

“MINUTES”**SEPO BOARD (REGULAR) MEETING**

Tuesday, October 11, 2022 @ 1 PM

“Hybrid” Meeting: Retzlaff Hall & Google Meet

1. **Call to Order** – Meeting was called to order at 1:00 PM.
2. It was announced the meeting was being recorded via **Google Meet video**. The recording can be viewed at: https://video.wixstatic.com/video/2851bf_92e5852077ed4a2f8cabee6f50485acf/720p/mp4/file.mp4
3. **SEPO Board Roll Call** – Jean Burgoine, Lenore Combs, Mark Owen and Randy Davis were all in attendance in Retzlaff Hall. Share Nelson, Larry Keller and Beth Parrish were in attendance via Google Meet.
4. Beth verified the **Meeting Notice and Agenda** was made available to the community by the required day/time. We are in compliance.
5. **Board Members Consideration / Adoption of any Amendments to the posted Agenda.**
There were no agenda amendments requested by the Board.
6. **Review and consideration of approving the meeting minutes, as presented to the Board, from the September 12, 2022 Board Meeting (Regular).**
https://www.sunshinecountryclub.com/files/ugd/2851bf_473421c9430545a3a6aec0c97b274ad2.pdf
Lenore moved and Jean seconded to approve these minutes. The motion passed unanimously.
7. **DIRECTORS REPORTS –**
 - a. **Randy Davis – Golf Course**
 - i. The irrigation canal (Resaca) is full again and the golf course is looking good.
 - ii. We added a “parking space” on the #6 tee box to attempt to alleviate a bottleneck situation.
 - iii. A gently used greens mower was purchased last Wednesday for \$17,000.
 - iv. We continue to work on eliminating the algae in #7 pond.
 - v. As a reminder – *Use a tee when teeing off. No hitting the ball from the ground.*
 - b. **Jean Burgoine – (Common Grounds/Maint. Area 1) SEPO Buildings**
 - i. Nothing major has gone wrong this month.
 - ii. Lupi fell and a Workman’s Compensation claim has been filed.
 - iii. Jean is concerned about the aging buildings. A bandaid repair job was done this year on the Retzlaff Hall roof. We need to start setting aside funds for major repairs of our older buildings.
 - iv. *The following are being repeated from the Residents’ meeting:*
 - 1) *No speeding in the streets.*
 - 2) *All bikes and golf carts are to stop at all stop signs.*
 - 3) *No overnight parking in the street.*
 - 4) *Grandparents – Please control your grandchildren when they are in the pool.*
 - c. **Larry Keller – (Common Grounds/Maint. Area 2) Streets, Drainage & Irrigation Ditches, Texas Ave**
The gate appears to be working properly. There is nothing new to report.
 - d. **Lenore Combs – (Common Grounds/Maint. Area 3) Storage & Shop Area, Tennis/Shuffleboard**
 - i. A resident has asked if they get back a pro-rated portion of their storage fee if they move before yearend. The storage lot lease form is always available in the office. If there are any questions you can refer to that.

- ii. Please don't move the lots' numbered bricks around.
- iii. Please put your Lot number on your shed.
- iv. Some sheds 1) need a facelift, 2) have clutter around them, 3) have puddles of water underneath.
- v. Women's Club sheds still need repairs.
- vi. Junk pile looks ok.
- vii. Heidi is going to touch up the signage for the Can Cottage.
- viii. Some of the rubber hose piping was redone on the golf practice tee to prevent balls from hitting the pipe and coming back and hitting the golfer.
- ix. A stop the bleed bag is in the woodshop.
- x. If you use the RV pad to wash your car or RV please leave it clean.
- xi. The sand for resident use has been replenished. Contact the office if it's getting low or gone. Do not take the golf course sand as it is very expensive.
- xii. Small garbage cans in the Doggie area are only for doggie poop.
- xiii. The Infrared Sensor phones attached to the woodshop are working fine.
- xiv. There was discussion about the lack of a roadbed getting laid this year in the storage lot. Mark would like to see the money budgeted for the storage lot for 2022 used before yearend.
- xv. Randy questioned whether, since the Woodshop had an address on it, Reserve Fund money could be used for roads in the storage lot. Share suggested he look at the original platt.

