - Financial Status / Reports -*

### **SEPO, Inc., Treasurer’s Report For the Year Ended December31, 2022**

#### BALANCE SHEET

SEPO’s cash balances increased during the last year by \$47,207 primarily due to the income of \$11,936, depreciation expense of \$32,000 (which is a non-cash item), and an increase in accounts payable of \$2,152 (which means we did not use that cash to pay our bills).

All of the remaining balance sheet items are virtually unchanged from those reflected in the balance sheet of the prior year.

For those of you who worry that we might lose our non-profit status because we had a \$11,936 profit, last year’s loss of \$(75,237) can be carried forward for 5 years to offset income on our tax return.

#### INCOME STATEMENT

##### Revenue

Maintenance fees are under budget by \$6,441 primarily due to the relatively high sales rate of homes in the community. The refund of fees to the old owner and the payment of fees by the new owner do not always fall in the same year. I am still researching this problem with Valerie to prevent it from reoccurring in the future.



Of the remaining revenue items, all are on budget except resale certificates which were \$2,500 over budget (10 more sales than budgeted) and interest income which was \$1,847 over budget (interest rates up).

### Expenses

Area #1 (Burgoine) – Expenses are over budget by \$2,557 primarily due to pool & hot tub maintenance and Retzlaff Hall roof repair over the kitchen.

Area #2 (Keller) - Expenses are over budget by \$935.

Area #3 (Combs) – Expenses are under budget by \$7,061.

Golf Course (Davis) – Although there are a lot of variances between the actual and budgeted expenses, they net out to an overall favorable variance of \$809. One item, the purchase of a newer greens mower in the amount of \$17,299, will be reclassified as a capital addition by the tax accountant and depreciated over its useful life.

General Operations (Owen) – These expenses, as a whole, were less than budget by \$6,717. However, there were some significant variances in specific line items as follows:

Payroll expense was \$3,365 less than budget because the budget reflects 40 hours of work per week and some employees do not work that many hours.

Electric expense was \$(2,511) more than budget because a downward trend in usage did not continue in 2022 as was budgeted.

Gas expense was \$(5,428) more than budget due to unanticipated price increases.

Insurance expense was less than budget by \$6,669 due to my budgeting error.

Legal & Professional expense was \$4,310 less than budget because, I believe, the lawyer was used less than anticipated.

All these variances have been corrected in the 2023 Budget.

### **COMMON AREA LOT EQUITY**

Each lot owner owns a piece of the common area. The value of that piece of the common area at 12-31-22 is \$5,268 per lot.

### **Attachment 8: Beth Parrish Officer Report for 2022**

*Secretary & Governing Documents -*

1. **Web site and Emails:** After most of what I have done this year, follow-up normally involved ensuring SEPO emails were sent to the community and the Web site was updated. Even if I wasn't the SEPO Communications Mgr this would have needed to be done as part of my Board Secretary responsibilities.
2. **“Board Only” Document Depository:** I continually keep the 'private' document depository updated with 'Board Only' items. **NOTE:** *Now the question is - Where will the files the next Board is going to need, be moved to and who is going to maintain/update this ongoing? I guess we'll find out in the next Board meeting.*
3. **SEPO Board and Residents Meetings:**

- a. When the 2022 Board was elected, in order to continue 'video' taping these meetings, I worked with the SEPO Office to obtain a Google Meet license and the credentials to record Google Meet videos.
  - b. I purchased a SEPO laptop for ongoing, rather than always using my personal laptop for meetings.
  - c. I logged into Google Meet, monitored the session and turned everything on and off before and after all meetings – whether the meeting was Hybrid or Virtual only.
- 4. Agendas & Notices:**
- a. I worked w/Share to develop and obtain consensus from the Board of all meeting agendas prior to sending them to the community.
  - b. I ensured all Notices Of/Agendas For Board meetings and Notices for Executive Sessions were posted in the SEPO Office, on the poolside door to Retzlaff Hall, by the Mailboxes, sent via email and posted on the Sunshine Web site by the TX Law deadlines of 72 hours for Special Board meetings and Executive Sessions and 144 hours for Regular Board meetings.
  - c. I created and provided the Executive Session Agendas to the Board only.
- 5. Minutes & Summaries: To Community and Board** - I updated the Web site and sent Community emails as soon as possible after all meetings containing the Google Meet video links, minutes of all Board meetings and summaries of Executive Sessions. I provided Executive Session summaries (with details) to the Board only.
- 6. Approvals:** I ensured all Board, both Special & Regular, meeting minutes were approved at the next Board meeting, and all Executive Session summaries were acknowledged at the next Executive Session.
- 7. Nominating Committee Process Guide:** After last year's election the Nominating Committee had suggested some changes to this guide. I updated the guide, obtained Board approval and it was used this year. It is currently on the Web site.
- 8. Election Committee Process Guide:** Knowing we would have a new Election Committee chairperson this year, I started putting together an Election Committee Process Guide this past summer. With the previous chairperson's input and after discussions with many people – Board members and other residents – this new guide was finalized, approved by the Board and used this year. I've been told by the committee chairperson there are a few suggested enhancements to this guide which will need to be addressed after today.
- 9. Governing Rules Review / Updates:** I spent **many, many hours** (*just ask my husband*) over the past months, preparing for this year's election, working on proposed amendments to the SEPO Covenants and Bylaws.
- 10. SEPO 2023 Election Preparation:** I worked closely with the Election Committee chairperson to ensure residents addresses were accurate. I prepared the Board approved ballots and the Candidate ballot. It was a good thing Marlene lives across the street from me since she and I have had many questions and conversations throughout this entire process.
- 11. Policies & Procedures Updates:** I was involved in multiple updates to the Policies & Procedures. After approval and insertion of these changes I ensured the Web site was updated (per TX Law) and the community was notified via email what the updates were and when they were effective.
- 12. SEPO Activity/Meeting Requests:**
- a. I, as Board Secretary, was consulted when the office received requests which required Board review.
  - b. I also initiated revised the Activity Request form and process to include additional information for the SEPO Office to process both initial and updated requests.
- 13. Determine/Review/Approve Dates for 2022-2023 Activities:**
- a. I worked with leadership of the various SEPO clubs/organizations and the SEPO Office to prepare a calendar of 2022-2023 events/meetings for approval at the Mar 8, 2022 Board meeting. This may sound easy – but trust me when I say – **IT IS NOT**. There is a super amount of coordination and 'give and take' among the various clubs etc. during this process.
  - b. Since this also closely involves the Sunshine Web site, I hope to be involved in this process again this year. The activity requests are due to the Board by Mar 1 – a few short days from now.

