

# **Shadow Brook Swim Club Homeowners' Association**

## **Board of Director's Meeting**

**October 27, 2011**

**Location:** Shadow Brook Pool, San Jose CA

**Board of Director - Attendees:**

Patrick Smith, David Lang, Staci Tenczar, Peter Contini, Lynn Kepp

**Call to Order:** 7:05 pm

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### **Board Positions - 2010**

Patrick Smith – President

David Lang – Treasurer

Lynn Kepp – Vice President, Pool

Peter Contini – Vice President, Communications

Ron Elioff – Secretary

Staci Tenczar – Vice President, Social

### **General Information**

- No new agenda items
- Shadow Brook Fall General meeting and Election was discussed.
  - Date: December 12, 2011
  - Location: Bret Harte Middle School or Almaden Country School
  - New or returning Board candidates need to notify Secretary of intent to run for the board and provide short bio by November 7, 2011.
  - Ballots to be prepared and mailed by November 11, 2011
- Actions (not every step but key milestones)
  - Confirm location [President, VP Social]
  - Print supplement notice and deliver Splasher [VP Comm]
  - Print labels of Homeowners of record [Treasurer]
  - Prepare Draft Ballot, instructions and packet with candidate statements [Secretary]
  - Send Draft Ballot, instructions etc. to Board for approval [Secretary]
  - Board Approval of Ballot & packet [Board]
  - Print, Collate, mail Ballots to homeowners [Secretary]
  - Identify 3 homeowners to count & report results [President]

### **Finance Review and Update**

- There are still a number of outstanding dues from homeowners.
- Multiple attempts and methods have been used to contact homeowners to solicit payment.
- Further actions including liens may be necessary.
- Annual financials and tax returns are in process of being completed.

## **ACC Update**

- There are no significant open items or requests.
- Letters have been sent out following the drive through of the neighborhood to those homes with issues. Actions have already been taken to rectify the problem by some homeowners. Other homes may require additional follow up.

## **Pool Update**

- There are some off season repairs / improvements that need to happen.
- Valley Splash program is going well. There are approximately 40 swimmers in the program with the majority being homeowner or associate member families.

The Meeting was brought to a close at 7:55