e. Mark Owen – Treasurer - Financial Status / Reports

- i. Mark has a 2023 budget package for each director to start reviewing.
- ii. Mark suggested the Board take a resident up on his offer to work on a 2-5 year Capital Plan.

f. Beth Parrish – Secretary & Governing Rules

The Google Meet recording for a one hour meeting normally takes 24 hrs to be created. Yesterday the Residents' meeting was 1 hr 45 minutes, so no recording yet.

g. Share Nelson – President

Share thanked Jean for running the Residents' meeting yesterday. We received resident comments/information that we may need to address.

8. UNFINISHED BUSINESS –

a. Mark Owen – Movement of money from PNC Bank to an interest-bearing account.

Status update on movement of this money.

The only option PNC Bank offered was a CD. Mark would prefer moving it to Bank of America. He, Jean and Share will get this resolved.

b. Share Nelson / Beth Parrish – Policies & Procedures Update: PROPERTY AND YARD MAINTENANCE

Obtain Board approval of a slight revision to the verbiage approved at the September 12, 2022 Board meeting concerning the 'attempt' to complete an initial phone call.

[https://2851bf60-6e92-4440-b098-](https://2851bf60-6e92-4440-b098-0166b6640e11.usrfiles.com/ugd/2851bf_775691386a7748b88e77bddf601cbc1a.pdf)

[0166b6640e11.usrfiles.com/ugd/2851bf_775691386a7748b88e77bddf601cbc1a.pdf](https://2851bf60-6e92-4440-b098-0166b6640e11.usrfiles.com/ugd/2851bf_775691386a7748b88e77bddf601cbc1a.pdf)

We inadvertently approved the wrong version of a change to the PROPERTY AND YARD MAINTENANCE section of the Policies & Procedures last meeting. Lenore moved and Larry seconded to approve the correct version at this meeting. The motion passed unanimously.

c. Randy Davis – O'Clockers Guidelines

Revise these guidelines (<https://www.sunshinecountryclub.com/oclockers-golf-guidelines>) to ensure the golf course is reserved for the O'Clockers from 4 PM to 5 PM (Nov 1 thru Mar 30) (when not conflicting with special events).

New proposed document is here: [https://2851bf60-6e92-4440-b098-](https://2851bf60-6e92-4440-b098-0166b6640e11.usrfiles.com/ugd/2851bf_fe98fdf0a2684097af300244573d65cb.pdf)

[0166b6640e11.usrfiles.com/ugd/2851bf_fe98fdf0a2684097af300244573d65cb.pdf](https://2851bf60-6e92-4440-b098-0166b6640e11.usrfiles.com/ugd/2851bf_fe98fdf0a2684097af300244573d65cb.pdf)

Randy had been handed a request for the O'Clockers. They would like to reserve the golf course every day to be able to spread their teams across the entire golf course if needed. There was lots of opposition to this vocalized at the October 10 Residents' meeting. After a lengthy discussion it was decided Randy would request those in charge of the O'Clockers golf event to keep a record of how many people play each day for the next 60 days. Randy moved and Mark seconded we table this discussion for 60 days. The motion passed unanimously.

d. **Lenore - Age Survey**

Status of obtaining Age information from Residents who hadn't provided it to the SEPO Office by the deadline of February 28, 2022

- i. To maintain our status as a 55+ Senior Community we need to be able to prove to the government, in writing upon their request, that at least 80% of our total resident population, whether they are on the residence deed or not, are 55 or older. The original deadline for a resident providing this proof of age to the SEPO office was February 28, 2022.
- ii. There are currently 496 residents on file. 424 of them have provided Verification of Age (VOA). 84.5% of those complying to date are 55+. ***Those who were contacted last spring and have not yet complied are in direct violation of our SEPO Governing Rules.***
- iii. Several methods of obtaining 100% compliance with this requirement were suggested.
 - 1) Obtain the required VOA when a resident comes to the office to pay his/her 2023 HOA fees prior to end of 2022.
 - 2) The Board obtain the list of those not in compliance at yearend.
 - a) A Board member may be aware of 'why' a person is not in compliance and follow-up accordingly.
 - b) Board members go to the non-compliant residents' homes and obtain their VOA prior to initiating a SEPO Rules Violation process.
 - c) Randy will investigate if a 'third party' can legally verify someone's age.

