



Welcome

Shadow Brook HOA Board Meeting

December 6, 2014

Agenda

- Open & Welcome
- Board Introduction
- Profile of Shadow Brook HOA & Swim Club
- Proposal on pool entry/admission process
- Finance Update/Overview
- Neighborhood Safety Discussion
- ACC Update
- Open Forum/Q&A
- Close of General Meeting

Shadow Brook Profile

- **We are registered as a Planned Community Development with CA**
 - **Governed by CCR's, By-Laws, Policies, and Davis-Stirling Act**
- **Corporation, Non Profit 501 c**
 - Taxes – Federal Return and State Return prepared by CPA firm**
 - Registered with the Sec of State of California as an HOA**
- **318 Homeowners and 125 Assoc Members**
- **Annual Operating Budget of over \$225k**
- **Annual Income average of \$260k**
- **Fiscal year is from March 1 through February 28**
- **Office of County Assessor business property assessment Dec 2014**
- **Annual average of \$8300 into Workman's Compensation Plan for State of California**
- **We interview, hire, manage and pay 25+ seasonal employees a year**
- **Maintain city, county, state and federal compliance**
- **Among the annual filings – State Corporations, Taxes etc.**
- **Insurance Coverage – Liability/Property and Directors & Officers**
- **No Property Manager, Business Manager or Agent**



Proposal: Change to pool entry/sign-in process

Issue & Next Steps

- Shadow Brook needs to account for all persons entering facility [focus on adults]
- Need to ensure only authorized homeowners, associate members and guests enter facility
- Ensure approved lists match persons signing in
- Proposal: Have homeowners/associates present ID
- Next Steps: Solicit volunteers to provide input, propose procedure/process to Board for approval

CY 2014 BUDGET OVERVIEW

- Dues Income = \$168, 100
 - Member Dues [\$107,775] + Associate Dues [\$60,325]
- Other Income = \$95,830
 - Swim lessons, swim team, parties, guests, events

Total CY14 Income = \$263,930

- Wage Expense = \$ 85,130
- Maintenance = \$114,359 [Utilities, Landscaping, Pool]
- Insurance = \$14,496

Total Expenses = \$259,616

Cash on hand \$261,526

***All figures as of 12/1/14**

NOTE: Expenses are inclusive of Swim Team, but **Swim Team is self-funded** and also accounted separately.



Detailed P&L and Balance Sheet Posted on shadowbrook.org

Shadow Brook

- The Pool
- Meeting Minutes/Splasher
- Associate Members
- Swim Lessons
- Swim Team
- Association Documents
- The Board
- Contractor Recommendations
- Job Application



Board Meeting Saturday, December 6 10am Bret Harte Middle School

Posted on [November 29, 2014](#) by [admin](#)

Agenda Includes:

1. Board Update
2. Summary of Financials
3. Neighborhood Safety/Security Update

Posted in [News](#) | [Leave a comment](#)

