

SEPO BOARD MEETING AGENDA

Thursday, July 15, 2021 @ 1:00 PM CT

A 'hybrid' meeting will occur.

**Retzlaff Hall will be open to Board members and those who wish to attend in person.
Some Board members and anyone else who wishes to attend this meeting "virtually" can do so by
Clicking the following link beginning at 12:45 PM.**

To join the video meeting, click this link:

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

If needed, please use this code to gain access on your Smart Device or Computer.

[mwv-xevy-cat](https://meet.google.com/mwv-xevy-cat)

1) Call to Order.

Roll Call

Tony Tramel
Mecca Henry
Lyn Swonger

Jean Burgoine
Larry Keller
Lenore Combs

Beth Parrish

2) Verify the Agenda for this meeting was made available to the community by the 72-hour pre-Board meeting requirement for posting.

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

4) Review and consideration of approving the June 24, 2021, Board Meeting Minutes. (*Attachment 1*)

5) Unfinished Business –

- a. **Mecca** – Approval of the May 2021 & June 2021 Financials. (*Attachment 2*)
- b. **Beth** – Employee Handbook Updates for Approval. (*Attachment 3*)
- c. **Tony** – Consideration to engage and utilize Law Firm _____. Update on search for a competent Law Firm that is proficient in HOA Law. New firm will be reviewing proposed SEPO Rules changes.
- d. **Larry/Tony** – Update on Indiana Circle project.
- e. **Tony/Mecca** – Discuss Budget process for 2022. Is there a need for "Budget 101 Class" for the Board?
- f. **Tony** – 3-5 year capital improvement program. How to incorporate this into the Budget process for 2022.
- g. **Tony** – Reinstatement of Golf Trail Fees

6) New Business –

- a. **Jean/Larry** – Update on changes (painting etc) to signage on buildings and TX Ave.
- b. **Tony** – Board Meetings; Ongoing use of Google Meet format plus In Person in Retzlaff.
- c. **Tony** – Informational Meetings during Winter season.
 - i. Google Meet & In Retzlaff.
 - ii. Should Informational meeting precede Board meeting? Switch the dates?
 - iii. Purpose of informational meetings.

- d. **Tony** – Process for submitting & replying to "SEPO Suggestions / Complaints / Ideas" for the board to review along with the form to use. **(Attachment 4)**

7) Adjournment

ATTACHMENTS –

1. **Attachment #1 -
June 24, 2021, Unapproved Minutes of Board Meeting**
https://2851bf60-6e92-4440-b098-0166b6640e11.usrfiles.com/ugd/2851bf_b134e74fb2ba4ffbb61c93344f787fdb.pdf
2. **Attachment #2 -
May 2021 & June 2021 Financials**
 - a. **May 2021:**
 - i. **Balance Sheet**
https://b8c8b5e2-b04d-420e-80cf-df148ee412c3.filesusr.com/ugd/2851bf_a187fd90a52c44af9d3981823bdf682.pdf
 - ii. **P&L Statement**
https://b8c8b5e2-b04d-420e-80cf-df148ee412c3.filesusr.com/ugd/2851bf_450b82ef8e6b41baa801c8bf18aa1390.pdf?index=true
 - b. **June 2021:**
 - i. **Balance Sheet**
https://b8c8b5e2-b04d-420e-80cf-df148ee412c3.filesusr.com/ugd/2851bf_e9fd8005e7f0415685de1eeea8ec263a.pdf
 - ii. **P&L Statement –**
https://b8c8b5e2-b04d-420e-80cf-df148ee412c3.filesusr.com/ugd/2851bf_72233449759e47fa98fd858f7c4e6f92.pdf?index=true

**3. Attachment #3 -
Employee Handbook Updates**

Deletions are ~~crossed out~~. Additions are underlined.

Employee Handbook: Proposed Changes for Approval

SEPO

**Sunshine Estates Property Owners
Employee Handbook**

Proposed Revisions dated 07-08-2021

Vacation (clarification)

Vacations are to be scheduled at the convenience of the ~~Sepe~~SEPO organization. Regular full-time employees after one full year of employment will be eligible for one week of vacation. After ~~3~~three years ~~employee~~employees will be eligible for an additional week, making that giving them a total of two weeks paid vacation. After seven years of service ~~the employee is~~employees are eligible for an additional week of paid vacation making that giving them a total of three weeks, beyond paid vacation. After 15 years up ~~to~~employees are eligible for a maximum of four weeks paid vacation.

