

SEPO Board Meeting Minutes

**Thursday, February 25, 2021
1:30 PM, Virtual Google Meet Only**

Call to Order President Tony Tramel called the meeting to order at 1:30 PM

Role Call was taken. Tony Tramel, Mecca Henry, Beth Parrish, Lenore Combs, Jean Burgoine and Larry Keller were present. Lyn Swonger was absent, due to medical treatments.

Agenda

1. On Feb 22, 2021 @ 4 PM the Agenda for the meeting was sent via e-mail to the community and posted on the Sunshine Web site. On Feb 23, 2021 @ 1 PM it was posted outside the SEPO office and on the poolside door into Retzlaff Hall. The meeting was recorded (except for the first seven minutes) and can be viewed by clicking on this link:
<https://1drv.ms/v/s!ArA0fRIwdohihKIAUoThhrC1eIk7EQ>.
2. President Tony Tramel asked if there were any amendments or additions to the posted Agenda.
 - a. Mecca Henry asked that the following items be added:
 - i. Address the approving of check signers. This needs to be in the minutes in order for the bank to accept/make any changes.
 - ii. Obtain a Sam's Club membership.
 - b. Mecca Henry motioned these two items be added to the agenda. Lenore Combs seconded the motion. The vote was a unanimous yes from those present at the meeting.

Discussion of Added Agenda Items

1. **Check Signers:**
 - a. Jean Burgoine asked that the various accounts be explained. Mecca Henry indicated we have our Checking account at Wells Fargo, CD at BBV, Checking and Money Market at Frost and Money Market at Rio. President Tony Tramel asked that Mecca Henry provide a listing what each account is, the dollar amount of each account and how often the accounts are used. **(Attachment 1)**
 - b. Mecca Henry made a motion and Beth Parrish seconded it to list the following Board members on these accounts as follows:
 - i. Wells Fargo Check signers would be in order of 1st to 4th: Tony Tramel (president), Lyn Swonger (1st VP), Larry Keller (2nd VP) and Mecca Henry (Treasurer).
 - ii. BBVA, Frost and Rio: Tony Tramel (president) and Mecca Henry (Treasurer)The vote was a unanimous yes from those present at the meeting.
2. **Sam's Club Membership:**
 - a. Often times items needed for SEPO, such as chlorine pellets and office supplies, can be purchased at Sam's cheaper than at other stores. This would be a Business Account and Lupe and Manny would be given Sam's credit cards.
 - b. Mecca Henry moved we open a Sam's Club business account so that items can be purchased there for SEPO. Jean Burgoine seconded the motion and it passed

unanimously by those present at the meeting.

Approval of Previous Meeting Minutes

President Tony Tramel noted that it was not a requirement to approve the Feb 16, 2021 Annual Meeting of Shareholders minutes at this meeting, although that could be done. Mecca Henry moved we approve the minutes as posted from the Feb 16, 2021 Annual Meeting of Shareholders. Lenore Combs seconded the motion and it passed unanimously by those present at the meeting.

Mecca Henry moved we approve the minutes as posted from the Feb 16, 2021 SEPO Board Meeting. Lenore Combs seconded the motion and it passed unanimously by those present at the meeting.

Reports of Officers:

1. *Lyn Swonger - Golf Course*
 - a. Lyn Swonger was not present at the meeting. However, Tony Tramel indicated Dan Boardman is coordinating activities with the SEPO employees pertaining to the golf course.
 - b. Resaca water is currently unavailable due to reconstruction of a bridge upstream from Sunshine. The water should be restored Saturday or Monday.
2. *Jean Burgoine (Common Grounds/Maint. Area 1) SEPO Buildings:*
 - a. The hot water tank in the Sunburst building was replaced.
 - b. Pool supplies have been purchased.
 - c. A lock was replaced.
3. *Larry Keller (Common Grounds/Maint. Area 2) Streets, Drainage & Irrigation Ditches, Texas Ave:*
 - a. He and Lalo and Neil Morehead have been reviewing the streets and drainage areas and are trying to determine why some have been deteriorating. Larry has initiated some contact with a contractor to do the patch work.
 - b. Finding a qualified contractor to look at Indiana Circle is a challenge.
 - c. Due to the recent cold weather lots of our bushes and plants died. Some of the residents have volunteered to select and maintain the plants ongoing. It has been brought up to possibly have a contest of ideas on how to revitalize and modernize Texas Avenue.
 - d. A second container for dog waste is being purchased.
4. *Lenore Combs (Common Grounds/Maint. Area 3) Storage & Shop Area, Tennis/Shuffleboard:*
 - a. Lenore has met with Jerry Drost (who was previously responsible for these areas). The weather has hindered doing much of anything yet.
 - b. You should not be using the woodworkers shop unless there is a monitor present.
 - c. No high heels on Tennis/Shuffleboard/Pickleball courts.
 - d. No NASCAR racing around the sheds.
 - e. Easter is not far away. Folks will be heading up-north. Please make sure your shed area is tidy and is secure in case we are challenged by bad weather.
5. *Mecca Henry - Treasurer - Financial Status / Reports:*
 - a. Was not asked to report at this time.
6. *Beth Parrish – Secretary:*
 - a. Beth thanked everyone for their input into the last minutes that were approved earlier in this meeting.