**14. Employee Handbook:** I initiated an employee handbook update to coincide with the actual process being followed. After the Board approved the update I worked with the SEPO Office to ensure all employees received the new handbook.

**15. SEPO Suggestion/Complaint/Idea Form and Process:**

I initiated an update to coincide with the actual process being followed. And I want to thank residents for utilizing this process to obtain Board attention.

**16. SEPO Rules Violations:**

Throughout this year I have assisted the Board with working on and resolving several resident violations to our SEPO Rules. **And that's all I can say about that.**

**In Conclusion:**

I want to thank everyone – the other Board members and residents as well – who assisted me in accomplishing the items I've just spoken about. As I had stated in my report last year, I assumed my learning wouldn't end in Feb 2022. And it sure didn't. I want to give a personal thanks to Share Nelson, who stepped up last year when we found ourselves without a Board President. Her vast knowledge and her experience from being a Board member 'several' times in the past has immensely increased my knowledge of Parliamentary procedure and of how to best and accurately serve this great community as a Board member. I will proudly tell anyone ongoing that I am very grateful for having been given the opportunity to serve on this SEPO Board.

Thank you all for your patience and understanding with me throughout my past two years of service.

### ***Attachment 9: Share Nelson Officer Report for 2022***

*President -*

Congratulations to the newly elected members of the Board.

Now we say goodbye and a big thank you to those retiring from the Board.

Lenore is in charge of the Storage Area, Shop area, Tennis/Shuffleboard Courts. The Storage Area looks great. Many of the storage buildings have had a facelift and you are quick to remind people when they have stuff lying around that could become a projectile. I know the road has become the subject of a lot of frustration, but I understand that there may be a solution by someone who is ready to share that with us now. Good job and thank you for volunteering two years of your time for the good of the community.

Larry, the Streets, Drainage and Irrigation Ditches, and Texas Avenue are all your areas of responsibility. That includes the pain-in-the-neck front gate. You have kept Lalo busy repairing and replacing things and that area alongside Texas Avenue is beautiful with the help of a lot of people, especially the Garden Club and others. Thank you for volunteering two years of your time for the good of the community.

Jean, you have been busy with the central area and keeping up with all the leaks in Retzlaff Hall and seeing that the motors are operating in the pool and hot tub. I don't know if people know how much time you spend seeing that doors are open and then locked up when they should be. You've put a lot of your own elbow grease in the cleanup of the pool and hot tub. Thank you for volunteering two years of your time for the good of the community.

Beth, you are the backbone of our Board, keeping us on schedule and so much more. I thank you. I'm sure the examples you have set will help those who follow you. I know it will help me. I believe you and I have brought our governing documents up to date. We have spent many hours between us. Just a moment here to also thank Past President Tony Tramel whose plan to have that accomplished started with

appointing a Rules Review Committee in 2021. When the Covenants and Bylaws are re-recorded this year, I feel confident that they are as accurate and up to date as possible. Beth, your job is not quite done yet as I am asking you to record the minutes of the required Board Meeting that will follow this meeting. Thank you for volunteering two years of your time for the good of the community.

All of these retiring Board members have performed their jobs and worked together as a team and I look forward to having that same kind of relationship with the new members of the Board of 2023/2024. They have big shoes to fill but I am sure they are anxious to get started.

I'm looking forward to continuing my work with Mark Owens, our Treasurer, and Randy Davis, who has kept our golf course in superb condition. Thank you both.

I was not elected to the Board this time, although I have been many times before. Instead, I was appointed and then elected to be President of the Board last March. My goal has been to set an example for future Boards as they plan their meetings by following the guidance of our Bylaws. I will be sharing with the new Board members an instruction form I have created which I refer to as Meetings As Directed In Bylaws. Since I have become a part of the Board, I have encouraged better participation during meetings between residents and board members. I call it an open forum doing away with the need for request forms to speak and more rules. I plan to continue this process as long as everyone chooses respect over hostility. Not every question can have an immediate answer so give the board members a chance to review and respond. There is a form available in the office, or online, to write a question or a comment and leave it in the office. If you sign with your contact information, you will get a response. I assure you.

I'm grateful for all who give their time to volunteer for the good of this great community.

- Share Nelson