ABSENTEEISM / TARDINESS (addition)

When one of our employees is absent, the other employees possessing the necessary skills required, should strive to cover the workload of that employee during his/her absence.

Hours of Work (revision)

A normal work week for hourly Maintenance employees (Golf Course and Groundskeeper) is 40 hours from 7:00 am to 3:30 pm, Monday through Friday. These start/end times may vary throughout the year depending on the season, as long as a change in the times has been approved by the Board Director the employees report to.

Each Maintenance employee is entitled to a 30-minute unpaid and uninterrupted period of time for their lunch break and two paid 15-minute breaks each workday. These employees may take their lunch time and break times in any combination they wish as long as they have the approval of the Board Director they report to.

The Custodian ~~shall~~is an hourly employee whose work ~~six to~~schedule is eight hours per day beginning at ~~6:00~~30 am with a 30-minute unpaid lunch break. Any variance in this schedule must be approved by the Board Director he/she reports to.

The Bookkeeper is an hourly employee. During the high peak season, beginning the ~~second week in~~first of September through the end of ~~April~~June, the hours are from 8:00 am to 4:00 pm which with an hour unpaid lunch. This includes ~~the~~ window hours from 9:00 am to noon and 1:00 pm to 3:00 pm Monday through Friday. From 3:00 pm to 4:00 pm the window is closed to resident business Monday through Friday. During the low peak season (July and August), the Bookkeeper may have the option of working through the noon hour and leaving at 2:00 pm. Any variance in this schedule must be approved by the Board Director he/she reports to.

The time worked by hourly employees will be monitored by that employee's immediate supervisor /Board Director.

Working for residents during lunch or break is not allowed.

Bookkeeper (revision)

Each day check e-mails, incoming faxes and phone messages. Check the tablewall in the outer office for reprints that may be needed of phone lists and other forms.

~~During the summer perform~~ Perform new resident orientations all year.

Custodian (addition)

Must perform other duties as assigned.

Golf Course Lead (addition & clarification)

Must perform other duties as assigned.

Working for residents during lunch or break is not allowed.

Golf Course Employee (addition & clarification)

Must perform other duties as assigned.

Working for residents during lunch or break is not allowed.

Grounds Keeper (addition & clarification)

Have knowledge of the operation of the common areas. Is responsible for:

- Other duties as assigned.

Working for residents during lunch or break is not allowed.

4. Attachment #4 - SEPO Suggestions/Complaints/Ideas Process

Here is some history on this matter –

2021-03-19: The community was informed how to submit "SEPO Suggestions / Complaints / Ideas" for the board to review along with the form to use. This was posted on the Web site (<https://www.sunshinecountryclub.com/suggestion-complaint-idea>).

2021-03-27: Suggested process of reviewing & replying to residents was not acceptable to all Board members and needs to be formalized.

2017-04-17: This needs to be an agenda item to discuss and get consensus from the Board.

2021-07-10: Tony will document a proposed process for review in the July 15, 2021 Board mtg.

Once the Office receives a completed and signed form of a "SEPO Suggestion / Complaint / Idea" office staff will scan the form and e-mail it as attachment to the President, noting the date and name of the person submitting the form in the e-mail of transmittal. The President may then consult with the Director(s) most responsible for the area(s) in question. The President will prepare a draft response within 1-5 days of receipt of the form and send to all Board Members, requesting comments and or suggested edits to the draft via e-mail within a reasonable timeframe. After receipt of provided edits/comments, the President will determine the final text of the response. A direct e-mail response will be provided to the author of the form along with copies of the submitted form, for ease of reference. Copies of the e-mail and attachments will also be provided to all Board members. In the event the submitter has not supplied an e-mail address to the office, the reply and submitted form will be hand-delivered to the submitter. The success of this approach is predicated upon providing a timely response to the person submitting the form.

An endorsement, disapproval and / or modification to the above proposed process is requested of the Board.

The Board may also wish to consider publishing the form and the response to all Owners who use e-mail. If we do this, the name of the person who submitted the form would not be provided. This would allow the community to be aware of the content of the submitted form and the Board's response. This information would be distributed via e-mail to Owners as a new "SEPO Suggestion / Complaint / Idea Response Publication" by our Board. It would make this information and our response a public statement. It would also provide further notice that this Board wishes to be known as being responsive, transparent and informative.

An endorsement, disapproval and / or modification to the above proposed process is requested of the Board.

If either one, or both, of these policy / processes are approved by the Board, it would appear they should be incorporated into our current Policies & Procedures. A formal vote to place any approved process noted into our Policies & Procedures is also requested.