7. *Tony Tramel – President:*

- a. President Tony Tramel acknowledged he has received information of potential SEPO Covenant violations pertaining to people, locations and personnel. The board will be meeting at 3:30 today to discuss these items in a closed session. It's possible these issues may require litigation.

New Business:

1. ***Tony - SEPO Board 101 Education Discussion***

- a. Some of you are familiar with the SEPO Rules –
 - i. Covenants – Master documents. They override anything that ever comes up.
 - ii. Bylaws – These are related to the organization, how we establish the board, the election process, the assessments etc. It's the administrative aspect of how we deal with these types of items.
 - iii. Policies & Procedures – These have evolved over time and can be modified by the Board by a majority vote after a motion is made and seconded, with discussion. President Tony Tramel is proposing the board conduct surveys of residents prior to decisions directly affecting residents.
- b. We are required to operate under the Texas Legislature HOA Rules.
- c. There is no 'grandfathering' allowed.
- d. If the Architectural Control Committee (ACC) denies a change request from a resident and the resident appeals it to the board, the board cannot override anything that would go against the Covenants.

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 (**Attachment 2**). 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.

Mecca Henry then made a motion to incorporate her proposal into the Policies & Procedures. Jean Burgoine seconded the motion. It was passed unanimously by those present at the meeting.

3. **Tony** - *Assignment of two Directors to each director position, as Primary and a Secondary / Backup Position.*

Tony stated he would like to have concurrence in having backup persons for each board position. He had prepared a chart of proposed backups (**Attachment 3**) and read it at the meeting. Since this was the first time the board members had seen the proposed backups Mecca Henry motioned that we 'table' this item until the next meeting to give everyone the chance to review the proposed listing and to let the new board first become familiar with their new responsibilities. Lenore Combs seconded the motion. It was passed unanimously by those present at the meeting.

4. **Tony** - *Consideration to survey residents and revisit prior decisions after compiling survey information on:*
 - a. *Reestablishing Cart/Trail Fees, and*
 - b. *Potential to permit immediate family to play golf on our course in isolation, during Covid-19 restrictions.*

President Tony Tramel requested we start a plan to get resident input/communication before we act upon decisions that affect the community. The discussion concluded that we should start with these two issues to obtain resident's opinions. Then we could see what other items present themselves as survey candidates. The answer to Mecca Henry's question of – would these be in addition to the informational meetings – was yes. The next step would be to develop a Google Form and send it out via e-mail to the community to gather input. We may need to do this as a paper document also.

Beth Parrish motioned that we move forward with surveying the community in order to compile the data received prior to the board moving forward on issues/changes. Lenore Combs seconded the motion. It was passed unanimously by those present at the meeting.

5. Tony - Review of Policies, Bylaws, and Covenants and potential modifications. Authorizing the formation of a committee, selected by the President and Secretary, to review and recommend changes, if any, regarding the following:

a. Covenants, Bylaws, and Policies.

- i. President Tony Tramel stated that some of the language in these documents is incorrect and needs to be addressed. He was thinking a committee of 3-5 people should take this on. He had some names in mind but none of those people had been approached. He had included board members in this list. Mecca stated she didn't think anyone from the board should be on this committee. Jean Burgoine would like to see the residents come up with proposed changes. They could come to board members for clarity.
- ii. Mecca Henry proposed we table this until the March Board Meeting. However, Larry Keller moved to proceed with getting this committee, consisting of no more than six people, formed quickly. The board would decide if the committee would contain any board members. Each board member (excluding President Tony Tramel) would submit a name to Tony for consideration. Mecca Henry seconded the motion.
- iii. Additional discussion concluded with all names submitted to Tony must be agreed upon by the board before approaching the potential committee member. The board can do an electronic vote as long as it is communicated to the community. The board can also vote on this after the fact.
- iv. The motion to proceed with forming this committee passed unanimously by all present at the meeting.

b. Discussion of development of a 3-5-year capital improvement program.

