

SPPOA, INC BOARD MEETING MINITUES

Saturday, April 22, 2023
Pavilion 10am

Board Members Present:

D'Ann Marro, President
Crystal Gilliam, Treasurer
Kellie Elson, Secretary
Paula Brumley, Director
Burgess Stengl, Director
David Jobes, Director

Board Members Not Present: None

Others Present (that signed in):

Paul Marro
Pat Ahrendt Came in @ 10:15am, Left @ 11:35 am. (Appointed director during this meeting)
Curt Graham Came in @ 10: 30am, Left @ 11:20am

Meeting called to order at: 10:02 by D'Ann Marro.

OPENING STATEMENTS:

- ~ In the board meeting held 03/11/23, D'Ann Marro accepted the position of President.
- ~ Richard Rao formally resigned on 04/15/2023, as Vice President, resignation letter was received by Treasurer, Crystal Gilliam.
- ~ Bank documents have been updated removing Richard Rao and adding D'Ann Marro.
- ~ Secretary, Kellie Elson and President, D'Ann Marro signed off on the changes to the bank's deposit box at this meeting.

MINUTES

- March 11, 2023, minutes were approved by David Jobes, 2nd by Burgess Stengl. AIF

TREASURER'S REPORT

- ~ SPPOA Treasurer's 2023 YTD report passed out for review. Call for questions, None.
- ~ Taxes – called/emailed tax company few days before the last day to file extension to discuss and confirm the price and have not heard back. Two attempts to see him at his

office last week, his office was closed both days. At this time, our taxes have not been filed. He has everything he needs to complete them.

~ Reminder that maintenance fees were due January 1, 2023. Late fees of \$10 per lot, per year will be added in as of our membership meeting. If anyone needs a payment plan, please contact the Treasurer.

~ Still need to purchase the computer programs and hard drive. (Approved by members October 22, 2022) Additional pool cards have not been ordered yet, CAD Map to be posted at mailboxes and Plat Map for board use. (Approved Feb 15, 2022)

~ **A unanimous Vote (via email/text) February 24, 2023, to approve \$143 payment to download all governing documents filed with Burleson County.** These were purchased/downloaded 4/17/2023, these document downloads are forever accessible through our online account with Burleson County clerk. Documents have also been printed and placed in binder. There was 1 additional document that had been added under incomplete name. The county has since fixed the issue and that document was also downloaded.

COMMITTEE REPORTS

~ Architectural Review Authority (Shannon, Natalie, Curt) No updates

~ Deed Restrictions Committee (Paula, Crystal, Burgess, Richard, Curt, Shannon, Kellie, Susan, Paul) It was confirmed via text message w/ Burgess, that Richard Rao will stay on the committee.

~ Environmental/Deed Violations Committee (Richard, Paula, Susan) it was Confirmed, via text message w/Burgess, that Richard and Susan Rao will stay on the committee.

~ Audit Committee (Paula, Shannon, Michelle) No updates.

~ Membership Appreciation Committee (D'Ann, volunteers appreciated) No updates.

UNFINISHED BUSINESS

~ Update on pool

~ Plaster Warranty work/repairs: cracks in plaster on stairs were filled 4/11/2023. The ladders were replaced and grout/plaster work around skimmers was done 4/15/2023. Cracks/holes/rough spots in bottom/sides of pool were worked on 04/20/2023. They are out working on the pool again now during meeting.

~ D'Ann and Crystal met with Ryan (who does our pool maintenance), to discuss the leaks. It appears there are 2 leaks, 1 close to pool pump house and the other at the deep end. He created a trench for the water and after some digging found 1 of

the leaks is somewhere in pipe under the concrete between skimmer area and pump house. It appears to leak only when the pump is running.

- ~ There is a second leak that needs to be found, it's possible there will be a need to bust up the concrete decking to locate as well as repair both leaks. Before pool was plastered the first time, there were lights in pool and Sam, who once cared for pool, informed Crystal that there was an additional skimmer at end of pool that was removed as well. These covered areas could also be source of leak.
- ~ **A unanimous vote (via text) April 12, 2023, to approve \$1200 for Leak Detection.**
- ~ The quote D'Ann received for leak detection increased from \$1,200.00 to \$2,300, due to our pool being commercial. They are not available to come out for several weeks. Crystal called several other companies and is waiting to hear back. Only 1 has returned call so far which quoted \$165 per hour, but declined the job due to it being commercial. Bailey Plumbing came highly recommended as Mr. Bailey used to specialize in leak detection & repairs. Hope to hear back from him next week. If he is not available and we don't find someone local we will need to schedule with the company charging \$2300. We would need to close down the pool when they are scheduled to come out and again once we can get repairs made.
- ~ **Motion to increase approved amount for leak detection from \$1200, to not exceed \$2500 by Paula, Crystal 2nd, AIF.**
- ~ Opening the pool will require a few things to be done:
- ~ The gate needs to be in working order, it is not latching due to it being opened all the way open, making the mechanism at the top not to work correctly. A chain will be added that will limit how far the gate opens.
- ~ There were a few key copies made that do not work, those will be disposed of and key remade using an original that Curt had.
- ~ The existing knob needs to be sprayed with heavy duty lubricant
- ~ Curt will work on this; we just need to get him the parts.
- ~ **A Unanimous vote (via text) April 15, 2023, to replace timer for the pool card Scanner.** It is property code to have the timer working, Curt will also help with this.
- ~ The 911 call box needs to be tested, Crystal will work on that.
- ~ The rope on safety pool ring needs to be checked, if needed replace it.

