

SEPO ANNUAL SHAREHOLDERS MEETING (3pm) MINUTES
Tuesday, February 15, 2022 @ 3 PM
“Hybrid” Meeting: Retzlaff Hall and Google Meet

1. **CALL TO ORDER** The meeting was called to order at 3 PM.

Tony read the **Covid-19** statement/disclaimer.

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.

2. **ROLL CALL** Tony Tramel, Beth Parrish, Jean Burgoine, Lenore Combs, Mark Owen and Lyn Swonger were present in Retzlaff Hall. Larry Keller was unable to attend the meeting.

3. The meeting was recorded via **Google Meet video**. The recording can be viewed at this link:
https://video.wixstatic.com/video/2851bf_abb99dffeac64ba080a795514924faab/720p/mp4/file.mp4

4. **AGENDA:**

- a. **Posting** - Beth verified the Agenda was posted at least 144 hours prior to this meeting.
- b. **Consideration / Adoption of any Amendments to the posted Agenda** - There were none.

5. **Chuck McEvoy – Voting Results**

This is Chuck’s fifth and last year of chairing the SEPO Board Election Committee. Most of the time he has had many of the same people working on the Committee. Everyone had big jobs to do in a short period of time. Chuck recognized the following residents:

- Jim & Sue Clifton – stuffed envelopes for the last four yrs.
- Bev McIntosh, Jim & Sue Clifton, Vic Hillman and Vera & Chuck McEvoy counted ballots.

Election Results:

- i. *Proposed amendments to the Bylaws –*
128 yes votes, 105 no votes
- ii. *Proposed amendments to the Covenants –*
105 yes votes, 107 no votes
- iii. *2022 SEPO Board Election Results*
Mark Owen – 191
Randy Davis – 178
David Fleiner – 153
Tony Tramel – 96

These numbers don’t add up because some people vote for some things but not others.

6. **Review and consideration of approving the:**

- a. Beth moved and Mark seconded to approve the meeting minutes from the February 16, 2021 Annual Shareholders meeting as presented to the Board. The motion passed unanimously by all Board members present.
- b. Lyn moved and Beth seconded to approve the minutes from the January 11, 2022 Board meeting (Special) as presented to the Board. The motion passed unanimously by all Board members present.

7. **DIRECTORS REPORTS – (A summary of 2021 accomplishments)**

- a. Lyn Swonger – *Golf Course (Attachment 1)*

- b. Jean Burgoine – *(Common Grounds/Maint. Area 1) SEPO Buildings (Attachment 2)*
 - c. Larry Keller – *(Common Grounds/Maint. Area 2) Streets, Drainage & Irrigation Ditches, Texas Ave (Attachment 3)*
 - d. Lenore Combs – *(Common Grounds/Maint. Area 3) Storage & Shop Area, Tennis/Shuffleboard (Attachment 4)*
 - e. Mark Owen – *Treasurer - Financial Status / Reports (Attachment 5)*
 - f. Beth Parrish – *Secretary & Governing Documents (Attachment 6)*
 - g. Tony Tramel – *President (Attachment 7)*
- 8. Jean & Ron Lawrence** – Memorial of residents (current and former) we lost in 2021. Every February this is done. As each name was read the bell tolled.
- 9. UNFINISHED BUSINESS –**
- a. Beth moved and Jean seconded to approve the December 2021/Yearend Financials as presented to the Board. The motion passed unanimously by all Board members present.
Balance Sheet & P&L Statement:
https://www.sunshinecountryclub.com/files/ugd/2851bf_d08cd5fb3d76402195f5c69bfb9d146c.pdf
 - b. Jean moved and Lyn seconded to approve the January 2022 Financials as presented to the Board. The motion passed unanimously by all Board members present.
Balance Sheet
https://www.sunshinecountryclub.com/files/ugd/2851bf_82d6b43308b340dab6837aa0f3b04c7d.pdf
P&L Statement
https://www.sunshinecountryclub.com/files/ugd/2851bf_647d7ed0942246108eda18c9ba46c3cd.pdf?index=true
- 10. SPEAKER REQUESTS: (<https://www.sunshinecountryclub.com/speaker-request>)**
- a. **(From Feb 14) Tracy Wagner: Rental Yard – Submission of our community homes to Google:**
Tracy spoke about the fact that Sunshine is now accessible via Google Streets. She wanted to know why this was done and if it was communicated to the residents.
 - b. **(From Feb 15) Ron Hancock: Rental Yard -**
Ron paid his HOA fees and said his lot rent had doubled even though the community is not being improved.
 - c. **(From Feb 15) Nancy Steele: Recycling -**
Nancy provided recycling information to the Board and asked that the Board seriously consider looking into doing more recycling within Sunshine.
- 11. Beth Parrish** – Swearing-in ceremony of elected 2022 Board members.
All elected 2022 SEPO Board members were sworn in by Beth Parrish. Mark Owen and Randy Davis signed their 'Oath of Office' document. David Fleiner will sign his after he returns to Sunshine.
- 12. ADJOURNMENT -**
Lyn Swonger moved and Mark Owen seconded we adjourn. The motion passed unanimously by all Board members present. The meeting was adjourned at 4:03 PM.