Calendar of Events

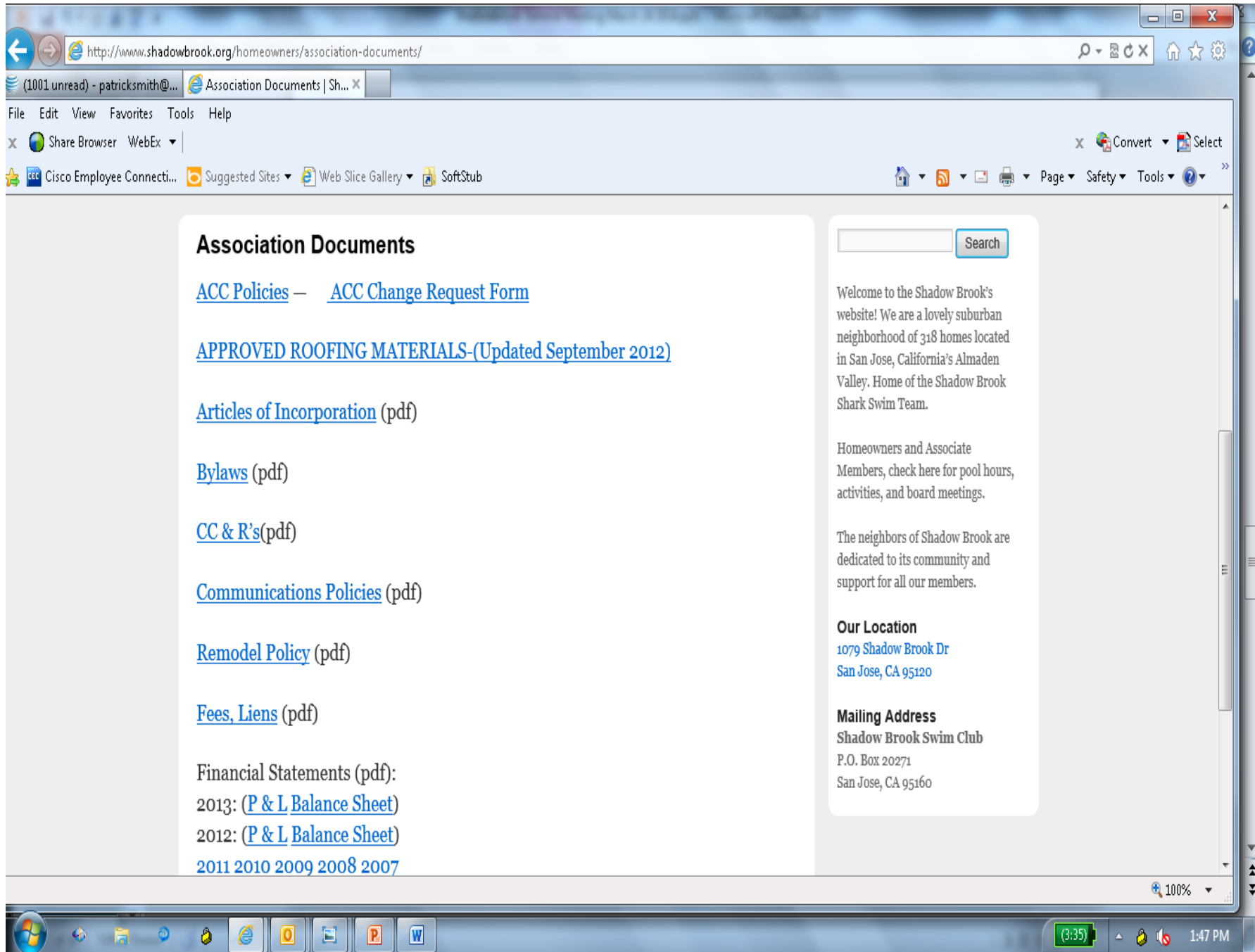
Posted on [October 13, 2012](#) by [admin](#)

Welcome to the Shadow Brook's website! We are a lovely suburban neighborhood of 318 homes located in San Jose, California's Almaden Valley. Home of the Shadow Brook Shark Swim Team.

Homeowners and Associate Members, check here for pool hours, activities, and board meetings.

The neighbors of Shadow Brook are dedicated to its community and support for all our members.

Our Location
1079 Shadow Brook Dr



Association Documents

[ACC Policies](#) — [ACC Change Request Form](#)

[APPROVED ROOFING MATERIALS-\(Updated September 2012\)](#)

[Articles of Incorporation](#) (pdf)

[Bylaws](#) (pdf)

[CC & R's](#)(pdf)

[Communications Policies](#) (pdf)

[Remodel Policy](#) (pdf)

[Fees, Liens](#) (pdf)

Financial Statements (pdf):

2013: [\(P & L Balance Sheet\)](#)

2012: [\(P & L Balance Sheet\)](#)

[2011](#) [2010](#) [2009](#) [2008](#) [2007](#)

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Our Location

[1079 Shadow Brook Dr](#)
[San Jose, CA 95120](#)

Mailing Address

Shadow Brook Swim Club
P.O. Box 20271
San Jose, CA 95160

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[Communications Policies](#) (pdf)

[Remodel Policy](#) (pdf)

[Fees, Liens](#) (pdf)

Financial Statements (pdf):
2013: [\(P & L Balance Sheet\)](#)
2012: [\(P & L Balance Sheet\)](#)
[2011](#) [2010](#) [2009](#) [2008](#) [2007](#)

[Shadow Brook HOA and Swim Club Financials Unaudited \(8/13\)](#)

[Fine Policy](#) (pdf)

[Insurance Documents](#)

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San Jose, CA 95160

Shadow Brook & the Community

- Direct input into annual city Budget Priority Setting Process
- Member of the District 10 Leadership Coalition
- Regular engagement with District 10 Councilman Khamis

Key topics/issues

- Crime, Police Patrols & Response times
- Library/Community Center Hours
- Road/Expressway maintenance [county & city]
- Code Enforcement



Crime & Safety Discussion

ACC Update



Open Forum/Q&A



Close of General Meeting

Agenda

Shadow Brook Swim Club General Meeting

Bret Harte Middle School

February 12, 2013

Agenda

1. Welcome and Introductions
2. Safety and Crime Prevention Presentation & Q&A
3. Homeowners' Discussion on Safety/Crime
4. Finance Update
5. Facility/Pool Readiness
 - a. Hiring Process
 - b. Swim Lessons/Swim Team – significant changes?
6. Open Floor
7. Close of meeting