

SEPO Board Meeting Minutes

**Monday, March 8, 2021
1 PM, Virtual Google Meet Only**

CALL TO ORDER President Tony Tramel called the meeting to order at 1:00 PM

ROLL CALL was taken. Tony Tramel, Mecca Henry, Beth Parrish, Lenore Combs, Jean Burgoine and Larry Keller were present. Lyn Swonger was absent, due to technical difficulties.

AGENDA

On March 5, 2021 @ 1:30 PM the Agenda for the meeting was sent via e-mail to the community and posted on the Sunshine Web site. On March 5, 2021 @ 4 PM it was posted outside the SEPO office and on the poolside door into Retzlaff Hall. The meeting was recorded and can be viewed by clicking on (or copying and pasting) this link: <https://1drv.ms/v/s!ArA0fRlwdohihKlO98BSAKkFn6hMSw>

President Tony Tramel asked if there were any amendments or additions to the posted Agenda. There were none.

PREVIOUS MEETING MINUTES

President Tony Tramel asked the board if there were any items to discuss prior to approving the minutes from the February 25, 2021 Board meeting.

Fiscal Policy addition to the Policies & Procedures -

Beth Parrish reported a question had arisen from a resident as to what the discussion was around adding the Fiscal Policy to the Policies & Procedures. Beth has revised those minutes to add that discussion. The approved minutes will be sent to the community and posted on the Web site.

(Attachment 1)

Beth then moved these amended minutes, which had already been sent to the board for review prior to this meeting, be approved without being read at this meeting. Mecca Henry seconded the motion, and it was approved by all in attendance.

REPORTS OF OFFICERS

1) **Lyn Swonger - Golf Course**

Lyn & Dan Boardman are communicating daily about the Golf Course.

2) **Jean Burgoine (Common Grounds/Maint. Area 1) SEPO Buildings**

- a) Everything is running smoothly in her area and there have been no expenditures.
- b) There was a slight incident today where a family and teenagers were swimming at the pool. She informed them they could not be there. They were very nice and left.

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

- a) We continue to look for contractors to address paving issues.
- b) The sprinklers on the north side of Retzlaff have been adjusted to minimize the amount of water on the street on Michigan. He will follow-up to see if that improves the area.

4) **Lenore Combs (Common Grounds/Maint. Area 3) Storage & Woodshop, Tennis/Pickleball & Shuffleboard**

- a) Lenore reminded us that Easter is coming up and people will be leaving. Everyone needs to tidy up their storage lot areas and their residences and secure everything before exiting the valley.
- b) **Projects:**
 - i) Repair the golf practice tee netting.
 - ii) Restripe all of the storage lots.

- iii) Consider laying a roadbed from the gate up to about row 6.
- iv) NOTE: Tennis/Pickleball & Shuffleboard are all fine.
- c) Resident Suggestions:
 - i) One resident wants to plant high thorny plants on the North fence area to hide the storage lot from view of the highway and possibly plant along the Kilbourne roadside as well.
 - ii) Use storage lot fees for improvements.
 - iii) Place lot # on your shed because the bricks with the numbers sometimes 'disappear'.
 - iv) Recycle bin for cardboard needs a facelift.
- 5) **Mecca Henry - Treasurer - Financial Status / Reports**
 - a) Mecca has several things going on right now.
 - i) Financials –
 - (1) Jan 2021 Financials were sent out and posted on Web site.
 - (2) Feb 2021 Financials should come out by the end of this week after some final tweaking.
 - ii) HOA Fees - We have a few people who still haven't paid anything toward these fees. Mecca will have Valerie send out a gentle reminder that they need to start paying them.
 - iii) Employee timecards – All board members who are in charge of an employee need to ensure they have reviewed and signed off on timecards either late Thu or early Fri each week before Valerie does the payroll and Mecca reviews it.
 - iv) Timeclock – Mecca and Valerie are looking at purchasing a timeclock for the maintenance shed that is just like the one in the office. It's slightly under \$300. Valerie is going to order ink cartridges so printing is darker and get the right timecards so the timecards print correctly.
 - b) Mecca made the motion that we accept the Jan 2021 financials as posted on the Web site. Beth seconded it. The motion was passed unanimously by all present at the meeting.
- 6) **Beth Parrish – Secretary**