ATTACHMENTS

Attachment 1 – Director Report: Lyn Swonger

Golf Course, Equipment, Irrigation Maintenance, Maintenance Area

It's been a pleasure to serve the community for the last five years. I want to thank the employees I've worked with. They have all been very good employees.

This last year has been mostly maintaining the golf course and equipment.

We had 12 trees that we lost to the freeze last year, so we replaced all those 12 lost trees.

We dug up the salt domes that come up on the golf course and put new soil and mulch on before we put new sod on those spots.

We put the vinyl fence on Hole #6 to protect the golf course.

I want to thank the residents for using the cart paths. I feel that we have 75% - 80% that stay on the cart paths. It sure saves on expense of maintaining the golf course.

I want to wish the new Directors good luck in serving the community. It is a great place to live.

Lyn Swonger

Attachment 2 –
Director Report: Jean Burgoine

Common Grounds/Maint. Area 1: SEPO Buildings

Just because you are elected to the Board, doesn't mean you know everything about the area you are assigned. I've learned quite a bit this last year.

Besides the routine replacement of light bulbs, toilet parts and cleaning, what follows is a brief rundown of the projects and problems in area 1.

1. In Sunburst the water heater located in the attic area had to be replaced. The ceiling was repaired in the pool hall.
2. In the Pavilion, several layers of nonslip "paint" was applied to the floor.
3. In Retzlaff Hall an a/c unit had to be replaced. There is an ongoing feud with the leak in the roof over the kitchen. Lalo fixes it and then we wait for a good hard rain to see if the repair was successful. Progress is being made.
4. Five water filters were replaced in the library, Sunburst and Retzlaff Hall. The filters are located under the kitchen sink areas in the library and Sunburst and 3 are in the drinking fountains.
5. Smoke detectors were installed in Retzlaff Hall, the library and office. There were no smoke detectors in these buildings. Sunburst and the package room did have smoke detectors.
6. The outdoor shower in the pool area was retiled and looks much better. Repairs were made to the little bathroom by the showers because someone bashed through the non-opening door.
7. The swimming pool and hot tub have had more than their share of problems. The cost of chemical has risen and they have been in short supply. The hot tub developed a problem just before Thanksgiving. The first replacement part was sent to use in a timely fashion, but it was broken when we received it. It was returned. A new part was located across country and took two weeks to get to us. It was promptly installed and is now working properly.
 - a. \$10,500 is what we pay for the gas for heating the pool and the hot tub and the stove in the kitchen. Plus we have electricity costs. In the summer of 2021 (July & Aug) we spent \$8 per day to heat pool & hot tub. The bills run from the middle of the month to the middle of next month. Last Feb & March due to the freeze we spent \$53 per day to heat these same areas. During this winter's hard freeze, I turned down the temperatures on the pool & hot tub in hopes of saving money. We are still waiting for the invoices for that period of time.
8. The accumulation of ashes in the pool from the burning of sugarcane causes problems in the filtration system. Two of our residents (David Fleiner and Larry Lindberg) brought a program to my attention. If notified the Santa Rose Sugar Mill will take pictures of the sugarcane ash in the pool and then send us a \$50 check for each occurrence.
9. Most of the signs around the outside of the buildings had a facelift. The handicap signs on the North side of Retzlaff Hall were replaced. Pat Harvey made the new bright yellow MAIL sign in the mailbox area.

