

SEPO BOARD MEETING (Regular) AGENDA

Tuesday, November 9, 2021 @ 1:00 PM CT

This will be a 'HYBRID' meeting.

Retzlaff Hall will be open to Board members and those who wish to attend in person.

"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."

If you are attending this meeting "virtually", click the following link beginning at 12:45 PM.

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

If needed, please use this code [mwv-xevy-cat](#) to gain access on your Smart Device or Computer.

1) Call to Order - Roll Call

Tony Tramel

Jean Burgoine

Beth Parrish

Mecca Henry

Larry Keller

Lyn Swonger

Lenore Combs

2) Read the 'Covid-19' statement/disclaimer as it pertains to those attending this meeting 'in person'.

3) Verify the Agenda for this meeting was made available to the community in time to meet the 144-hour pre-Regular Board Meeting requirement for posting.

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

5) Review and consideration of approving the November 4, 2021, Regular Board Meeting Minutes as presented to the Board. *(Attachment 1)*

6) DIRECTORS REPORTS –

- a. Lyn Swonger - Golf Course
- b. Jean Burgoine (Common Grounds/Maint. Area 1) SEPO Buildings
- c. Larry Keller (Common Grounds/Maint. Area 2) Streets, Drainage & Irrigation Ditches, Texas Ave
- d. Lenore Combs (Common Grounds/Maint. Area 3) Storage & Shop Area, Tennis/Shuffleboard
- e. Mecca Henry - Treasurer - Financial Status / Reports
- f. Beth Parrish - Secretary
- g. Tony Tramel – President

7) UNFINISHED BUSINESS –

- a. **Mecca** – Approval of the October 2021 Financials as presented to the Board. *(Attachment 2)*
- b. **Mecca** – Finalize and Approve the 2022 SEPO Budget.
- c. **Tony** – Update on utilization of Law Firm LADD & THIGPEN, P.C. concerning status of **possible changes to SEPO Rules.**

- d. **Tony** – Lock on the emergency gate between Sunshine and the RV park on Texas Avenue.
UPD: Tony removed the lock and installed a bolt with a nut so it can be opened.
 - e. **Board** – 2022 SEPO Board Nominating Committee Appointees
Committee needs to be finalized by November 16.
 - f. **Beth** – Board Nominating Committee Guidelines (**Attachment 3**)
- 8) **NEW BUSINESS** –
- a. **Tony/Beth** – ‘Sale of Excess or Retired SEPO Equipment or Property’ update to Policies & Procedures (**Attachment 4**)
 - b. **Mecca** – Disposal of assets from the SEPO Office. (**Attachment 5**)
 - c. **Tony** – ‘Property and Yard Maintenance’ update to Policies & Procedures (**Attachment 6**)
 - d. **Tony** – ‘Architectural Control’ plus ‘Other’ updates to Policies & Procedures (**Attachment 7**)

ADJOURNMENT –

ATTACHMENTS

1. **Attachment 1 -**
Unapproved Minutes of the October 4, 2021, Regular Board Meeting
https://b8c8b5e2-b04d-420e-80cf-df148ee412c3.filesusr.com/ugd/2851bf_f1d5f71c2f1f48e7bef5da7120be9e68.pdf
2. **Attachment 2 -**
October 2021 Financials
 - a. **Balance Sheet**
https://2851bf60-6e92-4440-b098-0166b6640e11.usrfiles.com/ugd/2851bf_4e2a452c6f3d49bdb24907d27b53222d.pdf
 - b. **P&L Statement**
https://2851bf60-6e92-4440-b098-0166b6640e11.usrfiles.com/ugd/2851bf_e3885867d0c94847b435537a32cc8f9c.pdf
3. **Attachment 3 –**
Board Nominating Committee Guidelines
https://2851bf60-6e92-4440-b098-0166b6640e11.usrfiles.com/ugd/2851bf_9296bcf9009e4910bfca961862047b19.pdf

4. **Attachment 4 –**
Sale of Excess or Retired SEPO Equipment or Property

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

DISPOSAL OF EXCESS OR RETIRED SEPO EQUIPMENT OR PROPERTY

When SEPO Equipment or Property is no longer required by SEPO, in order to give everyone a fair chance to procure it, if they wish, we will use the process defined as follows:

- 1) The community will be informed via Community E-mail and physical posting that an item is available for inspection at a 'specified location' until a 'specified Day, Date and Time'.
- 2) Anyone can send an e-mail (or handwritten bid with a legible signature) to a 'designated person' with the amount they are offering by a 'specified Day, Date and Time'. The 'designated person' receiving the bids is not eligible to submit a bid.
- 3) On a 'specified Day, Date and Time' the 'designated person' will look at the offers and announce the name of the purchaser to the community via e-mail and physical posting.

