

Meeting Minutes Draft
SUNSHINE ACRES PROPERTY OWNERS ASSOCIATION
BOARD MEETING

FRIDAY, NOVEMBER 18, 2022

7:00 PM GARDINER COMMUNITY CENTER

Attendance in person were Kathleen Keehn and Annemarie Montera. Attending via Conference Call were Kaye Gagnon and Jacqueline Petersen. The current By-Laws require a quorum of majority of members (3) **IN PERSON**, therefore, this meeting cannot be an **OFFICIAL BOARD MEETING**, but these “Minutes” will serve as a recording of our discussions.

The meeting was called to order at 7:18pm by Kathleen Keehn, President.

1. Old Business:

- **Approval of minutes: September 9, 2022 board meeting were not posted to the website and due to a lack of a quorum, cannot be approved. They will be posted to the Web Site and brought forward for approval at the next Board Meeting.**
- **TREASURER’S REPORT given by Annemarie Montera, Treasurer: See attached Treasurer’s Written Report**
- **COMMON PROPERTIES REPORT was given by Kathleen Keehn**
 - **MBR Closing and Maintenance – MBR was open most of October due to the nice weather. Work crew blew off leaves and treated the road for moss. The last clean out party will be scheduled soon.**

2. New Business:

- **Discussion about scheduling a General Meeting sometime after the first of the year to cover the By-Laws changes and to help to try to help Plats set up plat covenants meetings. It was decided that this will probably be best to do at the next General Meeting in Spring and we will see to scheduling that soon.**
 - **Covenant changes have to be funded by Plat members but it was also mentioned that a one-year assessment to help fund the Plat Covenant upgrades might also be an option to allow SAPOA to help OR a request for donations to a fund for this purpose.**
 - **Most important to pursue are Architectural Representatives to be in place within each Plat depending on how the Covenants are written.**

- **Shirley Leckman and Kathleen Kheen held a meeting with the County Planning Department about our Covenant documents and the use of the term “standard building materials”. Due to the many updates to the materials allowed by the Building Department, an update or a “definition” for these materials and substances to be allowed need to be included in a new rewrite of the Covenants. The lack of Plat Architectural Representatives has made it difficult for the Architectural Committees to help owners with property plans.**
- **It is feared that problems with the lack of updated Plat Convenances could lead to some liability on the property owners should a disagreement arise and a way to remedy these disagreements need to be settled upon as well, hence, the urgency to encourage the Plats to update their documents and have Architectural Representatives in place.**
- **The Planning Department also encourages all construction to at least be in compliance with the current County Codes at the time of construction and that would include materials being ICC and IRC approved materials.**
- **In addition to building clarification, the tree height restrictions also need to be addressed due to fire safety and view obstructions and, therefore, are another Covenant decision to be made by each Plat and also, how enforcement will be handled.**
- **Another General Meeting topic will be about By-Laws changes so there is discussion about changes to be made and questions answered prior to a ballot (which will be expensive) going out to the membership is necessary.**
- **Next Board Meeting must occur, per the current By-Laws, prior to January 10th where Board members will be seated for another year and Officers elected. Kathleen will check with Gardiner Center for a date for that meeting. A 2023 calendar will be put together and posted on the Web Site for all future meetings for the year.**
- **A suggestion was made to invite a Fire Representative to speak at a future meeting to discuss how we can best live with nature in safety. This information might help with Covenant changes as well.**

The meeting was adjourned at 8:03pm.

Treasurer's Report for Board Meeting 11/18/2022

Reconcile Balances as of 10/31/2022 of from the bank are:

- \$68,387.06 (Operating Account) LESS Restricted funds = \$43,857.24 of Unrestricted funds
 - TOTAL EXPENSES to date - \$11,565.35 PLUS the \$4,000 annual transfer to MBR and the transfer to restricted funds of \$2000 for Legal Fund = \$17,565.35 for the year (see the Approved Budget Report for to-date expenses to budget)
 - Variance to budget shows only the Insurance being above the Budget (\$268.95)
 - We have had a refund of IRS penalties and interest in the amount of \$126.66 out of the \$184.80 we paid last week due to a request from the Association to abate these due to COVID and organizational confusion for those years we were late
 - As of 11/18/2022 – Delinquencies are at \$7,330 for 81 members. 12 owe more than 2 years, (4 have Liens and 8 will be sent Intents to Lien), 6 owe for 2 years and 62 owe for just this year. Bills will be sent out within the next couple of weeks (some have already had emails sent to them).
- \$75,092.26 (MBR Account) (NO Restricted funds)
 - Key deposits collected to date is \$527.49

The current Board has agreed to serve for the 2023 Board year and, therefore, the decision has been made not to spend money on a Board of Directors ballot since no one had stepped forward to run for the Board. Each ballot costs about \$800 - \$1000 so we decided to save the funds for a By Laws Ballot. Our line item for such things on the Budget has about \$2,700 left in it for the year so we decided to save that for costs for a Ballot and Meeting Room charges as well as any Newsletters needing to be sent out.

We will work to see if we can get others interested in serving and, hopefully, have a ballot NEXT year.

Annemarie Montera, Treasurer