Sometime during this next year, I hope to have the pool deck area close to the library repainted.

Respectably submitted,
Jean Burgoine

Attachment 3 –
Director Report: Larry Keller

Common Grounds/Maint. Area 2: Streets, Drainage & Irrigation Ditches, Texas Ave

My name is Larry Keller and I am responsible for Common Area 2. This includes Texas Avenue & Texas Avenue common areas. Drainage and Streets also fall under my responsibility.

My primary SEPO employee is Lalo (Sony) and I would like to recognize him for his hard work and dedication to our community. Lalo has installed railings along the dog park on TX Ave, repaired and maintained the gazebo, added additional irrigation in the TX Ave entrance area, repaired and painted the north dog park gazebo and continues to mow and maintain parts of resident-owned properties along the resaca and north of W Iowa Ave. All drainage areas are cleaned and repaired as needed.

Most of the landscaping you see in the common areas along the front gate, TX Ave, the gazebo area and the SEPO Office is planted and maintained by the Sunshine Garden Club, a totally voluntary group, chaired by Susanne Ulrich. I would like to thank them for their tireless work in achieving the beautifully landscaped areas we all enjoy.

Light pole upgrades continue along TX Ave and are being installed by Lalo. I would like to thank the Women's Club, Marian Young (President), for the donation of money to purchase 20 of these lights for this area.

The front entrance gate and siren alert system are repaired and maintained frequently to keep traffic controlled as desired by the community. This is ongoing and continues to be a priority in order to keep us all safe.

Respectfully submitted,
Larry Keller

Attachment 4 –

Director Report: Lenore Combs

Common Grounds/Maint. Area 3: Storage & Shop Area, Tennis/Shuffleboard

To: SEPO Board

From: Lenore J. Combs

SUBJ: SEPO End of Year Report Meeting for 15 February 2022

Re: Director - Common Area - Grounds Area 3 - Storage Lot, Woodworker's Shop, Tennis Court, Pickleball, Shuffleboard

Request - FORMS, DOCUMENTS, PROCESS etc.

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

Storage Lot:

"Road bed request" I still don't have my original goal met which was to just simply to fill a "roadway" from the entry gate to the "trash" area. There was no road material left from the Indiana Circle project.

Consequently, the lines will also need to be redrawn with the rope designating each space.

Numbers Residents who had a shed in the Storage Lot were requested to place a "Lot number" on it. Some complied.

504 has Women's Club sheds which are in need of repair and they are pondering a decision.

Several areas of Pot Holes

Filled in with rocks - awaiting mulch fill in come summer

(The Storage Area has a terrain that has to be maintained so as to avert flooding conditions.)

The new Golf Practice Tee netting is in and up.

Thanks to all who volunteered for this project from conception, to ordering and to hanging it. It was quite an undertaking to get it hung. Seems like it is working as planned.

Tony's Volunteers: Rocky Lockwood Randy Davis Dick Parrish Jerry Utterback Dan Boardman Jim Bilot Jim Braden Thanks.

The "Brush" pile – this is an area for our residents to use for tree trimmings and etc. We pay a fee for this. 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 is still a big piece of lattice up against the fence - wish the owner would break it down and toss it. It has not jumped on the garbage truck since it was left there.

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

For resident use but please - clean cans only. Thanks to Marian Young who "babysits" this operation and could use a hand with taking the cans to the recycle from time to time. Larry Lentz is the helper in the winter time – same goes.

The Aluminum chair frames need to be hauled by the individual who left them there.

Sand - this little pile of sand is for you to fill our sandbags (for flooding)

Stone pile (over by Doggie area)

Thanks to SEPO Staff for shoveling back some rocks that escaped their area and for cleaning up the stone pile. In the future, I'm confident residents will be more careful.

Concerns:

Upon my trips about my area in the Storage Lot:

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

Your spot is your spot – do not put your stuff on another's lot.