- i. President Tony Tramel believes the community would welcome such a plan. It could just be a 1-2 page document listing potential projects, i.e., redoing the pump system at the Resaca that pumps water onto the golf course. Mecca Henry indicated this would need to include equipment.
- ii. Mecca Henry moved and Lenore Combs seconded to form a committee that would be put together using the same process as discussed above to review SEPO rules. The motion to proceed with forming this committee passed unanimously by all present at the meeting.

c. Review of Sunshine Covid-19 Policies.

It was agreed we would not address this at this time.

Committee Heads will study the issues and report in writing their findings and recommendations to the Board within the next 60 days or less.

6. Lenore & Tony - Inventory of SEPO residents who would like assistance with obtaining their Covid-19 shots. Open discussion.

- a. The board would like to determine how big of an issue this is. Those age 65 and over who have not received their shots but want them are who the focus would be on. Lenore has reached out to some government officials. A possible plan for the distribution of vaccinations right here at Sunshine will be determined after we know how many people we are talking about needing/wanting the vaccination.
- b. It was moved by Lenore Combs and seconded by Larry Keller to take action to inventory those who still need and want to receive the vaccine. The motion was passed

unanimously by all present at the meeting.

7. **Tony** - *Discussion on the need to establish a formal means of addressing SEPO complaints and resolution of same.*
8. **Tony** - *Informational meetings, when are they held, before actions rather than after actions by the Board. The Board should hear resident concerns before any action.*
9. **Tony** - *Request each Board member to provide a list of items or issues that they feel the Board should examine in their role as Director and representing the Community.*

Items 7, 8 & 9 have previously been addressed in that the board will develop a process using Google Forms to gather data, questions and other input. Results will be compiled and relayed to the board and community prior to board action being taken.

Unfinished Business

The next board meeting on the schedule is Monday, March 8, 2021. The March meeting is always scheduled by the previous year's board during their March meeting. It is customary at the March meeting for the board to schedule their meetings for the next winter season. Then they review or reject the following which should have been submitted to the board for approval.

- Dates for Good Neighbor Golf Tournament
- Women's Club list with dates of 'next season' activities/events
- Proposed dates for other golf activities

Adjournment

Mecca Henry moved the meeting be adjourned. Lenore Combs seconded the motion. It passed unanimously by those present at the meeting. The meeting was adjourned at 2:58 PM.

Respectively submitted,

Beth Parrish
SEPO Board Secretary

Attachments:

- 1) **List of SEPO Bank Accounts**
- 2) **Proposed Fiscal Policies**
- 3) **Proposed Board Backups**

(Attachment 1)

List of SEPO Bank Accounts

Bank	Type of Account	New Signers	Balance 01/31/21	How Often Used
Wells Fargo	Main Operating Account	Mecca Henry, Tony Tramel, Lyn Swonger, and Larry Keller	\$270,194.92	Daily
BBVA Compass	CD	Mecca Henry & Tony Tramel	\$263,536.16	When needed
Frost Checking	Account required to have Money Market	Mecca Henry & Tony Tramel	\$25.00	When needed
Frost Money Market	Reserve Account	Mecca Henry & Tony Tramel	\$104,536.99	When needed
Rio Bank Money Market	Reserve Account	Mecca Henry & Tony Tramel	\$93,775.48	Eevery couple of months to support the Wells Fargo Account

(Attachment 2)

Proposed Fiscal Policies
As an Amendment to SEPO Policies and Procedures
February 25, 2021

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.
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.
3. Invoices and timecards must be approved by a Board Member.
4. Credit card charges must have a receipt.
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.
6. All backup documentation should be reviewed by the check signer prior to signing checks.

(Attachment 3)

Proposed Board Backups

Draft 2021 Board Organization	Principle Duty	Secondary /Backup
President	Tony Tramel	Lyn Swonger
Treasurer	Mecca Henry	Beth Parrish
Secretary	Beth Parrish	Mecca Henry
Dir of Golf Cours (1st VP)	Lyn Swonger	Tony Tramel
Area 1 Common Buildings	Jean Burgoine	Lenore Combs
Area 2 Drainage, Streets, Texas Ave (2nd VP)	Larry Keller	Tony Tramel
Area 3 Storage, Woodshop, Shuffle and Tennis Cts	Lenore Combs	Jean Burgoine