Beth hopes everyone can view/review the documents sent to the community for the Board meetings. The Web site is pointed to often because the e-mail system we use is kind of antiquated. It's a lot easier to use links to the documents rather than sending them in the body of the e-mails. If anyone has any issue with retrieving the documents, Beth can send them via her personal e-mail account (rather than the sepoenews account).
- 7) **Tony Tramel – President**

Tony didn't report anything at this time since he has been involved in many of the items below under New and Unfinished business.

NEW BUSINESS

- 1) **Board – Determine/Review/Approve Dates for 2021-2022 Activities:**
 - a) It is customary for the board to approve various events/meetings for the next Winter Season at the last meeting of the current Winter Season. The priority order for events/meetings is:
 - i) Board & Resident meetings.
 - ii) Good Neighbor Golf Tournament.
 - iii) Women's Club activities.
 - iv) Other Golf events –
 - (1) Women's Golf League
 - (2) Men's Golf League
 - v) Other events/meeting (in no particular order) –
 - (1) Women's Club Meetings.
 - (2) Neighborhood Watch (NW) Meetings.
 - (3) All others – Will need to be requested through the SEPO Office.

(a) The exact Request Process will be documented by Beth Parrish and Valerie (SEPO Office) and distributed to the community.

b) Larry Keller moved the dates identified by Beth and Mecca be put in the 2021-2022 calendar. Jean Burgoine seconded the motion. It was approved unanimously by all present at the meeting. The calendar is now available. **(Attachment 2)**

2) Mecca, Treasurer – Change the executives on the Wells Fargo Account.

An Executive can close and view activity on the account. John Chajec and Pat Harvey (both previous board members) are the current executives. Mecca Henry motioned the current executives be removed and the current Board President (Tony Tramel) and Board Treasurer (Mecca Henry) be named as the new executives. Beth seconded the motion. It was approved unanimously by all present at the meeting.

Mecca Henry has the form for all board members to sign before we go into executive session.

3) Mecca, Treasurer – Company credit cards.

Lupe and Manny use the SEPO Chase Credit Card. They can get it from Valerie when they need it during the week from 8 to 4. However, if they need to make any purchases over a weekend, they use their own money and get reimbursed. Mecca monitors this credit card on the SEPO laptop. She would like to see a card given to both Lupe and Manny to keep in their possession. Larry Keller made the motion to give a Chase Credit Card to both Lupe and Manny. Lenore Combs seconded the motion. It was approved unanimously by all present at the meeting.

4) Mecca, Treasurer - Consideration to amend the Employee Handbook.

a) Employee Lunch Breaks –

- i) The Employee Handbook states the maintenance workers and grounds keeper (Manny, Lalo and Joe) should be working 7-4, taking an unpaid hour for lunch and two paid 15-minute breaks. However, they work 7-3, skipping the unpaid lunch hour and using their two 15 minutes breaks together for lunch. This is not legal.
- ii) Mecca Henry suggested we change the Handbook to say they work 7-3:30, taking an uninterrupted and unpaid 30-minute lunch break. The other option is to leave the Handbook as it is now and make them work 7-4.
- iii) Beth Parrish made a motion to change the Employee Handbook. Larry Keller seconded the motion. It was approved unanimously by all present at the meeting.

b) When to pay overtime (OT) –

The Employee Handbook says you get paid OT if you are paid for a holiday in a week and end up reporting over 40 hours. A holiday is counted as worked hours. Vacation and personal time are not addressed. The options were to either pay or not pay OT for hours over 40 if vacation or personal time was taken during the normal 40-hour workweek. Beth moved we change the Employee Handbook to pay them OT. Larry seconded the motion. Jean abstained. Beth, Larry, Lenore and Mecca voted yes. The motion passed.