e. **Share – Resale Certificate**

Board and ACC inspection responsibilities prior to issuing this certificate.

- i. We adopted the Resale Certificate process and it became part of our Policies & Procedures.
- ii. The SEPO lawyer has recommended we include an inspection of the property in this Resale Certificate process to document any SEPO Governing Rules violations. This does not mean the seller needs to rectify these violations prior to selling the home. It does, however, notify the buyer of any violations and gives the Board the ability to pursue any documented violations at any time.
- iii. People should know if they are in violation with anything. This inspection process may prompt people to look at their property and fix things they know are in violation.
- iv. The Architectural Control Committee (ACC) has agreed that these inspections will be performed by two ACC members and one Board member. This will be done by members who are available at the time an inspection is required.
- v. Randy moved and Larry seconded that upon request of a Resale Certificate an inspection of the seller's property be completed by, at a minimum, two ACC members and one Board member. The motion passed unanimously.

9. **NEW BUSINESS –**

a. **Mark Owen – Treasurer Reports**

Approval of monthly Financial Reports from September 2022, as presented to the Board.

The link to these financials will provided prior to the meeting.

- i. There is a \$5000 receivable balance in question that Mark will work with the SEPO office to identify. When working on the 2023 budget figures it appears we are currently under budget through September 2022 by \$6000.

- ii. Larry moved and Beth seconded to approve the September 2022 financials. The motions passed unanimously.

b. Beth Parrish / Board – SEPO Board Nominating Committee

Additional details concerning this committee and its responsibilities.

Primary Duties of Committee: After determining how many open positions are available for the next year's SEPO Board, the goal of the SEPO Board Nominating Committee is to identify and vet qualified candidates for these open positions.

- i. Beth was unable to finalize the document prior to this meeting. It will be provided to the community after one final Board review.
- ii. There will be four open Board positions to fill in 2023. The initial 2-year term for Beth Parrish, Jean Burgoine, Larry Keller and Lenore Combs is ending.
- iii. To date no one has volunteered to be on the Nominating Committee. Beth will send another SEPO e-mail requesting volunteers.

c. Beth Parrish / Board – SEPO Board Election Committee

Additional details concerning this committee and its responsibilities.

Primary Duties of Committee: The committee shall prepare the election ballots, stuff envelopes, man the registration tables at the Annual Shareholders Meeting and count votes cast in the ballots provided.

- i. Beth was unable to finalize the document prior to this meeting. It still needs some attachment examples. She will resend it to the Board for input prior to sending to the community.
- ii. To date two residents have volunteered to be on the Election Committee. Beth will send another SEPO e-mail requesting volunteers.

UPD: Three more residents have volunteered for this committee.

d. Beth Parrish / Share Nelson – Governing Rules Amendments

Status and next steps.

Beth and Share will be working on this once they both return to Sunshine.

e. Mark Owen – 2023 SEPO Budget

Initial Board discussion concerning the 2023 SEPO Budget.

There was discussion about how we are going to replenish the Reserve Fund each. Do we need to look at possibly updating the SEPO Rules concerning how the Reserve Fund can/should be used? We will need to have a 'special' Board meeting to discuss the 2023 budget.

10. ADJOURNMENT –

Motion & Vote to Adjourn, Announce time of Adjournment, Stop Google Meet recording and session.

Lenore moved and Mark seconded we adjourn. The motion passed unanimously. The meeting was adjourned at 2:13 PM. The Google Meet recording was stopped.

Respectfully submitted,

Beth Parrish
SEPO Board Secretary