~ Crystal poisoned weeds/grass on concrete in pool area as well as ant mounds in pool and park area. There is a bag of poison that needs to be put out across entire area of pool and park with spreader. Kellie volunteered to do that after meeting.

Wasp spray has been placed in pavilion, supply closet and pool storage room. Everyone please use as needed. Crystal has already bombed the restrooms, pool storage room, office and lawnmower building/storage.

~ Crystal will take care of pool card activations/issues, not sure if Curt is going to serve as backup again this summer. D'Ann volunteered to also be back up for Crystal, and Paula will be the private back up, with her phone number not being listed. We will work on possibility of starting set times at the pool to pay for pool cards. It will be posted at the mailboxes, Facebook, that 05/20/2023, from 9am to 10am, the members can come to the pavilion for their pool cards. The day before, 05/19/2023, the Treasurer Crystal, will give a copy of members that are current of their dues, therefore allowed to get a pool card to Paula & D'Ann. The entire board needs to know the process of opening pool, activation pool cards.

~ Pool Opening date May 1st is regular opening date.

~ **A motion to keep Kieler Iselt cleaning the restrooms as he did last 2 years was made by David Jobs and 2nd by Burgess. AIF. Crystal abstained.**

~ We still have openings on the board of, Vice President, 2 Directors through 2024. Pat Aherndt volunteered to be a director. **D'Ann made the motion to have Pat as a director, Burgess 2nd, AIF.** This leaves vacant seats of, Vice President, and one director. Pat can now vote in the meeting. The membership will vote at next membership meeting to approve her appointment.

~ The previous attorney has refunded the full retainer of \$1,600.00 via check. That deposit will show on next month's treasurer report.

~ **Unanimous vote (via text) 4/18/2023 to meet with new attorney regarding deed restrictions at rate of \$325.**

~ The new attorney's contract was emailed to all board members for review prior to this meeting.

~ Many attorneys were contacted to help us with deed restrictions. Our options are to take a later appointment, 05/09/2023 or after, with another attorney that will charge an additional consultation fee and

is not guaranteed that he can or will take us on. Or go with the attorney that we have already met with and was highly recommended. The attorney that met with us, specializes in HOA's and has for many years. **Paula made the motion to approve the**

contract, David 2nd, AIF. The contract was signed by all board members including Pat. We will get from the attorney, in writing, via email, prior to turning in the contract that we will not be charged if property owners contact her. There should be appointed

board members that will have contact with her. A vote was taken to appoint those members.

Paula made the motion to appoint, D'Ann – the President, Crystal – the Treasurer,

and Kellie Elson – the Secretary to be the only point of contact with the attorney, David Jobes 2nd. AIF. These three were all present at the initial consultation with the Attorney as other board members were unable to attend. It was suggested by the attorney that we keep consistency with having those three people working from start to finish. Crystal will get contract to her and pay retainer.

~ Along with deed restrictions, the attorney is working on a Deed Restriction Amendment Procedure, and set up

administrative procedures to follow in the future. **Crystal made the motion (as per TX property code 211.04(a) must have a 2/3 vote approval of the board to begin the process of**

adopting the deed restriction amendment process, David 2nd. AIF

~ We discussed the TX property code 211.004 subsection (e) which states One vote per owner allowed regardless of the number of lots the owner own.

• Annual Meeting Planning (April's date was previously postponed)

❖ Running List of Agenda Items, updates below.

- ~ Minutes: Semi-Annual Membership Mtg. 10/22/2022
- ~ 2022 Report
- ~ 2023 YTD Report
- ~ Audit Committee Report
- ~ Accounting software update
- ~ Update on easements/survey
- ~ Discussion on deed restrictions and deed restriction amendment process.
- ~ Update on purchase of new laptop is it has been purchased, programs & hard drive
- ~ Pool repairs/opening
- ~ Property Owner Questions/Concerns/Suggestions
- ~ Floor Open for New Business
- ~ Election

It was determined to go ahead and hold the Annual Meeting so we can have election and we will vote on the Deed Restrictions at the Semi-Annual. In between the two meetings, we have to adopt the Amendment Procedures.

Explain to the members how the deed restrictions amendment process will be at the Annual Meeting.

Meeting/Election notice timeline is under Property Code and Bylaws, The nomination forms must go out first, just need to change the dates on forms and update the agenda.

~ D'Ann made the motion to set the date for the Annual Meeting for 05/20/2023, at 10am. 2nd by Paula. AIF.

~ There is no update on Easements/Survey (\$11,000 budget approved by Membership Oct. 2022).

~ There is no update on Tax Exemption.

~ Richard responded to text that he is still waiting on quote from guys he met with about lawn mower building repair.

- Quarterly volunteer work day
 - ❖ Running List – *No Changes*
 - ~ Drop box at office
 - ~ Replacement of bushes at entry
 - ~ Maintenance of bus stop & addition of light
 - ~ Replacement of barrier at Memorial Park
 - ~ Repainting of cake walk circle
 - ~ Repairs/cleaning of picnic tables at Memorial Park
 - ~ Pool Fencing
 - ~ Notification board above mailboxes
 - ~ Stabilize flag pole
 - ~ Pressure washing of table area inside pool fence
 - ~ Change of office locks

NEW BUSINESS

The floor open for new business, the lawn Care services discussion was tabled. Also tabled for discussion in future meeting are: Weeds and algae in ponds, Judgement regarding fence, and liability Insurance.

ADJOURNMENT

Motion to adjourn by D'Ann, and 2nd by David.

Time: 12:00pm.