5) Beth – Clarification of Heading on SEPO Policies & Procedures. **(Attachment 3)**

After the Policies & Procedures were updated at the Feb 25, 2021 meeting a Resident asked - What exactly did this nullify and void on Feb 25, 2021? Beth is proposing we change the text in the header to say: **(All previous Policies & Procedures are replaced by this Update of Month Day, Year.)**

Mecca Henry moved to approve the text chg. Beth seconded the motion. It was approved

unanimously by all present at the meeting.

6) Tony – Martin houses placed on the golf course.

Anything installed on the golf course should be approved by the Board. Lyn had previously told Tony he could put up his 'Martin' house. Tony is now asking this board to concur that Tony's and the two new bird houses (not sure who put them there) located on the golf course be approved. Mecca Henry motioned we approve the houses already installed. Lenore seconded the motion. It was approved unanimously by all present at the meeting.

7) Board – Review of Sunshine Covid-19 policies. Click on (or copy and paste) this link:

<https://www.sunshinecountryclub.com/covid-19-sepo>

a) The restrictions on the Web site, which were piecemealed over time by the previous board AND haven't been updated since Dec 20, 2020. There are a variety of things happening in TX right now, so these need to be revisited. We can continue the current rules if we want, or we can change some things.

b) Jean Burgoine made a motion to do the following. Larry seconded the motion. Mecca Henry abstained. Beth, Larry, Lenore and Jean voted yes. The motion passed.

Effective Immediately:

- The following areas will be reopened to Residents' family and overnight guests –
 - Shuffleboard court (equipment is stored near the hot tub)
 - Tennis and Pickleball courts

Remaining Closed to Visitors:

- Pool
- Hot tub
- SEPO buildings

c) Jean Burgoine made a motion to do the following. Mecca seconded the motion. It was approved unanimously by all present at the meeting.

Effective Immediately:

- The following areas will be reopened to Resident's family and overnight guests –
 - The Golf Course – providing:
 - Greens Fees are paid for the non-residents as specified in our Policies & Procedures.
 - The residents and family/guests play together (in isolation from other golfers)
 - Residents' family/guests may not participate in organized Golf Events, including the 4 O'Clockers.

d) Lenore requested she be allowed to quickly form and ad-hoc committee of nurses from the community for the purpose of creating a bonafide, professionally done recommendation on the remaining Board Covid-19 restrictions, taking into account Judge Trevino's opinion. This will take a couple of days to complete.

e) In the meantime, Beth will send out an e-mail to the community notifying them of the decisions made above to open up various areas of the community (with some additional restrictions).

8) Tony & Architectural Control Committee (ACC) – What is the ACC review and subsequent notification to the resident process.

We want to be sure there's a formal process for someone to follow when an ACC ruling is made. Tony will develop this and ensure residents are responded to quickly.

- 9) **Tony** - *Discussion on the need to establish a formal means of addressing SEPO complaints and resolution of same.*

This in part ties in to item (8) above. A formal process needs to be established and adhered to.

UNFINISHED BUSINESS

- 1) **Lenore** – *Update on ‘assisting’ Sunshine residents to obtain their Covid-19 vaccines.*

This was a huge success. 60 people from Sunshine got their first shot. Lenore thanked everyone who was a part of this. She has had requests to do this again for additional residents who have yet to receive this first vaccine. It will be simpler this time because she has a process. The board agreed that she proceed.

- 2) **Tony** – *Update on Rules Review Committee selection and next steps.*

Five residents were nominated by the board to serve on this committee. They have all been contacted and have agreed to take on this effort. Those residents are: Steve Fransene, Share Nelson, Earl Weir, Pat Harvey and Jerry Wetherbee.

Tony will send an e-mail to these five confirming they have been appointed by the Board and charged with this responsibility. He will attempt to set up the first meeting with this group and lay out some of the deliverables the Board is expecting to receive within 60 days. Once the Board receives the committee’s report, we will decide what should be addressed and decide next steps.

- 3) **Tony** – *Requested approval to obtain feedback with google forms or other methods:*

The items we were originally going to gather residents’ opinions on were resolved earlier during this meeting. We are still considering some other issues to obtain feedback on. More about this ongoing.