The lattice work and other junk placed in the brush pile is not the reason or the BRUSH PILE.

Some Sheds are begging for TLC and a face-lift. A little paint, some roof repair and removal of mold & mildew are some considerations.

Cameras - surveillance equipment bids are in the making for the 2022 SEPO Budget. They are available under separate cover.

IR Sensaphone system – a SEPO project and managed by a Neighborhood Watch volunteer.

Woodworker's Shop

Essentially maintained by Woodworkers Committee

Tennis Court, Pickleball, Shuffleboard - courts are SEPO property but Lalo and Lupe due a lion's share of upkeep.

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

Personal sports equipment is purchased by the sportsman.

Pickle Ball fencing is the responsibility of the Pickleball sports enthusiasts and is put up as necessary.

The locks on the "sports area" fencing were replaced this year.

Respectfully

Attachment 5 –
Director Report: Mark Owen

Treasurer: Financial Status / Reports
For the Year Ended December 31, 2021

INCOME STATEMENT

Revenue

Maintenance Fees

The actual HOA fees collected were \$5,433 over budget because the budget failed to account for the 10 over-sized lots within the subdivision that generated an additional \$8,166.

Interest Income

Interest rates began their decline in 2019. Because this occurrence was not recognized in the 2021 budget, the actual income was \$5,338 under budget.

Other Income

The remainder of the income sources were basically on budget leaving SEPO \$607 under budget for the year.

Expenses

Director Area 1 (Jean Burgoine)

The Director of this area struggled with the pool and hot tub during the entire year, having to replace heaters and pumps several times and add chemicals more frequently than in the past. Therefore, the operations of the pool and hot tub were \$4,238 over budget, but the balance of the expenses for this area were \$5,020 under budget, leaving actual expenses under budget by \$782.

Director Area 2 (Larry Keller)

Most of the money spent in this area were on Texas Avenue – patching the street, repairing the gate several times, installing new lights, and landscaping the “doggie” area. This area also funded the repairs on Missouri Street. Area 2 was over budget by \$582.

Director Area 3 (Lenore Combs)

Almost all the money spent in this area went to repairs and maintenance of the storage and shop area. The shuffleboard and tennis court areas did not need much attention, leaving Area 3 under budget by \$5,492.

Golf Course (Lyn Swonger)

The golf course costs fall into three main categories. They are equipment repairs & maintenance which were \$10,560 under budget, supplies which were \$7,405 over budget, and course maintenance which was \$4,577 under budget. The equipment R&M were under budget because SEPO personnel performed more of the work than in the past. The supplies were over budget because of increased fungal treatments and some new trees. The course maintenance was under budget because of a wetter than normal summer and the cost of cart path completion being less than anticipated. The golf course operating costs, as a whole, were \$8,585 under budget.

General Operations

Most of the general operating costs are on or near budget. The total costs are over by \$3,707 (1.13%) due primarily to increased costs in insurance (\$1,008), legal (\$1,425), wages (\$1,633), and property taxes (\$1,304).

Other Expenses

These costs were incurred for street repairs. Indiana Circle cost \$62,259 (\$2,740 under budget), And Michigan Avenue was completed for \$19,412 (no budget).

Total

All of the aforementioned revenue and expenses resulted in a net loss of \$75,237 for the year, which was \$3,607 over budget.

BALANCE SHEET

Assets

Although the cash position at 31-Dec-21 is approximately \$52,000 less than at 31-Dec-20 due to street repairs, SEPO remains in a strong financial position. Receivables from residents remain negligible and fixed assets unchanged except for on-going depreciation.

Liabilities and Equity

Credit card liabilities fluctuate but remain minimal. The largest liability at the end of each year is an item called "Unearned Maintenance Fees". These are merely 2022 HOA fees that were paid in 2021 which will be applied to the residents' accounts in January of 2022

Attachment 6 –
Director Report: Beth Parrish

Secretary & Governing Documents

1. Web site and E-mails:

I want to clarify upfront that when I mention that I ensure updates were made to the Web site and e-mails were sent, this would have to be done even if I hadn't been the person responsible for 'actually doing it'. I would have had to contact the SEPO Communications person to get it done.

