

SEPO Board Meeting (Special) Minutes

Friday, November 26, 2021 @ 3:00 PM

Retzlaff Hall

CALL TO ORDER Lyn Swonger, 1st Vice President, called the meeting to order at 3 PM on Nov 26, 2021.

ROLL CALL was taken. Lyn Swonger, Beth Parrish, Jean Burgoine, Lenore Combs and Larry Keller were present in Retzlaff Hall. Tony Tramel was on the phone.

The meeting was not recorded.

1st Vice President Lyn Swonger read the following:

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.

AGENDA

Posting: Beth reported the original agenda met the 72-hour pre-Board (Special) meeting requirement for posting. An amended agenda was posted approximately 30 minutes later. We are in compliance.

Amendments to this Agenda (by the Board):

Larry reminded the Board we need to formally accept Mecca Henry's resignation at this meeting.

NEW BUSINESS –

- a) **Accept Mecca Henry's resignation from the Board as Board Treasurer.**
 - i) **MOTION:** Beth moved and Larry seconded that we accept Mecca Henry's resignation from the SEPO Board Treasurer position as submitted by Mecca to the Board.
 - ii) **VOTE:** The motion carried with a unanimous yes.

- b) **Verify prior Board Treasurer, Mecca Henry, should be removed from all SEPO Bank Accounts.**
 - i) **MOTION:** Jean motioned and Larry seconded that Mecca Henry's name be removed from all SEPO Financial Accounts.
 - VOTE:** The motion carried with a unanimous yes.

- c) **Appoint a SEPO resident to fill the Board Treasurer vacancy.**
 - i) **MOTION:** Larry moved and Lenore seconded to nominate Mark Owen to fill the position of Treasurer on a temporary basis until the 2022 election.
 - ii) **DISCUSSION:**
Larry pointed out this would only be until the next Board election, which coincides with the end of Mecca's term, in Feb 2022. There were no other nominations to replace Mecca.
 - iii) **VOTE:** The motion carried with a unanimous yes.
 - iv) **Oath of Office:**
 - (1) Mark had planned to attend this meeting, but an emergency situation prevented him from doing so. Larry and Lenore will get with Mark to obtain his official acceptance of this nomination and to swear him in by having him sign the SEPO Oath of Office.
(Attachment 1)
 - (2) **UPDATE Nov 28, 2021:** Mark has officially accepted his nomination as the SEPO Board Treasurer and has signed the SEPO Oath of Office, which will be filed in the SEPO Office

on Monday.

d) **Determine next steps to change signature authorizations on SEPO Bank Accounts.**

i) **MOTION:** Larry moved and Beth seconded that, once Mark has accepted the Treasurer's position and has signed the SEPO Oath of Office, his name should replace Mecca Henry's name as the signer on all of our Financial Accounts.

ii) **DISCUSSION:**

(1) Larry has met with Valerie (SEPO Office) and has the names and numbers of each person at the various financial institutions we use that we need to talk to about this change. He also has the names of each Board member who is responsible for our accounts at these institutions.

(2) The first step required to change a Signature Card is to have a Board meeting that includes 1) accepting the Board Treasurer's resignation and 2) the appointment of a new Board Treasurer. Once we have the minutes from this meeting documented we can go to the financial institutions to remove Mecca's name and get Mark authorized.

(3) We are functioning normally right now but need to get the Signature Cards switched.

iii) **VOTE:** The motion carried with a unanimous yes.

e) **Status of finding someone to audit SEPO Financials.**

Our outside CPA is working up the figures to do the audit and has indicated he will get back to Larry the first of next week.

ADJOURNMENT

Beth moved and Lenore seconded we adjourn. The vote was a unanimous yes. The meeting was adjourned at 3:17 PM.

Respectively Submitted,

Beth Parrish
SEPO Board Secretary

ATTACHMENTS

1. **Attachment 1 -**
SEPO Board Oath of Office

BYLAWS OF SUNSHINE ESTATES PROPERTY OWNERS, INC.

BYLAWS OF
SUNSHINE ESTATES PROPERTY OWNERS, INC.
A PROPERTY OWNERS ASSOCIATION
A NON-PROFIT CORPORATION

1957 West Michigan Drive
Harlingen, TX 78550

ARTICLE IV - BOARD OF DIRECTORS

General Powers

Number and Tenure

4.02a ...

Every Director-elect of the Corporation, before he or she enters upon the duties of his or her office, shall take and subscribe the following oath or affirmation.

"I _____ do solemnly swear (or Affirm) that I will faithfully discharge the duties of the Board of Directors of Sunshine Estates Property Owners, Inc., and will to the best of my ability uphold and follow the Covenants, By-Laws, Conditions, and Restrictions of Sunshine Country Club Estates, so help me God."

Signed _____ Dated _____

Said signed Oath of Office shall be kept on file at the principal office of the Corporation for a period of 2 years past the end of service as a Director.