5. **Attachment 5 –**
Disposal of assets from the SEPO Office.

Here is the **list** of assets that are available for disposal from the SEPO Office.

- a. 2 Scanners/printers
- b. Lock box
- c. Old Microphones with case
- d. Folders
- e. Wooden Plaques
- f. Picture frames
- g. Coffee Machine
- h. Plastic dividing tray

Pictures of these items can be viewed here:

https://2851bf60-6e92-4440-b098-0166b6640e11.usrfiles.com/ugd/2851bf_b33b89f1038c4df1ae9c0d458a0acb17.pdf

6. **Attachment 6 –**
'Property and Yard Maintenance' changes to the Policies & Procedures

NOTE: In the Proposed Edits section, all words that are ~~crossed-out~~ have been deleted and underlined words have been added.

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

PROPOSED EDITS:

PROPERTY AND YARD MAINTENANCE

1. It is the responsibility of all property owners to see that their property or yard is maintained, mowed, and trimmed AT ALL TIMES. If it becomes necessary for SEPO to care for an owner's property at any time, an ~~service fee~~assessment of \$50.00 for mowing and \$75.00 for weeding of rocked yards will be made each time such services are performed. There will be a ~~service fee~~assessment of \$75.00 per incident to pick up fruit that has fallen from your fruit tree onto an Owner's property or the street. Owners will be notified via e-mail ten (1) days before the SEPO services are scheduled, to allow owners to correct the issue themselves. All owners must furnish SEPO office personnel with up-~~to-~~date information as to who is responsible for their property during the owner's absence.

PARAGRAPH WOULD READ:

PROPERTY AND YARD MAINTENANCE

1. It is the responsibility of all property owners to see that their property or yard is maintained, mowed, and trimmed AT ALL TIMES. If it becomes necessary for SEPO to care for an owner's property at any time, a service fee of \$50.00 for mowing and \$75.00 for weeding of rocked yards will be made each time such services are performed. There will be a service fee of \$75.00 per incident to pick up fruit that has fallen from your fruit tree onto an Owner's property or the street. Owners will be notified via e-mail ten (10) days before the SEPO services are scheduled, to allow owners to correct the issue themselves. All owners must furnish SEPO office personnel with up-to-date information as to who is responsible for their property during the owner's absence.

7. **Attachment 7 –**
'Architectural Control' plus 'Other' changes to the Policies & Procedures

NOTE: In the Proposed Edits section, all words that are ~~crossed-out~~ have been deleted and underlined words have been added.

**POLICIES AND PROCEDURES OF
SUNSHINE COUNTRY CLUB ESTATES
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ARCHITECTURAL CONTROL (3rd Paragraph)

PROPOSED EDITS:

Paragraph 17 states, "No fence, wall or hedge or shrub planting which obstructs sight lines shall be placed or permitted on corner lots." Paragraph 18 states, "All fences shall be approved prior to construction." Paragraph 19 states, in part, "No lot owner shall impair any easement. No fences, walls or structural improvements shall be built or constructed on any easement." For clarification, our lots have a ten foot utility easement from the lot line across the front and a five foot utility easement from the lot line across the back. That in itself declares no fences will be allowed within the five foot rear lot easement adjacent to ~~along~~ the golf course. ~~Golfers are allowed to go onto an Owner's property for the purpose of retrieving a stray golf ball and for no other purpose. They may not strike a ball from within an Owner's yard.~~

PARAGRAPH WOULD READ:

Paragraph 17 states, "No fence, wall or hedge or shrub planting which obstructs sight lines shall be placed or permitted on corner lots." Paragraph 18 states, "All fences shall be approved prior to construction." Paragraph 19 states, in part, "No lot owner shall impair any easement. No fences, walls or structural improvements shall be built or constructed on any easement." For clarification, our lots have a ten foot utility easement from the lot line across the front and a five foot utility easement from the lot line across the back. That in itself declares no fences will be allowed within the five foot rear lot easement adjacent to the golf course.