2. Board Only Folder on OneDrive:

I created a "Board Only" OneDrive space to house documents viewable by only Board members. Whenever a Board member needs to access reference materials/documents there is now a common area in which to do that.

3. Agendas & Notices:

- a. I helped Tony develop and obtained approval of all agendas prior to informing the community.
- b. I ensured all Board meeting Agendas and Executive Session Notices were posted in the SEPO Office, on the poolside door to Retzlaff Hall, by the Mailboxes, sent via e-mail and posted on the Sunshine Web site. I met the deadline of 72 hours for Special Board meetings and Executive Sessions and 144 hours for Regular Board meetings.
- c. I provided the Executive Session Agendas to the Board by the appropriate deadline of 72 hours.

4. Minutes & Summaries: To Community and Board

- a. I included summaries of all residents' 'Speaker Request' information from the Residents Meetings into the next Board meeting minutes.
- b. I sent Community e-mails as soon as possible after all meetings containing the minutes of all Board meetings and summaries of all Executive Sessions (without details). These e-mails also contained either the links to the Google Meet videos or the Tape Recordings of all Board meetings.
- c. When I was informed by a resident that I had failed to send some of the Executive Meeting summaries, I created them and made them available both via e-mail and on the Sunshine Web site to the community as soon as this was pointed out to me.
- d. I provided Executive Session summaries (with details) to the Board.

5. Approvals:

I ensured (or strived to) all Board - Special & Regular - meeting minutes were approved at the following Board meeting, and all Executive Session summaries were acknowledged at the following Executive Session.

6. Governing Rules Review / Updates:

- a. I put forth many, many hours of work pertaining to proposed amendments from the Rules Review Committee, the SEPO Lawyer and the Board itself to prepare for the vote that was just announced at the beginning of this meeting.
- b. Throughout this multi-month process, I (along with Tony) kept the entire Board and the community updated as any roadblocks occurred or decisions were made by various parties – Lawyer included.
- c. I strived to keep all Governing Rules documentation updated (with comments displayed) as various proposed amendments were added and then discussed, and ultimately retained or deleted during various Board and Residents meetings.
- d. Once a decision was made concerning how to proceed in preparation for the 2022 vote, I finalized the Governing Rules documents (with changes in legislative format and included comments as to why a

change was being proposed). Then I worked with the SEPO 2022 Board Election Committee chairmen to get everything to him to put into the ballots sent to the community for vote.

7. Policies & Procedures Updates:

- a. I was involved in initiating and/or completing various updates to the Policies & Procedures. After approval of and insertion of these changes into the document I ensured the Web site was updated (per TX Law) and the community was notified via e-mail what the updates were and when they were effective.
- b. Some examples of updates I was directly involved with are: Wording in the Heading when updates are made, Golf Course Improvement Fees, Review Committee recommendations implementation, Multi-Purpose room definition, SEPO Asset disposal/removal process, closing of golf course during Women's & Men's golf league play and multiple Grammar / Editorial updates.

8. Residents Meetings Speaker Request & Process:

I worked with Tony last summer to develop the "Request Procedure & Form" for non-Board members to Speak at Residents Meetings. I ensured the explanation of this process and form was communicated to the community multiple times prior to the first Residents meeting in Oct 2021 and also posted the process and form on the Sunshine Web site (<https://www.sunshinecountryclub.com/speaker-request>).

9. Covid Restrictions:

I aided in various decisions made throughout the year concerning Covid restrictions or lifting thereof. I then ensured the Web site was updated and sent e-mails to reflect the latest decisions made.

10. SEPO Board Nominating Committee:

I reviewed all of the SEPO Board Nominating Committee documentation from previous years that I could get my hands on and created a Nominating Committee Guidebook used by the 2022 Board Nominating Committee and ongoing. I posted it on the Sunshine Web site for reference:

https://www.sunshinecountryclub.com/files/ugd/2851bf_0091a34f66164ec8aa2d06f7bb5d6da0.pdf

11. Determine/Review/Approve Dates for 2021-2022 Activities:

For the March 8, 2021 Board meeting I created a calendar of various events/meetings I was aware of for the 2021-2022 Winter Season and distributed it to the Board to obtain Board approval at that meeting. I am in the process of preparing the same for the upcoming March 8, 2022 Board meeting.