Lenore would like to resurrect the Suggestion Box. Beth and Lenore will visit this and come up with a process to bring it back.

- 4) **Tony** - *Recommend a committee to develop a 3–5-year capital improvement program.*

Tony would like volunteers from the board or names of others who would be good for this committee.

ADJOURNMENT

Jean Burgoine made a motion to do adjourn. Beth Parrish seconded it. The motion was approved unanimously by all present at the meeting. The meeting was adjourned at 2:38 PM.

Respectively Submitted,

Beth Parrish
SEPO Board Secretary

ATTACHMENTS:

- (1) **Addition to the Feb 25, 2021 minutes of “discussion” surrounding the Fiscal Policies that were added to the Policies & Procedures at the Feb 25, 2021 Board meeting.**
- (2) **Approved Calendar of Events for 2021-2022 Winter Season**
- (3) **Text change to the heading of the Policies & Procedures**

Attachment 1

Information added to the Feb 25, 2021 meeting minutes and submitted for approval by the Board.

New Business – Item 2:

Mecca, Treasurer - Consider amending our Policy and Procedures to provide for a section noted as “Fiscal Policies.”

Mecca Henry read her Fiscal Policy proposal. Discussion of her proposal follows:

1. All checks should be signed by the Treasurer unless the Treasurer is unavailable. If that occurs, the next available persons, in the following sequential order shall be sought out to sign requested check(s): President, 1st VP, then 2nd VP.
(Discussion) This is more of a clarification of the ByLaws. They already state this but it is just not quite as determined.
2. Invoice related payments will normally be issued only once a week on Fridays. In the case of a COD or an emergency, accommodations will be made to issue payment. Ideally this needs to be coordinated with the Treasurer.
(Discussion) Mecca wanted to put it in writing - write checks once a week. We don't really have consistent items where we need to be writing checks all the time. It makes it easier for Mecca Henry and Valerie to plan their time.
3. Invoices and timecards must be approved by a Board Member.
(Discussion) Mecca Henry wanted to make sure that whoever is in charge of employees is looking at their timecards and can sign off on them. Same thing with invoices. Whoever's responsibility should confirm that – Yes, we need to pay this. Mecca isn't comfortable with invoices being paid without this verification.
4. Credit card charges must have a receipt.
(Discussion) This has sometimes been an issue sometimes. Receipts have been lost. A copy can be requested. We need this backup, especially if something come up tax-wise. These are things we need to be doing. Mecca just wanted to get it in writing.
5. Board Members should not, under normal circumstances, use their personal funds and later seek to be reimbursed by SEPO. Only in emergencies should this occur.
(Discussion) Mecca's point is, it doesn't look very good if, on a monthly basis, we are cutting big checks to board members. She's not saying they are doing anything wrong. It just has the appearance of looking a little funny and she would like to cut down on this.
6. All backup documentation should be reviewed by the check signer prior to signing checks.
(Discussion) Prior to now Valerie was giving a board member the checks to sign. If they had a question, she answered it. Mecca has instructed her, from now on, she wants to see all backup documentation to ensure it's been signed off by a board member. It should be for something reasonable before it is signed off on. Also, if it is coded to the wrong line item, Mecca can fix it immediately and she won't have to go back a week or a month later and try to find it.

(Attachment 2)

2021-2022 Calendar of Events approved by the Board during the March 8, 2021 meeting. Click on (or copy and paste) this link to view/print.

https://2851bf60-6e92-4440-b098-0166b6640e11.usrfiles.com/ugd/2851bf_06f7532160ab4e0584208cf2f66dc81c.pdf

(Attachment 3)

CURRENT HEADING

**POLICIES AND PROCEDURES OF
SUNSHINE COUNTRY CLUB ESTATES
APPROVED BY ITS BOARD OF DIRECTORS
February 25, 2021**

All previous standing rules are null and void after this date.

PROPOSED HEADING

**POLICIES AND PROCEDURES OF
SUNSHINE COUNTRY CLUB ESTATES
APPROVED BY ITS BOARD OF DIRECTORS
February 25, 2021**

(All previous Policies & Procedures are replaced by this Update of February 25,2021.)