

# *Shadow Brook Swim Club Homeowners' Association*

January 28, 2015

## Board Meeting Minutes

**Location:** Bret Harte Middle School, San Jose CA

**Board Attendees:** Patrick Smith, Staci Tenczar, Henry Blankenheim, Karen Rockwell, and Mike Beyersdoerfer

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**Meeting was called to order by the president at 7:03PM**

### Agenda Items

- Open & Welcome
- Board Introduction
- Profile of Shadow Brook HOA & Swim Club
- 2015 Dues Discussion
- Open Forum/Q&A

### Open, Welcome, & Board Introduction

- Approximately 30 homeowners in attendance
- 5 attending board members introduced themselves followed by all the homeowners
- New board member: Mike Beyersdoerfer (Blue Mist Place) now holds position of Secretary

### Profile of Shadow Brook HOA

- Registered planned community development with state of California
  - Governed by CCR's, By-Laws, Policies, and Davis-Stirling Act
- Non profit 501c organization
- 318 homeowners and 125 associate members
- Annual average income of \$260,000 and operating budget of \$225,000
- Approximately 25 seasonal employees
- Insurance coverage includes: Liability/Property, Directors, & Officers

## 2015 Dues Discussion

- Due to the large number of homeowners in attendance, president and treasurer explained Shadow Brook budget in great detail. They answered general questions and explained specific budget items per the request of some homeowners.
  - Homeowners were confident board is managing income and expenses properly
    - Board was applauded for Shadow Brook's current financial status
  - Many questions were asked about Shark Swim Team
    - Sharks Swim Team is self-funded and accounted for separately in HOA budget.
    - Sharks Swim Team generates profit with expenses not exceeding fundraising
  - Riptide Swim Team pays rent to use Shadow Brook facilities and is not funded with homeowner dues
- **2014 Financial overview**
  - Total Income \$262,961
  - Total Expenses \$248,715
  - Net Income \$14,246
  - Cash On-hand \$254,533
- **Upcoming 2015 maintenance projections**
  - Pool Resurfacing
  - Pool Deck Replacement
  - Parking Lot Replacement
  - Piping/Plumbing repairs
    - Recommended to be completed at same time as pool deck & parking lot replacement
  - Total estimate for planned repairs: **minimum** \$50,000 - \$60,000
    - Homeowners appreciated the conservative estimate but were concerned board is not reserving enough funds the projects
    - President will update estimates as soon as they become available
    - Board is confident 2015 income and cash reserves (only if necessary) will coverage all expenses for planned maintenance
  - All 2014 maintenance projects were completed without use of reserve funds
  - All repairs and maintenance will be performed with necessary permits

- **History of Dues presented: 2001 to 2014 data**

# of Years	Year	Amount	Increase	Percentage
1	2001	\$250.00	\$25	11%
1	2002	\$275.00	\$25	10%
4	2003-2006	\$300.00	\$25	9%
3	2007-2009	\$325.00	\$25	8%
5	2010-2014	\$340.00	\$15	5%

- Previous Lawsuits were discussed which effected insurability leading to increased costs
- Examples of other neighboring clubs were given for comparison
  - President stated Shadow Brook dues are well below market
- **Homeowners were comfortable with 2015 dues increase of \$20**
  - Group of homeowners expressed interest in a \$25 increase to cover any unplanned expenses
    - Majority of homeowners in attendance supported a \$25 increase
    - Board considering \$25 increase based on input from homeowners
  - Homeowners will receive 2015 dues letters via mail in the coming weeks

### **Change to pool entry/sign-in process**

- **Issue: Must account for everyone entering pool**
  - HOA is at legal risk if process is not established
  - Proposed board options
    1. At minimum, have homeowners and associate members present picture ID (driver's license or student ID)
    2. Create Shadow Brook Membership ID cards
  - Homeowner concerns regarding extended families, nannies, and friends were discussed

- President asked homeowners to share other ideas
  - Several homeowners shared ideas and board members will followup with some of the homeowners
- **Next Steps**
  - Ideas and options require further discussion and updates to be provided at later date
  - Call or email board with any additional ideas
  - New process needs to be finalized by April 2015

### **General information and questions**

- Drought and Eco-Friendly landscaping available and Shadow Brook has ACC approved options

**Meeting was brought to close/adjourned at 8:33PM.**