12. Employee Handbook:

I initiated several proposed updates and was involved in all discussions concerning updates to the Employee Handbook. Upon approval of various changes throughout the year I ensured the handbook was revised and provided to the SEPO Office. I am the keeper of the 'official' copy of this handbook while I am on the SEPO Board.

13. Activity/Meeting Requests:

- a. I initiated updating the Activity Request form and documented the process to include additional information to determine more clearly: Who, What, When, Where & How.
- b. After Board approval, I updated the Web site and sent an e-mail about the new Form and Process (<https://www.sunshinecountryclub.com/activity-mtg-request>).
- c. As a member of the Board, I am responsible for reviewing and approving (or not) all Activity/Meeting requests forms submitted.

14. SEPO Suggestion/Complaint/Idea Form and Process:

- a. Based on Board input, this past summer I assisted Tony in documenting a formal process for submitting these forms, which the Board approved. Lenore provided the graphics.
- b. Then I put it on the Web site (<https://www.sunshinecountryclub.com/suggestion-complaint-idea>) and informed the community via e-mail.
- c. I developed a 'Board only' Web page containing all detail of the forms we received in order for the Board to keep track of outstanding items.
- d. Once an item is finalized I notify the requestor via e-mail of its resolution/completion and post the results on the Web site (<https://www.sunshinecountryclub.com/suggestion-complaint-idea-results>). Then I notify the community of the same (without including any confidential information that may have been supplied by the requestor).

15. Sale/Disposal of SEPO Assets:

I Initiated creating a process for the sale/disposal of SEPO assets and obtained approval from the Board. This process was added to the Policies & Procedures. (<https://www.sunshinecountryclub.com/policies>)

16. O'Clockers Golf:

- a. I assisted Tony in trying to locate any documentation pertaining to what had always been known as the "4 O'Clockers" golf.
- b. Upon locating an 'informal' description of this event I worked with Tony to revise it and make it applicable to current times. After Board approval of the event name change and the guidelines, I posted them on the Web site (<https://www.sunshinecountryclub.com/oclockers-golf-guidelines>) and e-mailed the community.

17. Architectural Control Committee (ACC):

I worked with Tony and the ACC to finalize an updated ACC request form, posted it on the Web site for residents' use (<https://www.sunshinecountryclub.com/acc>) and e-mailed it to the community.

18. Covenants Violations:

Throughout this year I have assisted the Board with working on and resolving several resident violations to our Governing Rules. I worked with Tony on the wording of documentation to be filed in the Office and also to be presented to violators. **And that's all I can say about that.**

In Conclusion:

I want to thank everyone who assisted me in accomplishing the things I've just spoken about. To steal a phrase from Lenore – it takes a village. I've learned so very much this year representing this community as a Board member. And I'm assuming that learning hasn't come to an end.

Thank you for your patience and understanding with me and I look forward to serving you in the year ahead.

Respectively submitted,

Beth Parrish
SEPO Board Secretary & Governing Documents

Attachment 7 –
Director Report: Tony Tramel

President

Reporting on the 2021 SEPO Board is an easy task. As the president of SEPO, it was my intent to keep the Board focused and address critical issues to our community. First and foremost was our successful attempt to deal with COVID-19. It is easy to forget that it was this past year that most of us waited twice in a long line of vehicles for several hours to get our first and second Covid Vaccine shots. We came from a lockdown of every building here, including the closure of our golf course by Cameron County, to what we have today. Resolving these issues was no easy task. This Board took its oath of office seriously, and each member worked together as a team. I am proud of the service that this 2021 SEPO board has provided

Let's look at some of the details which have occurred during the past year. We implemented having SEPO board meetings via a remote process using Google Meet. We implemented new proceedings and strategies to open up our common areas, including our pool, hot tub, office, buildings, gazebo, etc., to what they are today. In my review of the 2021 SEPO board, the following projects were undertaken and or completed:

1. Our recycling facilities in the show storage area were converted to "**The Tin Can Cottage**," with the direct help of Pat Harvey, Vic Hillman, others, to name a few, and the artistic talent of Heidi Dill.
2. A crew of 9:00 AM golfers also replace the deteriorating golf practice net in the storage area.
3. The reconstruction of the West Indiana Circle was completed, ahead of schedule and under budget, after having the project kicked down the road for several years.
4. The Board authorized additional funding to perform large-area patching on West Michigan Ave, which was needed, right outside of this building
5. Additional spot pavement patching was also completed on West Iowa and West Missouri St
6. Reconstructed the two showers adjacent to our pool.

Other issues that this Board addressed included the following:

We established new fiscal policies identifying detailed procedures regarding check signing and consolidating check writing to a single day.

We modified the employee handbook to deal with uniform overtime rules for employees.

One of the most critical initiatives for sunshine residents should not go unnoticed. Lenore Combs personally developed and executed a plan to get more than 50 owners vaccinated last spring. This included coordinating with the health agencies and providing transportation to those who may not have had the means to sit in the long lines of cars that most of us experienced. We also included those employees who wish to be vaccinated as well.

A major element of the 2021 Board actions was the selection of a Review Committee for our covenants, bylaws, and policy and procedures. This five-member committee met several times in reviewing our governing documents. A written report was compiled and provided to our Board for consideration. This committee consisted of Share Nelson, Pat Harvey, Jerry Wetherbee, Steve Francine, and Earl Weir. The Board approved each committee's recommendations in concept but wanted our new attorney to review and comment on their recommendations. The Board intended to receive the attorney's review comments in a short period; unfortunately, for several reasons, we were not able to have legislative-style documents until late December for Board review and consideration. The Board made a yeoman's effort to review these documents and debate associated with several of the proposals. Ultimately, the Board agreed to a portion of the suggested recommendations and moved to place proposed amendments to our Bylaws and Covenants as part of the Annual Meeting Election process.

This Board actively addressed several Covenant violations without the use of litigation. We also have adopted a "Rule regarding Non-Compliance," which has aided the Board to reach solutions regarding alleged violations and provides an effective tool for the Architectural Review Committee to ensure compliance with our Rules.

The new 2022 Board will have to decide if they wish to continue this effort or take a different approach. It was always my intent to have any proposed amendments vetted by our community before the Board would have considered them as proposed amendments. Unfortunately, as noted previously, the timing did not allow the 2021 Board to meet that expectation.

I think it's always appropriate to challenge a new board with ideas and concepts that represent unmet goals to date. Being a civil engineer and familiar with governmental agencies, I feel there is a significant and significant need to have a two to five-year capital improvement program for Sunshine Estates. Once developed and adopted by one Board, the following Boards will have this as a blueprint for discussion and or modifications. This plan would be part of the Annual Budgeting process. Over time, the capital improvement plan should not significantly change from one Board to another. Items included in this proposed capital improvements program might include but not be limited to:

1. Street maintenance, reconstruction, and or preventive maintenance programs
2. Power equipment maintenance and or replacement of critical golf course equipment
3. Scheduled rebuilding and major maintenance of the pool and hot tub surfaces, tiling, heaters, filters, and motors.
4. Resolution or development of a plan to resolve standing water in the drainage ditches that parallel Minnesota and Iowa streets.

Our SEPO Covenants indicate the establishment of a **Reserve Fund**, which can be used for the above items, but there is currently no direction on what amount this **Reserve Fund** should be, nor if funds are used from this fund; how are the funds replaced? The answer to this question is a Board policy decision that has yet to be addressed by this Board, or prior ones.

I close by saying I realize not everyone may agree with our approach last year. Still, it was not because we were not trying to keep the 2021 Board open and transparent. Today, we had a total of 23 Board meetings that included five Executive meetings where we discussed covenant violations, employee compensation, and issues about a political candidate. We had five Residents meetings and thirteen Regular and Special Board meetings.

I take this time to thank fellow Board members personally; Beth Parrish, Larry Keller, Lyn Swonger, Jeanne Burgoine, Lenore Combs, Mecca Henry, and Mark Owens, for their dedication and commitment to making Sunshine Estates Country Club the best it can be; I feel we have all given our best.

Thank you

Tony Tramel
SEPO, President 2021